

POLICY ON ESTABLISHMENT OF PROGRAMS, INSTITUTES & CENTERS  
WITHIN THE DIVISION OF ACADEMIC AFFAIRS

Purpose & Scope

The intent of this Policy is to make consistent throughout the University the use of terms utilized to describe those academic entities, other than colleges, schools, divisions, and departments that have been properly established by the University to enable persons within and without the University to better identify the purposes and organization of such entities. The Policy does not require existing entities to change their name, but rather it is to routinize the use of the terms Program, Institute and Center as of the effective date of the Policy. This Policy is concerned only with the Division of Academic Affairs.

ACADEMIC ENTITIES ORGANIZED PRIMARILY FOR INSTRUCTIONAL PURPOSES

*INSTITUTE* – An Institute is organized as an academically rigorous formal and informal mix of lectures, colloquia, field trips and/or social interactions, led by faculty. Normally an Institute would continue to exist from year-to-year and constitute a rather intensive examination of a particular subject, and may include student-centered research and/or funding from an outside source. Academic presentations would be non-credit bearing, and would require approval of a Dean and Provost, upon application by a faculty member. Normally, the head of an Institute would carry the title “Director of the Institute.”

*PROGRAM* – A Program is focused on a set of courses with a defined academic content and setting within a particular discipline, would continue from year-to-year and be led by faculty. Academic credit would be provided. Approval would be through the established process, involving school/department, Faculty Curriculum Committee, Dean and Provost. A Program may exist within an Institute. Currently, Programs are led by a Program Coordinator, but there is some desire on the part of the Policy Committee to make the head of a Program a “Program Director” as this title is more common within the higher education community.

*CENTER* – A Center is interdisciplinary in nature and involves more than one School or Department, but has a defined academic content and setting, and revolves around a particular topic or problem. It would be led by faculty and have continuing status and academic credit would be provided. A Center may exist within an Institute. Approval would be through the established processes as with a Program. Normally, the head of a Center would carry the title “Director of the Center.”

ACADEMIC ENTITIES ORGANIZED PRIMARILY FOR RESEARCH

*RESEARCH PROGRAM* – A Research Program is focused on faculty –centered research (although students may be engaged) within a particular discipline. Normally, the research program would be funded externally, upon application by faculty and would be approved in the same manner as sponsored research

projects are normally approved, upon the application by a faculty member through the Office of Sponsored Programs, and including approval by the Dean and Provost. A Research Program may exist within an Institute. Academic credit normally would not be granted. The head of the Research Program would carry the title of "Principal Investigator."

*RESEARCH CENTER* - A Research Center is faculty-centered (although students may be engaged) and interdisciplinary in nature. Normally, the research program would be funded externally, be led by faculty and would be approved in the same manner as sponsored research projects are normally approved, upon the application of a faculty member through the Office of Sponsored Programs, and including approval by the Dean and Provost. A Research Center may exist within an Institute. Academic credit normally would not be granted. The head of a Research Center would carry the title of "Principal Investigator."

ACADEMIC ENTITIES ORGANIZED PRIMARILY FOR COMMUNITY SERVICE

*SERVICE PROGRAM* – a Service Program is focused on service to the community within a particular discipline, led by faculty. Normally academic credit would not be granted through a Service Program. Approval would be granted through the Office of Community Service as well as the Dean and Provost. The head of a Service Program would carry the title "Program Coordinator."

*SERVICE CENTER* – A Service Center is focused on interdisciplinary service to the community, led by faculty. Normally academic credit would not be granted through a Service Center. Approval would be granted through the Office of Community Service as well as the Dean and Provost. The head of a Service Center would carry the title "Program Coordinator."

APPROVED BY PROVOST

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