



May 14, 2007

Tom Bellamy
Vice Chancellor for Academic Affairs
UW Bothell

Dear Tom:

Per the recommendation of both the General Faculty Organization's Executive Committee and the Academic Council, I am pleased to approve the following policy:

Establishment and Management of Centers and Institutes at UW Bothell

Attached is the signed approval sheet for your office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steven G. Olswang'.

Steven G. Olswang
Chancellor

Attachment

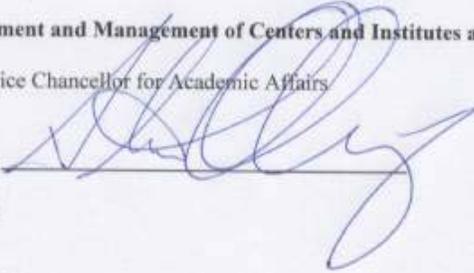
Academic Affairs
UWB

MAY 14 2007

RECEIVED

Title: Establishment and Management of Centers and Institutes at UW Bothell

Prepared By: Vice Chancellor for Academic Affairs

Approved By: 

Date Approved:

Purpose of the Policy

This policy establishes procedures and criteria for proposing, approving, and reauthorizing centers and institutes at UW Bothell.

Authority

The UW Research Centers and Institutes Policy provides the framework within which UW Bothell academic Centers will be established. The policy authorizes the Chancellor to approve Centers and Institutes when no central university funds are requested, subject to the Provost's approval of the Center's name.

Definitions

A UW Bothell *center* is defined as a single or multi-program academic unit which is organized to conduct education, research and/or service activities. For purposes of this policy, Centers include institutes and other entities with similar functions. Such entities are characterized by intended organizational stability, some programmatic autonomy from academic programs, and a separate operating budget that may include grant, gift, and/or operating funds. Centers may reside within academic programs or report directly to the Chancellor, the Vice Chancellor for Academic Affairs, or an Associate Vice Chancellor for Academic Affairs. As defined here, Centers do not include existing operating programs in Academic and Student Services that are funded primarily to provide services to faculty and students through the permanent campus budget, even though some of these entities (The Teaching and Learning Center, Writing Center, Quantitative Skills Center) are called "centers."

The *center charter* is the governing document for the center. It defines the Center Director's reporting relationship, the Center's relationship to other campus or University units, its authorized activities, and any resource commitments from the campus associated with Center operation.

Procedures for Establishing New Centers

Faculty proposing to create a new center should develop a program plan and draft charter for the proposed organization. The program plan should describe the purpose and proposed administrative and fiscal structure of the organization, and will include the following contents:

1. Statement of General Purpose of the Center (including areas of education, research and/or service)
2. Statement of Congruence with Role and Mission (with reference to mission of the campus and the parent unit—program , campus, tri-campus)
3. Description of Institutional Capability for Implementing the Unit (describes the institutional resources that are particularly important for the Center’s operation)
4. Description of Administrative Structure of the Unit and Reporting Relationships (includes relationship to other campus units)
5. Description of Fiscal Control Provisions. (includes designation of a responsible fiscal officer for the Center and description of accounting procedures, use of general funds, terms and conditions of expenditure and authorization, and any agreements that create exceptions for the center to campus policies and operating procedures.)
6. Center Operating Policies
 - Membership procedures, rights, privileges and responsibilities
 - Governance
 - Appointment of Director and other staff
7. Resource Implications
 - 5-year revenue estimate and source of funds
 - 5-year expenditure budget
 - 5-year cash flow
 - Anticipated impact on revenue for other campus units or the campus as a whole
8. Statement of Impact on Programs, Curricula, and Other Campus Services. (Provides an opportunity to discuss how the center or institute is expected to affect other programs, existing centers, or services on the campus.)

9. Statement of Risk. (An assessment of potential University liabilities by the campus legal counsel must accompany both the request for initial approval and subsequent reauthorizations.)

The Chancellor is responsible for initial approval and renewal of all centers. Prior to submission to the Chancellor, the program plan and charter will be reviewed and commented on by the GFO Executive Council, the Academic Council, the Vice Chancellor for Academic Affairs, and when needed, the University Attorney General's office. Prior to requesting a formal recommendation from the GFO Executive Council or Academic Council, the proposed charter will be posted for a one-month period of review and comment by campus faculty. Centers that are organized within an academic program must also have approval of the program director prior to review at other levels.

Procedures for Current Centers

To be reauthorized, all Centers existing prior to adoption of this policy will develop charters that conform to the requirements of this policy within one year after formal adoption of the policy. These charters will establish timelines for review and reauthorization as defined below.

Review and Reauthorization

Approval for each new center or each existing center that is reauthorized will be for an initial period of five years, at the end of which time the center authorization will expire unless formally reauthorized.

Reauthorization may be granted after a review of the center's activities and accomplishments. Review criteria for reauthorization include, but are not limited to: 1) success in the accomplishment of the unit's goals; 2) maintenance of fiscal solvency; and, 3) the unit's support of the mission of its parent unit (program, campus, tri-campus). An updated business plan must accompany each new reauthorization.

Faculty Appointments

Faculty at various ranks may participate in the activities of centers in accordance with the charter of the organization but will hold their appointment in an academic program. Centers may also include professional staff members.