

MISSISSIPPI STATE
UNIVERSITY
Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic
Operating Policy and Procedure Manual

DATE: September, 1989

SUBJECT: 13.16 – Establishment of Academic Centers and Institutes at Mississippi
State University

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the holders of this manual regarding the procedures of the establishment of academic and other non-research centers or institutes at Mississippi State University. Research institutes, centers, and related entities are governed by OP 01.18.

REVIEW

This Academic Operating Policy and Procedure (AOP) will be reviewed every four years (or whenever circumstances require an earlier review) by the [Associate Provost for Academic Affairs](#) (APAA) with recommendations for revision presented to the [Provost and Executive Vice President](#).

POLICY/PROCEDURE

Except for centers within the university that serve internal functions of faculty or student development, the establishment of an academic or non-research center or institute at Mississippi State University must be approved by the Board of Trustees of Institutions of Higher Learning. Therefore, the following procedures are recommended:

1. For those centers within the university that serve internal functions of faculty or student development, oversight will be by the appropriate dean or as designated by the Office of the Provost. Approval for such centers is made internally by the Provost or the President and does not require IHL approval.
2. A written proposal for the establishment of the center or institute must be submitted for approval. The proposal must contain the typical elements of a proposal including the intended source of funding and a detailed budget.

3. The proposed center or institute must have the approval of the Dean of the hosting college/school where the center or institute will be located, and /-or the approval of the Provost or President (the approving authority).
4. As an academic unit, the center or institute must reflect the mission of the university. Any changes in the center's purpose would also have to be approved by the approving authority.
5. The day-to-day operation of the proposed center should be the responsibility of an administrative officer with the title of a director or coordinator.
6. The director or coordinator of the proposed center or institute should report directly to the approving authority.
7. Faculty members who share common interests may join forces to propose the establishment of a center or institute.
8. The center will be evaluated periodically and the report submitted to the hosting authority and (if appropriate) the Office of the Provost.

RESPONSIBILITIES

| <u>Position</u> | <u>Section</u> | <u>Year</u> |
|---|----------------|-------------|
| <u>Associate Provost for Academic Affairs</u> | Review | 2018 |

APPROVED: September, 1989
Reviewed: July, 1991
Reviewed: July, 1993
Reviewed: February, 1998

APPROVED BY:

/s/ Peter L. Ryan 04/30/2014
Associate Provost for Academic Affairs Date

/s/ Jerome A. Gilbert 05/02/2014
Provost and Executive Vice President Date

/s/ Gerald Emison 05/06/2014
President, Robert Holland Faculty Senate Date

REVIEWED BY:

/s/ Lesia Ervin
Director, Internal Audit

05/30/2014
Date

/s/ Joan Lucas
General Counsel

06/04/2014
Date

APPROVED BY:

/s/ Mark Keenum
President

06/09/2014
Date