

# Procedures

## Academic Affairs – Administration

### CWU Policy 504-18

**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) Any academic and student life unit (Type A center/institute) or units (Type B center/institute) wishing to propose a center/institute or substantially modify an existing center/institute shall submit to the provost through the appropriate administrative head(s) a proposal which addresses all of the policies and guidelines outlined above.
  
- (2) The provost shall request a review of the proposal by a review committee consisting of the Dean of the School of Graduate Studies and Research, the administrative head (Type A) or heads (Type B) where the proposal originated, a representative from the office of the Vice President for Business and Financial Affairs, faculty representatives(s) from the unit(s) involved, and other personnel appointed at the provost's discretion. After reviewing the proposal, the committee shall make a recommendation to the provost on whether the center/institute should be approved, should be approved with modifications, or should not be approved.

**History:**

*Responsibility: Provost/VP of Academic Affairs; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 07/2009; 06/12/2019; Approved by: James L. Gaudino, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-40-040, June 2025*