Guidelines for the submission of a proposal for a Center, Institute, or Other Special Unit

Before completing the attached proposal, it is important to understand the procedures associated with both the submission of a proposal and the long-term administrative expectations. The following guidelines have been extracted and summarized from Section B of the Academic Faculty and Administrative Professional Manual of Colorado State University.

Centers, Institutes, and Other Special Units (“CIOSUs”) exist to promote scholarship in teaching, training and/or research, provide academic support services, and/or perform service or outreach functions consistent with the mission of the University. The enhancement of undergraduate and graduate education is an important function of CIOSUs. However, CIOSUs normally do not offer courses for credit unless cross-listed with regular academic departments or colleges, do not admit students, and do not have faculty positions that exist outside regular academic departments.

The terms “Center” and “Institute” are synonymous at Colorado State University and may be used to designate research, teaching, training, or other programs within/between/among departments, colleges, or the libraries. Other Special Units, such as laboratories, may be affiliated with Centers and Institutes.

Procedures for approval are intended to facilitate the establishment of appropriate CIOSUs and to avoid the creation of programs that unnecessarily duplicate existing programs. Faculty should submit a proposal for the establishment of a CIOSU to their department chair(s) and dean(s) for initial review and signature. The proposal is then forwarded to the Office of Faculty Council, which forwards a copy of the proposal to the Provost. The Provost acts as or assigns the Responsible Administrator for the proposed CIOSU based on its primary mission. The Responsible Administrator then reviews the proposal. If the Responsible Administrator endorses the proposal, the Office of Faculty Council then forwards the proposal to the appropriate standing committee(s). If the standing committee(s) approve the proposal, then the Chair of Faculty Council forwards this approval to the Responsible Administrator. The Faculty Council Executive Committee may act for the standing committee(s) during the summer. The final decision on approval of the CIOSU is made by the Responsible Administrator.

It is important to build adequate lead time into the review and approval process. In order to facilitate the funding of pending proposals, conditional approval for a CIOSU may be granted by the Responsible Administrator at the time of his or her official review and endorsement. Temporary Centers must follow all other approval and review procedures.

If the CIOSU proposal requests University resources other than faculty time, funding from external agencies or cost recovery activities, then the Committee on Strategic and Financial Planning is one of the standing committees that reviews the proposal.

The Administrative Director of each CIOSU submits a brief biennial report of its activities and accomplishments to the Overseeing Administrator and the Responsible Administrator. Copies of all biennial reports will be deposited in the Office of the VPR, who is responsible for
maintaining an updated list of all CIOSUs. For these reviews, the administrative director of the CIOSU will prepare a report that includes the following:

1. A list of current CIOSU faculty members and other personnel;

2. A brief description of the activities, services, or research performed, as related to the function/mission of the CIOSU in the past twenty-four (24) months;

3. A budget summary for the previous twenty-four (24) months;

4. A brief list of accomplishments and contributions, such as grants and contracts, refereed and non-refereed publications, and effects on teaching and outreach in the past twenty-four (24) months;

5. Plans for the next twenty-four (24) months.

After receiving the report, the Overseeing Administrator will recommend one (1) of three (3) possible courses of action to the Committee on University Programs:

1. Continue the CIOSU with a recommendation either to reappoint the Administrative Director or to appoint a new Administrative Director, and with suggested changes (if any) in the mission, goals, objectives, and/or organization of the CIOSU.

2. Consolidate with existing CIOSUs with similar missions and goals. This recommendation shall require submission and approval of a new proposal for the consolidated unit.

3. Terminate the CIOSU. If there is loss of funding or key faculty members, or the CIOSU is otherwise deemed to be no longer appropriate, the recommendation may be made to eliminate the CIOSU.

The Committee on University Programs shall report its recommendation to Faculty Council. After action by Faculty Council, the final recommendation for action shall be reported to the Responsible Administrator, who shall then decide what action to take.

The Responsible Administrator for each CIOSU shall schedule the biennial reports of the CIOSU.