

**MEDICAL UNIVERSITY OF SOUTH CAROLINA
OFFICE OF ACADEMIC AFFAIRS**

**Approval of Centers, Institutes, and Bureaus of the Colleges of the
Medical University of South Carolina: A Proposal**

Introduction

The establishment of centers, institutes, and bureaus to carry out the teaching, research, and service goals of the university is recognized as a legitimate mission of each of the six colleges.

Definitions of these organizations created for certain periods of time follow: **Bureau** - An organization established for the purpose of exchanging information, making and maintaining professional contacts and/or relationships, and coordinating activities related to a particular discipline or specialization. **Center** - An organization established for the promotion, investigation, study, instruction, and promulgation of specialized areas of knowledge, procedures, and/or processes. **Institute** - An organization established for the purpose of functioning as a pivotal point in the study or exploration of a restricted area of knowledge as well as a concentration of effort and/or facilities focused on an area of study or activity.

Policy

Centers, institutes, and bureaus may be established by colleges, departments, or other entities under the administration of a Dean or Department Chair. Regardless of the site of origin, proposals for centers, institutes, and bureaus must be reviewed by the Deans' Council; the President's Council; and the Education, Faculty, and Student Affairs Committee of the Board of Trustees. They must be approved by the Provost and Vice President for Academic Affairs, President, and the Board of Trustees.

Centers, institutes, and bureaus may be proposed once a semester three months prior to the December meeting of the Board of Trustees for the fall semester and three months prior to the April meeting of the Board of Trustees for the spring semester.

Approval Process

Department Chairs, or program directors will submit the proposal to their respective Deans who, after review, will forward it to the Deans' Council for discussion and comment. Deans will forward proposals directly to the Deans' Council. The Provost, taking into consideration the discussion and comment of the Deans' Council, will approve or disapprove the proposal. If approved, the proposal will be forwarded by the Provost indicating approval to the President's Council for review. Upon consideration by the President's Council, the proposal will be approved or disapproved by the President. Upon approval by the President, the proposal will be forwarded to the Education, Faculty, and Student Affairs Committee of the Board of Trustees by the President indicating approval for review and recommendation to the Board of Trustees. The Board of Trustees will approve or disapprove the proposal.

Approval Procedure

<u>Cycle A</u>	<u>Cycle B</u>	<u>Action</u>
January	September	Submit proposal to Dean for review and comment. Deans' Council reviews proposal.
February	October	Provost approves or disapproves proposal. President's Council reviews proposal.
March	November	President approves or disapproves proposal. Proposal presented to the Education, Faculty, and Student Affairs Committee for recommendation to the Board of Trustees.
April	December	Submit the reviewed and approved proposal to the Board of Trustees.

Appeals

Within five days after being notified of the decision of the Provost, the Dean may appeal, in writing to the Provost, for the Provost's approval or disapproval.

Within five days after being notified of the decision of the President, the Provost may appeal, in writing to the President, for the President's approval or disapproval.

There are no appeals from the recommendation of the Education, Faculty, and Student Affairs Committee or the decision of the Board of Trustees.

Format of the Proposal for the Establishment of Centers, Institutes, and Bureaus

The proposal should contain the following elements:

Cover Page	Name of the proposing organizational unit and college Title of the proposed center, institute, bureau. Signature and date of the proposer. Signature and date of approving Dean.
Introduction	Description of need to be met, problem to be solved, issue to be resolved. Purposes of the center, institute, bureau. Specific goals to be achieved. Date of the initiation and termination [if applicable] of the program or activity.
The Program or Activity	Relationship of the proposed center, institute, bureau to the College and the University. Relationship of the proposed program or activity to other programs or activities in the University. A description of the program or activity. A statement concerning the population to be served, the extent of that service, and a projection of the time the service will be required.
Resources Required	Summarize the personnel, facility, equipment, and other resources necessary for goal achievement and maintenance of the center, institute, bureau. Estimate the initial start-up costs of the center, institute, bureau and the continuing costs for the length of the institute or for five years, whichever is less. Set forth the projected source of income to be generated by the center, institute, bureau [grants, fees, sponsorship, etc.].

Review and Termination of a Center, Institute, or Bureau

Every two years the Associate Provost for Institutional Research and Assessment will request from the appropriate Deans a report of the centers, institutes, and bureaus under their jurisdiction.

If in the opinion of the Dean the center, institute, or bureau should be maintained or terminated he/she will so inform the Provost in writing. Reasons for terminating centers, institutes, or bureaus are: change in mission, lack of funding, inactivity, reduced or non-existent need.