

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-5.002 University Institutes and Centers.

(1) Purpose. This regulation is supplemental to the Board of Governors (“BOG”) regulation 10.015 and establishes the requirements for developing, operating, evaluating, reviewing and disbanding University Institutes and Centers in an effort to ensure that the Institutes and Centers are of the highest quality, that they enhance University activities, and are aligned with the established goals of the Board of Governors (“BOG”). University Institutes and Centers are subject to the governing provisions of BOG Regulation 10.015, in addition to the University’s regulations, policies and procedures.

(2) University Institutes or Centers are defined by the BOG as an entity that is generally established by the University to coordinate institutional research, service and/or educational or training activities that enhance existing instruction, research, and service at the University. The President may grant authorization for the development, implementation and disbanding of University Institutes and Centers in accordance with this regulation.

(3) Establishment. The Vice President of Academic Affairs or designee, shall prepare and submit a proposal to the President for approval to establish a new University Institute or Center. The proposal must include, at a minimum, the following information pertaining to the proposed Institute or Center:

- (a) Name and descriptive information.
- (b) Contact information.
- (c) Institute’s or Center’s mission.
- (d) Established goals and objectives.
- (e) Anticipated benefits of creation.
- (f) Proposed individual to be appointed as Director.
- (g) Proposed operational budget.
- (h) Planned source of funding.

(4) Reporting Requirements. Upon the President’s approval of a proposal to establish a new University Institute or Center, a copy of the approved proposal shall be submitted to the BOG’s Office of Academic and Student Affairs. The University will comply with the initial reporting requirements and the annual reporting requirements under BOG regulation 10.015. Institutes and Centers are required to report annually, to the University, all actual and estimated expenditure and position data for the prior fiscal year for approval by the Board of Trustees or designee. All approved annual reporting information shall be reported to the BOG.

(5) Oversight and Review. The College under which an Institute or Center is established and operating is responsible for providing necessary oversight of the daily operations and functions, operational budgets, requests for additional funding, and compliance with annual reporting

requirements. Colleges are also responsible for ensuring any required review of the University Institute or Center is being conducted in accordance with applicable regulations, policies and procedures. Formal review of all University Institutes and Centers shall be conducted at least once every seven (7) years. At minimum, the evaluation and review shall include:

- (a) A determination of the University Institute's or Center's progress against defined goals and objectives within the context of the Institute or Center's mission, the University's mission, and the current BOG Strategic Plan;
- (b) An assessment of the return on investment of State dollars, if applicable;
- (c) The need for continuation of the University Institute or Center;
- (d) Possible changes in the Institute's or Center's mission or organizational structure;
- (e) Budget reduction or expansion;
- (f) Recommendations for change of classification (State of Florida, Infrastructural, or University Institute or Center), if applicable; and
- (g) Recommendations for status change (active, inactive, terminated), if applicable.

Copies of all evaluation and review information shall be provided to the Vice President of Academic Affairs for required submission to the BOG.

(6) Disbanding. The disbanding of an Institute or Center shall be carried out in accordance with University policies and procedures and BOG regulation 10.015. The University must notify the BOG of the disbanding of a University Institute or Center. All University Institutes and Centers that are disbanded shall comply with applicable annual reporting requirements, which must include providing any fiscal information for the fiscal year in which the Institute or Center is disbanded.

Authority: BOG Regulation 10.015

History: New: 2.21.14