

## Center Reviews

**Date:** April 26, 2007

**Number:** 1.110

**Status:** Final

**Contact Office:**

Office for Research  
PO Box PO Box 800419  
Charlottesville, VA 22908  
Phone: 434-982-4334  
Fax: 434982-0874

**Oversight Executive:**

Senior Associate Dean for Research  
PO Box 800419  
Charlottesville, VA 22980  
phone: 434-243-7088  
fax: 434-982-0874

**Applies to:**

Any center in the School of Medicine that has a director reporting directly to the dean or any center that has been assigned institutional resources such as space.

**Reason for Policy:**

Just as academic departments are evaluated when their chairs undergo five-year reviews, centers should be reviewed to determine whether or not their activities are in alignment with the institutional missions of the School of Medicine. The review will also evaluate the center's effectiveness in accomplishing its stated goals, defining and working toward a vision, and supporting the efforts of the faculty working in the center.

**Policy Statement:**

Any center in the School of Medicine that has a director reporting directly to the dean, or that has been assigned institutional resources such as space, will undergo formal review every five years. At the dean's discretion, the center may be reviewed outside of the five-year cycle. Also at the dean's discretion, other centers may be reviewed jointly with the Department Chair that is responsible for the center.

The dean will use the information provided from the review to determine if the center should continue operating under its current parameters, revise its mission and/or scope, become a department rather than a School center, or cease operations.

## **Procedures:**

1. If the center is to continue as an entity with a director reporting to the dean:
  - The dean and the center director will meet to define the terms to continue the center.
2. If the center is to be discontinued or is to return to a department:
  - The dean will define a time frame for dissolving the center.
  - The director, his/her department chair, and a representative of the dean's office will meet to discuss the director's return to non-center space, salary, and duties, and a time frame for accomplishing that return.
  - The resources that the SOM previously granted to the center will be returned the School or used to meet specific center goals over a negotiated time period.
  - Center space will be returned to the School within a specified period of time, with due consideration given to the department that originally ceded the space to the center.

## **Policy Background:**

Centers may be discontinued for strategic reasons, including but not limited to changes in the School of Medicine's goals, loss of center funding (such as U or P awards), or the center's failure to address its goals effectively.

If a decision has been made to discontinue the center due to a loss of funding, the center may be granted a defined period of time in which to attempt to regain funding to enable it to continue. The personal funding of the director's laboratory is not equivalent to center funding and will not be considered when evaluating whether or not to continue the center.

Center office and/or laboratory space required for faculty duties will be retained or replaced by the Office for Research for a negotiated time period until alternate space can be identified within a department(s). During that period, space assigned to the director will be considered departmental space. Space for center personnel may be negotiated. Space use will follow all established SOM policies.

## **Related Policy:**

Research Space Use Standards

[https://www.healthsystem.virginia.edu/opr/manuals/som/Research-Space-Standards-\(Feb-2007\).pdf](https://www.healthsystem.virginia.edu/opr/manuals/som/Research-Space-Standards-(Feb-2007).pdf)

**Next Scheduled Review:** May 2010

**Revision history:** This is the first version of this policy.