

UNIVERSITY GUIDEBOOK**Subject: Establishing, Altering, or Abolishing Educational, Research, and Public Service Centers, Institutes, and Laboratories**

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Title:	Dean, School of Graduate Studies	Title:	Provost
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Policy: Educational, Research, and Public Service Centers, Institutes, and Laboratories may be established, altered, or abolished upon recommendation by the President and approval by the Board of Trustees.

RESOLUTION NUMBER: YR 2003-11; YR 2007 - 27

Purpose:

- In striving to fulfill its mission, Youngstown State University is actively involved in the creation of centers, institutes, or laboratories (CIL) to strengthen and enrich the educational (teaching and learning), research (and scholarship), and public service activities of faculty and students. Centers, institutes, and laboratories will provide undergraduate and graduate students expanded facilities and opportunities for involvement in research, educational, and service programs in their discipline. These units will also enable student participation in professional and discipline-related job opportunities that can support the economic development of the state and region by providing technical assistance and training and facilitation of technology transfer.

Definition:

- For purposes of this policy, a center, institute, or laboratory is defined as a budgetary unit of the institution. Resources used to establish a center/institute/laboratory budget may come from the general fund, endowment, or external grants or sponsored programs. The designation as a University Center/Institute/Laboratory does not refer to informal collaborations formed for short-term purposes (primarily grant-seeking) that do not receive budget lines in the Annual Budget.

Procedures:

1. Proposals to establish CIL will be forwarded to the President through the Provost/Vice President for Academic Affairs after review by the appropriate academic dean(s) or executive director.
2. Proposals will include:
 - Statement of need and purpose
 - Description of the CIL and manner in which the arrangement will meet the stated need
 - Identification of personnel/departments to be involved
 - Delineation of responsibilities of the University and other involved parties
 - Estimation of needs for fiscal resources, space, and equipment
 - Description of how these needs will be met
 - Work plan and budget for three years including the sources of fiscal commitments
 - Description of where administrative responsibility is housed and the lines of responsibility. Where multiple resources are utilized in the establishment of a center or institute, the administrative unit contributing the largest fiscal resource will normally be designated as the responsible unit.
3. Proposals will be circulated to all entities or individuals that might be involved for review and feedback prior to submission to the President. All approvals to commit resources will be in writing and appended to the proposal during this process.
4. The Provost/Vice President for Academic Affairs will determine whether review by the Office of the General Counsel is required. When there are issues of ownership of intellectual property arising from the research or service mission of the CIL, the General Counsel will review the CIL proposal.
5. When the CIL involves research and/or sponsored programs, the Director of Grants and Sponsored Programs and the Dean of the School of Graduate Studies and Research must also review the proposal.
6. Upon completion of this consultative process, the President will submit the proposal with his/her recommendation to the Board of Trustees for authorization of the implementation of the proposed center, institute, or laboratory. Upon such authorization, the President will establish a budget sufficient to fund the CIL and identify the lines of responsibility, if different from those suggested by the proposal.
7. Centers, institutes, and laboratories will be evaluated on a periodic basis. Newly established CIL will be evaluated within three years of their creation, and all CIL will be evaluated at least once in every five-year period.
8. Further information is available in *Guidelines and Procedures for the Creation and Evaluation of Centers, Institutes, and Laboratories*, available in the School of Graduate Studies and Research.