



VILLANOVA UNIVERSITY

Centers and Institutes Guidelines

(APPROVED BY COUNCIL OF DEANS AND PROVOST MARCH 2017)

Consistent with the University's Mission, Centers and Institutes provide a valuable mechanism to bring together groups of people to focus on research, teaching, professional development, service, and/or outreach in ways that enhance and/or broaden activities occurring within individual academic departments. For administrative purposes, Villanova typically distinguishes Centers, which are within-College units reporting to the appropriate Dean's Office, from Institutes, which are cross-College units reporting to the Office of the Provost.

Centers and Institutes provide a structure and an environment that may:

- foster research and/or scholarly collaboration with a broad vision that transcends traditional academic boundaries and includes affiliated faculty
- foster research and/or scholarly collaboration among faculty and staff to develop depth in a specialized area within a discipline
- promote the sharing of resources, such as equipment, laboratories, and data
- explore and develop emerging technologies and pedagogies for teaching and learning;
- foster the professional development of faculty and/or staff
- promote and engage in service and/or outreach to internal and/or external constituencies
- contribute uniquely and distinctively to the University's Mission and Strategic Plan
- create a widely recognized brand that draws the attention of funding agencies, academics and/or industry members, which is to the benefit of the Center or Institute, the College, and the University

The following pertains to all Centers and Institutes:

- Proposals to create/revise Centers/Institutes must be submitted to the appropriate Dean (Centers) or Provost (Institutes) for approval. Proposals must include a mission statement, a justification based on the College/University mission, the fiscal structure (annual budget, including anticipated revenue and expenses; a plan to manage the allocation of indirect costs) and the specific goals guiding implementation during the first year.
- Once approved, Centers/Institutes are to function under a written operating plan that must be updated annually. The operating plan must include the fiscal structure (annual budget, including anticipated revenue and expenses; a plan to manage the allocation of indirect costs) and the specific goals for the next academic year.
- In general, funding for Centers is the responsibility of individual Colleges; funding for Institutes may be shared between Colleges and the Provost's Office. If return of indirect costs from externally sponsored grants/contracts is an expected source of Center/Institute funding, faculty affiliated with Centers/Institutes are expected to identify their affiliation in submitted grant/contract proposals. The allocation of indirect costs recovered by the University in association with external grants/contracts must be clearly detailed in the Center/Institute written operating plan.
- Centers/Institutes will submit annual reports in June to appropriate Dean's Office (Centers) or Provost's Office (Institutes). Annual reports must address the fiscal performance, achievement of goals, and the updated operating plan for the next academic year. Deans will forward Center annual reports to the Provost's Office for review. The Provost may follow-up with questions, comments and/or recommendations to the Deans.
- Centers/Institutes will maintain up-to-date, informative websites.

- If the need arises, the Dean in consultation with the Provost may undertake a “status review” of a center to determine if it should be substantially revised or terminated. The Provost may also undertake a “status review” for Institutes. A “status review” of a Center/Institute must include an internal review committee of a minimum of three members, and may also include an external review committee if the overseeing Dean’s Office or Provost’s Office deems it necessary. Continuation of a Center/Institute will be contingent upon a positive review and must be consistent with both fiscal realities and the priorities, missions, and strategic plans of the appropriate College and/or University.