

Policies and Guidelines

Academic Affairs – Administration

CWU Policy 504-17

Effective: June 12, 2019

Policy Review Date: YEAR

Policy Executive: Provost and Executive Vice President of Academic Affairs

Responsible Office/Unit: Provost Office

Policy Statement:

Applicability:

Content:

Policy

(1) Centers/institutes, both Types A and B as defined above, shall adhere to the following:

- A. Have a mission statement, goals, objectives, and outcomes that support CWU's mission, goals, objectives, and outcomes as expressed in the university strategic plan.
- B. Involve students in their activities, where possible, in recognition that the primary mission of the university is education.
- C. Involve full-time university faculty or staff in center/institute administration.
- D. Have defined service areas and target populations. Within each service area, specify the service activities offered. For centers/institutes offering multiple services, specify different service areas and target populations as appropriate.
- E. Document the need for services to be offered within defined service areas. At a minimum, the needs assessment will include: 1) an analysis of potential duplication with other services (public, private, and university-sponsored) available to the target population in the proposed service area; 2) evidence of a gap in services to the target population in the proposed service area; and 3) a description of the relationships between the center/institute, the target population, the service area community, and existing community services.
- F. Maintain current curriculum vitae of all professional personnel involved in the center/institute.
- G. Operate primarily on a self-supporting basis with the possibility of some allocation of university funds. Submit annual budgets, reflecting projected income and expenditures, to the provost. Make adjustments throughout the fiscal year to ensure a balanced budget is maintained. Maintain

income generated through user fees, fees for service, and grants and contracts in university accounts. Include as expenditures all costs associated with the operation of the center/institute, including, but not limited to salaries, employee benefits, student employment, supplies, and equipment. Carry over surplus monies or deficits incurred during a given fiscal year to the subsequent fiscal year; deficits will be the responsibility of the unit (Type A centers/institutes) or units (Type B centers/institutes) to which the center/institute reports. Complete annual reviews of the center/institute's budget.

- H. Pay all employees through the university's payroll system as they are CWU employees. CWU faculty and staff may be employed by centers/institutes provided the employee has received written authorization from the employee's primary supervisor. That written authorization must include a statement that the employee's duties with the center/institute will be either in addition to or part of the employee's primary job responsibilities. CWU faculty or staff may receive reassigned time from their primary responsibilities to perform work in centers/institutes upon recommendation of their supervisors and approval of the appropriate director or dean. Whenever possible, the center/institute will reimburse the academic department/unit for any reassigned faculty time.
- I. File an annual report with the head (Type A) or heads (Type B) of the administrative unit(s) to which the center/institute reports. That report shall summarize the activities of the center/institute during the fiscal year just completed. It shall describe each project undertaken and provide detail on how many people were served by the center/institute.
- J. Every four years, conduct a thorough review of the centers/institute's mission and activities. The head (Type A) or heads (Type B) of the administrative unit(s) to which the center/institute reports shall conduct this review and submit it to the provost. Centers/institutes which are no longer fulfilling their purpose will be dissolved. Centers not reviewed according to this section are presumed to be dissolved.
- K. Present requests for expansion beyond approved facilities through the annual space allocation process.

(2) Proposals for new centers/institutes must address (1)A through J above, as appropriate, and also include the following:

- A. An organizational chart clearly showing how the center/institute fits within the university's academic administrative structure and to what administrative unit (Type A) or units (Type B) the center/institute reports. Centers/institutes may report to departments, deans, or other administrative units within Academic and Student Life. While centers/institutes are encouraged to develop advisory boards, they must still report to an administrative unit (Type A) or units (Type B) within Academic and Student Life.
- B. Detailed budgets covering at least three years of operation and specifying the origin of all funds supporting the center/institute.
- C. An analysis of the space needed and a proposal for securing that space.
- D. A description of equipment needed, how that equipment will be secured, how it will be maintained, and how maintenance will be funded.
- E. Demonstrated compliance with applicable Human Resources/Payroll and Business Services/Risk Management policies and procedures, as well as applicable collective bargaining agreements.

- F. Procedures for dissolution of the center/institute and, for multi-unit centers/institutions, procedures by which parties may uncouple from the center/institute and how partnerships may be dissolved.

History:

*Responsibility: Provost/VP of Academic Affairs; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;
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