

## **AY21-43-D**

### **Guidelines for the Establishment of University Centers and Institutes**

A proposed university center or institute should include one or more academic discipline areas which are to receive special emphasis by the institution because of their relevance to the overall mission and goals. Those who propose the establishment of a university center or institute should prepare, after preliminary discussion, a formal proposal and submit it through the appropriate academic and administrative channels. Establishment of a center or institute requires the written approval and commitment of the provost and vice president for academic affairs.

The proposal for the justification of a new university center or institute must specifically address the following areas:

1. How will the purposes and activities of the center or institute address an academic need and the mission of Old Dominion University?
2. What are the expected specific outcomes of the center or institute?
3. What is the rationale for establishing a center or institute?
4. Why does it need to be created in order to attain the stated specific goals and objectives?
5. What are the organizational and operational aspects of the proposed center or institute?
6. What are the cost (i.e., space, library materials and services, equipment, personnel, and non-personnel services) and five-year revenue projections for the center or institute?
7. How will the center or institute be evaluated?

For information on research centers and institutes, please refer to the Guidelines for the Establishment, Operation and Evaluation of Research Institutes and Centers.

- Approved by the vice president  
for academic affairs  
October 16, 1984