

**FLORIDA BOARD OF GOVERNORS
NOTICE OF PROPOSED AMENDED**

10.015 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 Board of Governors, the following criteria and guidelines for institutes and centers are established.

(2) **Definitions** – Within the context of these regulations, institutes and centers are defined as follows:

- (a) **State of Florida Institute or Center:** An ~~entity~~ organization with a statewide mission, that may include two or more State universities, established to coordinate interinstitutional 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 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 universities. This includes Centers of Excellence that were established by the Florida Legislature. 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~~. This

(3) **University Policies for Institutes and Centers** – The ~~University Board of Trustees~~ University Board of Trustees must adopt policies ~~as authorization for the development and~~ for the development and implementation of university institutes and centers. A copy of university institute and center policies shall be on file in the Office of Academic and Student Affairs in the Board of Governors ~~Office~~.

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(4) **Establishment of Institutes or Centers:** -

- (a) To establish a State of Florida Institute or Center, the provost and/or the vice president for research of the host university shall prepare and submit a proposal to the board of trustees of the host university for approval.

1. The proposal shall specify the purpose of the organization, the need and demand to be a State of Florida institute or center, consistently with the Board of Governors Strategic Plan, and funding resources. The proposal shall also include a draft of the proposed Memorandum of Understanding, which has been ratified by the presidents of all affiliated institutions. The Memorandum of Understanding shall contain, at a minimum:

- a. The name of the institute or center;
- b. The identification of the host institution and participating institutions;
- c. The mission of the institute or center;
- d. Guidelines for appointing, funding, supervising, and evaluating the director of the institute or center;
- e. The criteria for appointments to the institute or center's advisory board, including terms, roles, authority, and, if known, current numbers;
- f. Expectations for the administrative and logistical support for the institute or center, including expectations regarding the reimbursement to the host university for direct costs of administrative services rendered by the university to the institute or center;
- g. Procedures at the institutional level for recommending increases/decreases in the appropriation of State funds for the institute or center;
- h. Specifications for the processing of contracts and grants, including the percentage of overhead funds to be returned to the institute or center; and
- i. Expectations and criteria for the cyclic review of the institute or center at least once every five years and other planning and expectations for its operation.

(b) After review by the Board of Governors staff the State of Florida Institute or Center proposal will be forwarded to the Council of Academic Vice Presidents for approval and recommendation to the Chancellor. The Chancellor would then determine whether or not this proposal should be carried forward to the Board of Governors. Any State of Florida Institute or Center ~~institute or center~~ must receive full approval from the Board of Governors prior to implementation to receive State of Florida status.

(c) University institutes and centers shall be established in accordance with university policy. The university is responsible for notifying the Board office about the establishment or termination of any university institute and center within 30 days of such action. The notices of establishment shall include the institute and center name, the type of center, and a brief description of how the institute and center will enhance the university's activities. ~~A copy of an approved new university institute or center proposal containing basic descriptive, contact, and fiscal information shall be submitted to the Office of Academic and Student Affairs.~~ In cases where more than one university is participating, a the host university is designated to handle reporting and evaluation of the institute or center.

(5) **Institute and Center Reporting Requirements**

(a) The Office of Academic and Student Affairs in the Board of Governor's Office shall provide maintain an official online inventory ~~Institute and Center Reporting~~ database, which will also serve as the official inventory of

~~university shall enter descriptive and budgetary information in accordance with instructions provided by the Office of Academic and Student Affairs.~~
(b) ~~(e)~~ Annual Reporting – No later than December 1 ~~September 30~~ of each year

If a disbanded institute or center has been funded by the Legislature, the university must provide documentation to ensure that 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: Section 7(d), Art. IX, Fla. Const., History—New 12-6-07-, Amended xx-xx-22.