

## NOTICE OF PROPOSED REGULATION

**Date:** September 4, 2014

**REGULATION TITLE:**  
Institutes and Centers

**REGULATION NO.:**  
UCF-2.035

**SUMMARY OF PROPOSED REGULATION:** This new regulation is created to ensure that institutes and centers within the state university system are aligned with the goals of the university and the Florida Board of Governors' requirements.

**AUTHORITY:** BOG Regulations 1.001

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION:**

Dr. Diane Z. Chase, Executive Vice Provost, Academic, Faculty and International Affairs

**COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:**

Regulations Administrator  
4365 Andromeda Loop  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
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**FULL TEXT OF THE PROPOSED REGULATION:**

**UCF- 2.035 Institutes and Centers**

(1) In order to ensure that institutes and centers implemented within the state university system are of the highest quality, enhance existing university activities, and are aligned with the goals of the university and the Florida Board of Governors, the following criteria and guidelines for institutes and centers are adopted.

(2) Definitions – Within the context of this regulation, institutes and centers are defined according to Board of Governors regulation 10.015 as follows:

- (a) State of Florida Institute or Center: An entity with statewide mission, that may include two or more State universities, established to coordinate inter-institutional research, service, and teaching across the State University System. State of Florida institutes and centers must be approved by the Board of Governors. State of Florida institutes and centers' operational budgets reside within the bases of their host institutions; additional budget requests must be reviewed by the Council of Academic Vice Presidents (CAVP), and only those with a positive recommendation are carried forward to the Board of Governors for consideration.
- (b) University Institute or Center: An entity that is generally established by a single university to coordinate institutional research, service, and/or educational/training activities that enhance existing instruction, research, and service at the university. The budget of a university institute or center and any requests for additional funding are wholly within the purview of the host university.
- (c) Exclusions: There are entities that use the term "Institute" or "Center" in their titles, as well as some other service units, that are excluded from this policy. Examples of these units include the Institute of Food and Agricultural Sciences (IFAS); the University of Florida Health Sciences Center; the University of South Florida Health Sciences Center; the Florida State University Health Sciences Center; the Florida Mental Health Institute; incorporated institutes and centers with university affiliations, such as the Institute for Human and Machine Cognition and the H. Lee Moffitt Cancer Center and Research Institute; and university advising, student health, computing, and certain other centers. However, excluded entities such as IFAS and the health sciences centers may have institutes or centers under their purview that are covered by the policies referenced in this document.

(3) Establishment of Institutes or Centers:

- (a) Board of Governors Regulation 10.015(4)(a) describes the procedures to establish a State of Florida Institute or Center.
- (b) The president may establish university institutes and centers. The provost shall be responsible for assuring effective implementation of institute and center operations. A copy of an approved new university institute or center proposal

containing basic descriptive, contact, and fiscal information shall be submitted to the Board of Governors Office of Academic and Student Affairs. In cases where more than one university is participating, a host university is designated to handle reporting and evaluation of the institute or center.

#### (4) Institute and Center Reporting Requirements

- (a) Initial Reporting – Upon receipt of notification that a record has been created for the institute or center in the Board of Governors Office of Academic and Student Affairs Institute and Center Reporting database, the host university shall enter descriptive and budgetary information in accordance with instructions provided by the Office of Academic and Student Affairs.
- (b) Annual Reporting – No later than September 30 of each year actual and estimated expenditure and position data shall be entered in the database for the fiscal year running from July 1 of the previous year to June 30 of the current year, in accordance with instructions provided by the Board of Governors Office of Academic and Student Affairs. Where the University of Central Florida is the sole or host university in the institute or center, annual reporting information will be prepared and submitted to the Board of Trustees or its designee for approval prior to submission to the Board of Governors Office of Academic and Student Affairs.
- (c) Review and Evaluation – Copies of all review and evaluation information shall be submitted to the Board of Governors Office of Academic and Student Affairs.
  - 1. State of Florida institutes and centers shall be reviewed based on criteria and procedures established by the Board of Governors.
  - 2. University institutes and centers must be reviewed according to procedures developed by the Office of Academic Affairs. A formal review shall be conducted at least every seven years.
  - 3. At a minimum, all reviews and evaluations shall include:
    - a. A determination of the institute or center’s progress against defined goals and objectives within the context of the institute or center’s mission, the participating university missions, and the current Board of Governor’s Strategic Plan;

- b. An assessment of the return on investment of State dollars, if applicable;
- c. The need for continuation of the institute or center;
- d. Possible changes in mission or organizational structure;
- e. Budget reduction or expansion;
- f. Recommendations for change of classification (State of Florida, Infrastructural, or University institute or center), if applicable; and
- g. Recommendations for status change (active, inactive, terminated), if applicable.

(5) Disbanding an Institute or Center – The president may disband a university institute or center, with the agreement of participating universities, if applicable. State of Florida institutes and centers shall be disbanded at the recommendation of the Council of Academic Vice Presidents and upon the approval of the Board of Governors. When a university institute or center is disbanded by the president, the Office of Academic Affairs shall notify the Board of Governors Office of Academic and Student Affairs. If a disbanded institute or center has been funded by the Legislature, the Office of Academic Affairs will also provide documentation to ensure that the Legislative intent has been achieved and that the institute or center is no longer required. Fiscal information must be provided as part of the annual reporting process if the institute or center expends any funds during the fiscal year in which it is disbanded.

*Authority: Board of Governors Regulations 1.001 and 10.015. History: New \_\_\_\_\_-14.*