

Effective: October 11, 2021

University Governance UNIVERSITY CENTERS AND INSTITUTES

Approved: Cabinet
October 11, 2021

Millersville University distinguishes between two types of centers or institutes:

- 1) *Service Centers or Institutes* are integral parts of the university's institutional structure and are primarily funded from the university's operating budget. These centers provide services to the students and faculty. Such centers include, but are not limited to, the Writing Center, the Center for Student Involvement and Leadership, the Center for Academic Excellence, etc. These centers are functionally equivalent to a university office, and may reside in any of the university's divisions.
- 2) *Program Centers or Institutes* are primarily funded from external sources and are focused on a particular teaching, scholarly or creative activity. These centers can serve curricular and programmatic purposes, provide support to faculty and student research or help meet the university's outreach and community engagement goals. Examples of program centers include the Entrepreneurial Leadership Center, the Center for Public Scholarship and Social Change, the Walker Center for Civic Responsibility and Leadership, and the Center for Disaster Research and Education. These centers can be university-wide or reside under certain divisions, colleges, or departments.

There is no programmatic or operational distinction made between a center and an institute, but the terms are considered to be synonymous. Credit-bearing courses identified as "institutes" are excluded from this policy.

The decision to create or discontinue service or program centers is made at the discretion of the University President or designee.

The following guidelines relate to the creation or discontinuance of program centers:

Process for Approval of a Program Center or Institute

Program centers or institutes are established on the foundation of an ongoing initiative, grant or project that has generated or has the potential to generate external funding, is ready for expansion, and for which there is evidence that a dedicated center or institute can be self-sustaining. Program centers or institutes are approved through an application process that involves faculty and/or staff working with their supervisory administrator to create a proposal which must be submitted for approval to the president by the appropriate supervisory vice president. The sole discretion to approve the establishment of a center is made at the discretion of the University President or designee.

Elements of the Proposal

All proposals to create a program center or institute must contain the following:

- Clearly defined mission and goals that relate to the university's strategic plan and any relevant division or college strategic plan;
- A statement of purpose that clearly defines the rationale for initiating a center, with target audiences and previous funding streams identified;
- A clearly defined plan of activities for the succeeding five years;
- A leadership structure that includes multiple individuals from the university community;
- A detailed plan to create an advisory group for the center within its first two years;
- A budget projection for the initial five years with a plan to seek and secure external funding, with potential funding sources and/or competitions identified;
- Clearly identified university resources required for the center's operations (e.g. space, AWA, GA allocations, student wages, etc.);
- An administrative support structure defining how the operations of the Center will be supported, including the definition of reporting lines;
- An assessment plan with measurable outcomes that relate to the center's mission and goals as well as the University Strategic Plan.

Program Center Sustainability Review

All program centers and institutes will submit an annual assessment report consisting of a summary of the prior year's activities, a statement on how well the center has met its stated outcomes, and a budget sheet demonstrating the center's or institute's viability, which must include statements of all revenue and expenses for the year under review. This is required of all existing program centers and institutes as well as any newly approved centers or institutes.

All program centers and institutes are required to undergo a five-year program review, which will follow the current format and protocol in use for the assessment of non-instructional units, but must include a summary of the assessment reports for the five-year period under review; an action plan for the subsequent 3-5 years; a budget report detailing revenues and expensed incurred over the five-year review period; and a five-year budget projection for the subsequent review period. The program review will be evaluated by the appropriate administrative supervisor, who will recommend renewal or suspension of the center to the appropriate vice president, who will recommend renewal or suspension of the center to the president. This is required of all existing program centers and institutes as well as any newly approved centers or institutes. The sole discretion to approve the renewal or suspension of a center is made at the discretion of the University President or designee.

This program review will serve as a mandatory reapplication for university endorsement for all program centers and institutes.