

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Operating and Reporting Requirements for University Institutes and Centers
FPU Policy Number: FPU-5.0022AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 2, 2015
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Ghazi Darkazalli, Executive Vice President of Academic Affairs and Provost

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all University Institutes and Centers and is supplemental to applicable Board of Governors (the “BOG”) regulations.

B. POLICY STATEMENT:

Each University Institute or Center (“Institute/Center”) must have a mission and develop goals and objectives that are consistent with the mission of the University and the goals of the BOG.

The President appoints an individual from the College under which the Institute/Center is established and operating to provide the oversight for the Institute/Center’s daily operations and functions, operational budgets, requests for additional funding and compliance with annual reporting requirements.

The Institute/Center’s Director is responsible for managing the day to day administration of the Institute/Center, ensuring the proper maintenance of financial accounts and ensuring the timely submission of required reports and evaluations to the Performance Review Committee for recommendation and then to the Provost for approval. The Director is also responsible for submitting reports and any other required information to funding agencies. The Director also ensures that the Institute/Center conducts its daily activities in accordance with University policies and procedures in particular with respect to financial operations, personnel matters, agreements with outside entities, and faculty activity reporting- including outside activity and potential conflicts of interest.

Each Institute/Center must comply with the operating and reporting requirements set forth in the applicable BOG regulation.

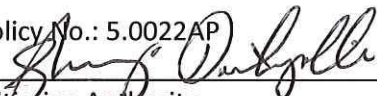

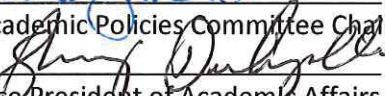
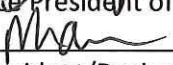
C. PROCEDURES:

1. Institute and Center operating requirements. Each Institute/Center must develop a mission with goals and objectives that are consistent with the mission of the University and the goals of the BOG. Each new Institute/Center must specify in the proposal for creation of the Institute/Center, the goals for the initial academic year of operation and for the next four (4) years. Ongoing Institutes/Centers must have a mission and develop

goals and objectives for the next five years. Once the President approves the development of a University Institute/Center, such approval will be effective for a five year period (“initial period”). In the fourth year of the initial period, and in the fourth year of each subsequent five year period of operation thereafter, the Institute/Center must receive the President’s approval to continue to operate for an additional five year period.

2. Institute and Center reporting requirements.

- a. Initial Reporting. Upon the President’s approval of a proposal, the Provost or designee shall submit a copy of the proposal to establish a new University Institute/Center to the University Office of Institutional Research for filing with the BOG’s Office of Academic and Student Affairs. Once the University is notified that the BOG has created a record for a new Institute/Center in the BOG Institute and Center Reporting database, the University Office of Institutional Research must enter descriptive and budgetary information in accordance with instructions provided by the BOG Office of Academic and Student Affairs.
- b. Annual Reporting to the BOT and the BOG. No later than August 7 of each year, the Institute/Center’s Director reports all actual and estimated expenditures and position data for the prior fiscal year to the Performance Review Committee for recommendations. By August 15, the Performance Review Committee provides recommendations to the Director who then finalizes the annual report for submission to the Provost by August 20. The Provost provides the Director with any comments/questions as needed in order to provide approval of the annual report by August 30. Once approved by the Provost, the Institute/Center’s Director emails the report to the University’s Office of Institutional Research by September 7 and submits the report for informational purposes to the BOT at the next scheduled meeting. The University’s Office of Institutional Research submits the Institute/Center annual report data in the BOG database by September 30, for the previous July 1 - June 30 fiscal year, in accordance with instructions provided by the BOG Office of Academic and Student Affairs.

ACADEMIC POLICY APPROVAL	
Policy No.: 5.0022AP	
	<u>11-2-15</u>
Initiating Authority	Date
	<u>10-30-15</u>
Academic Policies Committee Chair	Date
	<u>11-2-15</u>
Vice President of Academic Affairs	Date
	<u>11-2-15</u>
President/Designee	Date
Approved by FPU BOT, if required	<u>12/2/15</u>
	Date