

UCF- 2.035 Institutes and Centers

(1) **Purpose** – 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 Florida Board of Governors’ Regulation 10.015 as follows:

- (a) State of Florida Institute or Center: State of Florida Institute or Center is defined in the Florida Board of Governors’ Regulation 10.015(2)(a).
- (b) University Institute or Center: University Institute or Center is defined in the Florida Board of Governors’ Regulation 10.015(2)(b) as 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. UCF recognizes two types of university institutes and centers, reporting and nonreporting, as defined below.
 - 1. Reporting university institute or center: Institutes or centers that support and coordinate research, training, and service in a well-defined area, leveraging existing strengths that are aligned with the institute or center. Typically, they have a strong history of recurring external funding from sources such as grants/contracts or legislative appropriations, and/or a dedicated recurring budget, sufficient to sustain operation. Reporting institutes and centers are formally established by presidential approval and their budgets and operations are overseen by the university. Such institutes and centers are registered with, and have formal reporting requirements to, the Florida Board of Governors.
 - 2. Nonreporting university institute or center: These entities are recognized by UCF as institutes or centers but are not formally established through UCF presidential approval. They are not registered with, or have any formal reporting requirements to, the Florida Board of Governors. These units typically do not have a history of sustained operation and may be supported through external funding with a limited duration.
- (c) Exclusions: There are some entities at the university level that use “center” or “institute” in their title, but which are excluded from the requirements of the Board of Governors’ regulation and this university regulation. See Board of Governors’ Regulation 10.005(2)(c). Excluded entities at UCF include but are not limited to: the Student Health Center, the University Testing Center, the Center for Distributed Learning, the Faculty Center for Teaching and Learning, UCF Online Connect Center, and the Psychology Advising Center.

(3) Establishment of Institutes or Centers

- (a) State of Florida Institute or Center. Florida Board of Governors’ Regulation 10.015(4)(a)-(b) describes the procedures to establish a state of Florida institute or center.
- (b) University Institute or Center. To begin the process of establishing a university institute or center, a proposal must be submitted to the Office of Research. Proposal instructions and templates will be provided by the Office of Research.

The proposal shall include the following, at a minimum: the name of the institute or center; a list of participating units; the mission and goals of the institute or center; planned operational budget over first 5 years; and FTE of faculty, staff, students supporting the institute or center.

1. Reporting university institute or center proposals: The Vice President of Research, or designee, will review the proposal and then forward the proposal with a recommendation to the provost. The provost then determines whether the proposal should be carried forward to the president for consideration. Only after formal approval from the president will the university institute or center be considered established, and implementation begin. The Florida Board of Governors' office must be notified within 30 days of establishment of a new reporting university institute or center. Notices of establishment must include the institute or center name, the type of center, and a brief description of how the institute or center will enhance the university's activities.
2. Nonreporting university institute or center proposals: The Vice President of Research, or designee, will review the proposal and decide if the institute or center should be recognized. Exempt university institutes or centers will only be implemented after Vice President of Research, or designee, approval of recognition. The institute or center will then be added to the UCF list of recognized UCF institutes and centers.

(4) Institute and Center Reporting Requirements

- (a) Annual Reporting – Annual reporting is required by all state and university institutes and centers, due to the Office of Research no later than July 31 of each year. Instructions and templates for annual reporting will be provided by the Office of Research.
- (b) Review and Evaluation
 1. State of Florida institutes and centers shall be reviewed based on criteria and procedures established by the Florida Board of Governors' Regulation 10.015(5)(c).
 2. University institutes and centers are to be reviewed at least every seven (7) years as established by the Florida Board of Governors' Regulation 10.015(5)(c)(2).
 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 Florida Board of Governors' 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, if applicable; and
 - g. Recommendations for status change (active, inactive, terminated), if applicable.

(5) Disbanding an Institute or Center

- (a) 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 Florida Board of Governors, as outlined in Florida Board of Governors' Regulation 10.015(6).
- (b) University institutes or centers.
 - 1. Reporting university institute or center: The UCF president may disband a reporting university institute or center, with the agreement of participating universities, if applicable. When a university institute or center is disbanded by the president, the Office of Academic Affairs shall notify the Florida 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.
 - 2. Nonreporting university institute or center: The Vice President of Research, or designee, may disband an exempt university institute or center. Upon disbandment, the institute or center will be removed from the UCF listing of active recognized institutes and centers and will complete a final annual report for the fiscal year.

Authority: Board of Governors Regulations 1.001 and 10.015. History: New 10-6-14. Amended: 10-20-22.