

**6C7-2.031 Establishment and Evaluation of Institutes.**

(1) Purpose – The purpose of this rule is to establish policies and procedures regarding the establishment of research-oriented institutes, centers, and units (ICU's) at University of Central Florida. Those research organizations or ICU's within the University which receive research grants and contracts from or through the Division of Sponsored Research, must meet unique needs and opportunities for research beyond what is normally expected of faculty and staff at the University. The establishing, disbanding, classifying, and reviewing of ICU's will be determined by the Vice President for Research upon recommendation by the Research Council.

(2) Establishment Procedures of an ICU.

(a) All ICU applicants must submit a proposal through the academic Dean(s) or appropriate Administrator(s) to the Office of the Vice President for Research for the evaluation and recommendation of the Research Council for consideration of establishing the proposed ICU. The Research Council are members selected by the Vice President for Research upon nomination by the academic Dean(s) or appropriate Administrator(s). The Research Council shall consist of a minimum of one representative from each college at all times.

(b) The proposal must include the title of the ICU, the type of category requested, a background statement, identification of necessary facilities, anticipated funding sources, the biography of the proposer(s), and a charter.

(c) The charter must describe:

1. The justification – what necessity or major advantage the ICU would offer.
2. The objectives.
3. The activities.
4. The organizational structure including a reporting line.
5. AS method of review and evaluation of the proposed ICU.

(d) The charter may describe:

1. The types of positions and personnel who might become involved.
2. The qualification for membership.
3. The relationship with other organizations.

(e) Criteria for the establishment of an ICU depends upon:

1. Uniqueness of research capabilities and opportunities provided by the ICU.
2. Appropriateness to the University mission and support structures.
3. Feasibility of implementation.
4. Potential of enhancing the research capability of UCF.
5. Funding potential.
6. Relevance and importance of other activities.

(3) Review of Current ICU's.

(a) All ICU's must submit an annual report such as a report prepared in the format as prescribed in (see CM-C-07.00-01/99) which will be utilized for a general public release.

(b) The Research Council will upon request of the Vice President for Research, review ICU's in accordance with the evaluation and/or accreditation methods prescribed in their charters. Based on this review, the Research Council will make a recommendation to the Vice President for Research concerning continuation and/or modification of the ICU. The ICU is to be categorized as a Type 1 or Type 2 ICU (see CM-C-07.00-01/99 for a complete description of these types) and to be presented to the President's Advisor Staff (PAS) (which is comprised of all of the Vice-Presidents of the University) for their review.

(4) All existing ICU's or those established by legislative mandate shall prepare a charter (if one does not exist) in accordance with the description given above subparagraph (2)(a)3. for use by the Vice President for Research in evaluating the ICU's.

(5) Policy Regarding Non-Research ICU's. The Research Council will review only those ICU's which meet the criteria of being research oriented. All ICU's which do not meet this criteria shall be forwarded to and delegated by the Office of the Vice President for Academic Affairs.

*Authority: BOG Resolution dated January 7, 2003. History--New 10-8-75, Formerly 6C7-2.31, Amended 4-21-91, 4-23-03.*