

## Policy on Creating Centers, Institutes, or Programs

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**Status:** Revision

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**Applies to:**

Any individual or group in the School of Medicine that wishes to establish a center, institute, or program.

**Reason for Policy:**

In accordance with the *Code of Virginia*, SCHEV must approve the establishment of academic centers and institutes. The approval is automatic, providing that the changes are internal to the institution, do not alter curricular offerings, and the necessary funding is available. Although programs and non-academic centers or institutes do not require approval by SCHEV, the dean must approve any such major undertaking in light of School of Medicine and University priorities. This policy will help to ensure a uniform understanding of what defines a program, center, or institute, and will curtail the establishment of informal centers operating without approval under the umbrella of the School of Medicine.

**Policy Statement:**

The dean of the School of Medicine must approve the establishment of a program, center, or institute prior to the formal or informal use of either term to refer to an entity at the School. If the dean approves the establishment of the proposed academic center or institute, the information will be forwarded to the provost for review and forwarding to the State Council of Higher Education for Virginia (SCHEV). If the dean does not approve the establishment of the center or institute, yet the proposed activity is approved, the entity in question may use some other term such as "group," "association," "unit," "alliance," or "working group."

Centers, institutes, and programs will be reviewed every five years to evaluate whether the designation continues to be appropriate. Such entities in existence at the time of this policy will be reviewed to determine whether or not the designation should be continued. If a center or institute exists because of grant funding and that funding is not renewed, the center or institute will be reviewed to determine if it should continue to exist in the absence of such funding.

**Procedures:**

Any request to establish a program, center, or institute should be sent to the dean and should include:

- the proposed name of the entity;
- a clearly defined mission for the program, center, or institute;
- the relationship of the proposed program, center, or institute to the School's strategic plan or to the overall goals of the University;
- the organizational structure and the administrative leadership of the proposed entity; and
- the independent resources available to support the activities of the proposed program, center, or institute.

If a faculty member is requesting the establishment of a program, center, or institute, the department chair must approve the request before it is submitted to the dean.

**Next Scheduled Review:** June 2009

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Revised June 16, 2006

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