

Procedures for Establishing, Reviewing, and Discontinuing Centers in the College of Education at UNC Charlotte

A. Introduction

UNC Charlotte has established procedures for establishing, reviewing, and discontinuing Centers and Institutes at UNC Charlotte (referred to in Policy Statement 112.) That document allows for the establishment of “local centers,” that is, centers which are college- or department-specific (Section H):

Once the Provost has approved college procedures (which should include a value-added standard and an evaluation process, with a “sunset clause” requiring a positive evaluation outcome for continuation) deans may establish local centers. Such centers should be reported to the Vice Chancellor for Research and Federal Relations, together with the name of the center director.

This document, which is informed by the University procedures, establishes Center Procedures for the College of Education.

B. Purpose

Centers within the College of Education may be established for the purposes of research, public service, and/or instruction/ training. Centers must contribute significantly to the College/ Department(s) strategic goals and must add value to efforts to reach those goals by increasing visibility for the College/ department(s), increasing opportunities for external funding for mission-related activities, and increasing opportunities for scholarship and outreach for faculty and students in the College.

C. Authority and Lines of Responsibility

Centers in the College of Education are established or discontinued at the discretion of the Dean. Centers are responsible to the Dean or the Dean’s designee who in some cases will be the Department Chair. Each Center will have an identified Director who will report to the Dean or Dean’s designee.

D. Funding/ Resources

Centers will be self-supporting through external funding or fees-for-service and will follow established state guidelines for budgeting, accounting, and reporting. Dedicated space will be assigned to Centers only on a space-available basis; in most cases, shared-space arrangements with existing departmental and faculty office space will be required.

Proposal and award credit and indirect cost return will follow the procedures established in Policy Statement 112.

E. Procedures for Establishing New Centers in the College of Education

Faculty wishing to propose a new center should prepare a two-three page concept paper with the following information:

- Name and category of proposed center (research, public service, instructional, or combination)
- Participating academic department(s) and the names of faculty involved from each department
- Name of Center director
- Mission statement of the Center
- Relation to the College's strategic goals; description of how the proposed Center will add value in reaching those goals
- Organization and reporting structure
- Sources of support (e.g., external funding; fees for service)
- Anticipated start date.
- 3-year goals within some or all of the following performance factors:
 - Research/scholarship
 - External professional recognition
 - External outreach/service
 - Involvement of faculty and visiting faculty
 - Student support and involvement

The concept paper may be submitted to the Dean at any time. The submission should include an endorsement from the relevant department chair(s.)

Upon receipt of the concept paper, the Dean will consult with the College Leadership Council and the College of Education Faculty Council to analyze the request under the following criteria:

- Contribution to the College of Education strategic goals
- Value added
- Organizational capacity, including funding plan

Following these consultations and analyses, the Dean will make the decision about the establishment of the proposed Center and will inform the Director and Department Chair(s.) If the decision is positive, the Dean will also inform the Vice Chancellor for Research and Federal Relations.

F. Evaluation and Reporting Requirements

New centers will receive an initial three-year charter. An annual report of the Center's activities and progress toward its goals will be submitted to the Dean through the Department Chair(s) by May 15. At the end of the third year, the Center Director may request a charter renewal for a three-five year period. The Dean will again consult with the College of Education Leadership Council and the College of Education Faculty Council to determine the continuation of the charter.

Drafted by Dean Mary Lynne Calhoun 8-23-07

Approved by Provost Joan F. Lorden 9-4-07

Reviewed by College of Education Leadership Council 9-10-07

Reviewed by College of Education Faculty Council 9-19-07