

**GUIDELINES FOR ACADEMIC INSTITUTES AND ACADEMIC CENTERS****A. Introduction**

Academic Institutes and Academic Centers (collectively AICs) provide faculty, staff, trainees, and students with a wide range of opportunities to engage and collaborate in areas of common interest. In order for an AIC to be successful, it must (1) advance the mission of the University, (2) have administrative consistency in leadership, governance, and oversight, and (3) comply with all University policies. To ensure consistency, the “institute” or “center” may only be used with approval, and these guidelines outline the process for establishing, reviewing, and discontinuing AICs.

**B. Definitions**

*Academic Center.* An Academic Center (AC) is a unit within a department/school that utilizes the term “center” in its name and has a focus on enhancing teaching, clinical care, and/or community engagement in a single area of expertise. ACs report to the Chair of the department. ACs may obtain extramural funding, including donor and research funding, in support of the AC’s development and goals. To achieve its goals, an AC may collaborate with faculty from other departments, regional universities, and individuals in the community who are advocates or have expertise in the area in which the AI is focused.

*Academic Institute.* An Academic Institute (AI) is an interdisciplinary or interdepartmental program typically contained within a college/school or division that utilizes the term “institute” in its name and has a focus on enhancing teaching, clinical care, and/or community engagement in multiple related areas of expertise. AIs have a formalized structure, may operate as an autonomous department, and report to the Dean of the college/school under which they have been assigned. AIs may obtain extramural funding, including donor and research funding, in support of the AI’s development, expansion, and goals. To achieve its goals, an AI may collaborate with local, regional, national, or international universities, professional societies, foundations, and corporations.

**C. Criteria**

AICs must meet the following criteria:

- The purpose must be consistent with the department, college/school or University’s mission and priorities;
- It must encompass a well-defined area of teaching, clinical care, or community engagement involving faculty and resources; and
- The University must have existing strengths and resources in the areas of expertise, including a commitment on the part of the involved faculty and administration to actively support the goals of the AIC.

**D. Creation of New Academic Institutes or Academic Centers**

- The proposal of an AIC as part of a donor gift, must be approved in writing by the Provost and Executive Vice President of Academic Affairs (Provost) or the Executive Vice President for Health Sciences (EVPHS), as applicable, before the gift agreement is executed. A proposal to establish an AIC as part of a gift agreement must be submitted in accordance with the procedures below.
- Departments or schools/colleges seeking to utilize the designation of “center” or “institute,” including as part of a donor gift, must submit a written proposal to the

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appropriate EVP based on the proposed institute or center line of reporting (appropriate EVP), that contains:

i. Purpose, Goals, and Metrics

1. A clearly defined primary purpose related to the department, college/school or division's mission of teaching, clinical care, or community engagement.
2. Articulate and address a need with evidence of how the proposed AIC would fulfill the need.
3. State how the AIC would be different from existing organizational units, centers, or institutes within the University.
4. Articulate the AIC goals and milestones and describe how they will be measured and evaluated.

ii. Organization and Leadership

1. Have an identified director or a clear plan to identify one with sufficient qualifications and experience.
2. Have an organizational chart depicting a clear reporting relationship to a department, college/school, and/or other appropriate unit as well as a written letter of support from such unit's leadership.
3. Provide all necessary letters of support and commitment including from leadership of units outside of the University.
4. List the AIC director, if identified, and key personnel along with their CVs, their role in the AIC, and their expertise to perform said role.
5. List other initial participating faculty, staff, and personnel and their role in the AIC.
6. List any internal and/or external advisory boards, their role(s)/expertise, and potential members. Such boards may not have financial, governing, or hiring authority.

iii. Budget and Resources

1. Have an annual budget for the first three years of operation showing projected source(s) of internal and external funds. If no initial funds are available, submit a plan to demonstrate how funds will be acquired to support the AIC in the future (i.e., program project grants, Chair's funds, donor support, administrative resources, etc.).
2. Outline the time and effort that will be necessary to achieve the stated goals.
3. Clearly outline a plan and capacity to grow and sustain the AI or AC, including how it will become self-sustaining over time.

- c. The appropriate EVP will forward the proposal to the appropriate standing or ad-hoc committee on institutes and centers for review.
- d. The committee will provide its recommendation on the AIC to the appropriate EVP for final approval.

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A pre-existing AI or AC that, as of the effective date of these guidelines, was formally approved utilizing any prior ODU or legacy Eastern Virginia Medical School process, may continue to use the institute or center designation. All such legacy Eastern Virginia Medical School institutes and centers shall be considered Academic Institutes or Academic Centers under these guidelines and shall be subject to the evaluation and discontinuation processes outlined below.

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### E. AIC Operation

- a. Each AIC shall be approved for operation for a five-year period and may be renewed upon review as outlined below.
- b. Once an AIC is created, it shall operate under an assigned department/school/college whose Chair/Dean, or their designee, shall have primary oversight of the AIC. Each Chair/Dean, or their designee, is responsible for regularly reviewing any AIC created under their unit.
- c. AICs are subject to all policies, procedures, rules, and guidelines of the college/school, division, or University, as applicable. The AIC director is responsible for ensuring compliance with all such policies, procedures, rules and guidelines and the overall management of the AIC.

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### F. Evaluation

- a. AICs will each undergo a comprehensive evaluation every five years to determine if the AIC is eligible for renewal.
- b. Six months prior to the end of the fifth year of operation, the AIC director shall prepare a report that includes:
  - i. A self-assessment by the leadership of the AIC that includes:
    1. Performance of the director;
    2. Participation and actions of the advisory board or other governing body;
    3. Contributions to the mission of the college/school or division, including any publications or other scholarly activity, intellectual property, or community impact/services resulting from the AIC;
    4. Financials (funding during the review period and long-term financial viability);
    5. Level of faculty engagement/participation; and
    6. Strategic plans for the future;
- c. AC reports shall be provided to the Chair or Dean of the unit under which the AIC operates.
- d. For ACs, renewal/non-renewal decisions will be made by the Dean.
- e. The Dean shall make a recommendation regarding renewal of the AI to the appropriate EVP who may accept, modify, or overrule the recommendation.
- f. The AIC director shall be notified of renewal or non-renewal, in writing. The procedures in section L(c) below shall be followed if the AIC is not renewed.

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### G. Changes or Discontinuance

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- a. Changes to the AIC director, key personnel, governance body, or purpose of the AIC must have written approval of the appropriate EVP in addition to following any process outlined in the AIC bylaws.
- b. Discontinuation of the AIC may be initiated at any time by written notice from the appropriate EVP to the AIC director or from the Dean to the appropriate EVP based on any of the following:
  - i. Insufficient resources to continue to support the AIC, including termination or expiration of the primary funding mechanisms for the AIC or low participation by faculty.
  - ii. Failure to achieve mission, goals, or objectives.
  - iii. The mission, goals, or objectives are no longer in line with the mission of the department, college/school, or division under which the AIC reports.
  - iv. Duplication with another department, college/school, division, or AIC.
- c. Upon issuance of a discontinuation notice, the AIC director, or designee, shall develop a phase out plan to discontinue AIC operations, which shall not exceed six months in duration and shall involve other areas (e.g., Talent Management and Culture, Marketing and University Communications, University Counsel, University Advancement, etc.) as necessary.

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