



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.046 Academic Centers and Institutes

I. Policy Statement

Academic Centers and Institutes provide a framework to advance UNT in the critical areas of service, outreach, interdisciplinary scholarship and externally funded research, and development. This policy outlines processes for the establishment, reporting, review, and discontinuation of Academic Centers and Institutes, ensuring alignment with UNT’s mission and strategic goals.

II. Application of Policy

All University

III. Policy Definitions

A. Academic Center or Institute

“Academic Center” or “Academic Institute,” in this policy, means an internal organization with a primary mission designated as academic. Primary functions may include research, creative endeavor, facilitation of research, and training and/or instruction. An Academic Center or Institute may contain constituent units (academic centers, labs, etc.) grouped under a single administrative structure.

IV. Policy Responsibilities

A. Overview of Academic Centers and Institutes

The mission of an Academic Center or Institute must be consistent with and supportive of UNT’s mission and strategic goals.

1. An Academic Center or Institute housed in one or more departments within a single college/school reports to the dean of that college/school. If housed in more than one college/school, the Academic Center or Institute reports to a lead administrator, designated by the provost and the vice president for research and innovation.
2. An Academic Center or Institute may involve interdisciplinary efforts encompassing a combination of research, instruction/training, service, and membership. An Academic Center or Institute may also be narrower in scope and focus on research, instruction/training, or service in a particular discipline.
3. An Executive Council of Center and Institute Directors (ECCID), appointed by the provost, reviews center proposals, conducts five-year reviews, and makes recommendations on policies and procedures. The ECCID consists of 5-7 members, including a representative body of Academic Center/Institute directors and deans, the vice president for research and innovation (or designee), and the provost (or designee). In certain circumstances, the provost may appoint an outside expert to serve on the ECCID.

B. *Establishment of Academic Centers and Institutes*

1. The establishment of a new Academic Center or Institute requires careful evaluation and justification of need and potential for contributing to UNT's mission and vision. New Academic Centers or Institutes typically promote interdisciplinary activities and involve no fewer than five faculty members. New Academic Centers or Institutes should not duplicate the activities of other university units.
2. Formal applications for establishing an Academic Center or Institute require a proposal that includes, but is not limited to, contribution to UNT's mission and vision, anticipated outcomes, resource requirements, and anticipated return on investments.
 - a. Proposals for new Academic Centers or Institutes must be approved by the ECCID, the provost, and the vice president for research and innovation.
 - b. Upon receiving the required approvals, a new Academic Center or Institute may begin activity immediately.

C. *Reporting of Academic Centers and Institutes*

To facilitate planning and assess analysis, implementation, and data-informed decision processes, the ECCID shall evaluate all Academic Centers and Institutes two years prior to their 5-year continuation/discontinuation review described in section IV.D. of this policy. Directors of Academic Centers and Institutes must submit report materials in a university-wide database. University Accreditation is responsible for facilitating the collection and storage assessment plans and results.

D. *Continuation or Discontinuation of Academic Centers and Institutes*

1. On a 5-year cycle, the provost (or designee) and the vice president for research and innovation (or designee) will conduct a review of an Academic Center or Institute after conferring with the lead dean (or other administrator) of the college or school that has budgetary responsibility for the Academic Center or Institute. When feasible, institutional reviews should coincide with any external reviews that are required of the Academic Center or Institute.
2. Directors of Academic Centers and Institutes must submit a comprehensive report for the 5-year period.
3. The provost (or designee) and the vice president for research and innovation (or designee) will make a determination on continuation or discontinuation. The review process is completed when the provost acknowledges such actions in a letter to the dean(s) and to the director of the Academic Center or Institute. Academic Center/Institute directors should be apprised of the continuation/discontinuation decision in a timely manner.

E. Policy Exceptions

The provost may make exceptions to this policy when it is deemed to be in the best interest of the institution.

V. Resources/Forms/Tools

Procedures for Establishment, Annual Reporting, and Review of Centers and Institutes

VI. References and Cross-References

None

VII. Revision History

Policy Contact:	Policy Director, Office of the Provost and VP for Academic Affairs
Approved Date:	02/01/1990
Effective Date:	03/07/2017
Revisions:	05/01/2002, 05/04/2012, 03/07/2017, 02/02/2022