



Guidelines for the submission of a proposal for a CIOSU

Before completing the proposal application, 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 from Section B of the Academic Faculty and Administrative Professional Manual of Colorado State University.

Centers, Institutes, and Other Special Units (CIOSUs) are units which extend beyond a single academic department. These units may be labeled “Center,” “Institute,” “Office,” “Facility,” “Program,” or “Laboratory,” but other labels may also be used as appropriate. A unit which is completely contained within a single academic department does not need to apply for CIOSU status as long as it indicates its departmental affiliation whenever its title is used.

CIOSUs exist to promote teaching 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 do not have faculty positions that exist outside regular academic departments.

A CIOSU may have a role in courses and/or programs of study (undergraduate majors and minors and graduate degrees and interdisciplinary studies programs) offered by departments, colleges, and/or the Office of the Provost. However, if a CIOSU wants to offer courses and/or house programs of study itself, then it must apply to become a Special Academic Unit as described in Section C.2.8.

Faculty members interested in creating a CIOSU should prepare a proposal that addresses the following items:

- a. The name of the CIOSU and the name(s) of its Administrative Director(s);
- b. The mission of the proposed CIOSU and how this mission relates to the mission and strategic goals of Colorado State University;
- c. A statement of the goals and objectives of the proposed CIOSU;
- d. Evidence that the proposed CIOSU does not duplicate or compete with existing CIOSUs or academic programs and, if applicable, how it will be coordinated with other CIOSUs with complementary functions;
- e. A description of the organizational and administrative structure and responsibilities, the faculty members involved, how the CIOSU will be internally governed, and the identification of the Overseeing Administrator; and
- f. A list of funding sources and amounts, space, personnel, and equipment required to initiate and sustain the CIOSU for a period of at least five (5) years.



Each CIOSU must be administered by a person whose responsibilities include assuring that the CIOSU conducts its operations consistent with its mission and goals and in accordance with University policies and applicable laws, and that all required reports are submitted. The method for the selection of the Administrative Director of the CIOSU shall be stated in the program proposal. Appointment of the Administrative Director shall be made by the President or by the Responsible Administrator if the President has so delegated the authority. This position is “at will,” and can be terminated by the President at any time. This appointment shall consider recommendations by the faculty members in the CIOSU, the Overseeing Administrator, and the Responsible Administrator.

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 members shall submit a proposal for the establishment of a CIOSU to their department head(s) and dean(s) for initial review and signature.

Administrative approval for a proposed CIOSU rests with the Overseeing Administrator, who may be the appropriate department head, dean, provost or vice president. It is important that the Overseeing Administrator be clearly identified and recorded as such on the CIOSU application form along with the required signature.

The proposal shall then be forwarded to the Office of Faculty Council, which shall forward a copy of the proposal to the Provost. The Provost shall act as or assign the Responsible Administrator for the proposed CIOSU based on its primary mission. The Responsible Administrator shall then review the proposal. If the Responsible Administrator endorses the proposal, the Office of Faculty Council shall then forward the proposal to the appropriate standing committee(s). If the standing committee(s) approve the proposal, then the Chair of Faculty Council shall forward 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 shall be made by the Responsible Administrator.

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.

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

Administrative oversight of CIOSU rests with the appropriate department head, dean, Provost, or vice president (hereinafter referred to as the “Overseeing Administrator”). Final authority for a CIOSU rests with the Responsible Administrator.



Procedures for Periodic Evaluation of CIOSUs

Biennial Reports: The Administrative Director of each CIOSU shall submit a brief biennial report of its activities and accomplishments to the Overseeing Administrator and the Responsible Administrator. Copies of all biennial reports shall be deposited in the Office of the VPR, who shall be responsible for maintaining an updated list of all CIOSUs.

These reports shall include each of 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 shall 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.

If the Committee on University Programs finds the biennial report of a CIOSU under review incomplete or deficient in any significant way or without the requisite recommendation and signature of its Overseeing Administrator it may further recommend that the CIOSU in question be discontinued as a university listed CIOSU. In this event the chair of the committee on university programs, in consultation with the Responsible Administrator, shall communicate the outcome in writing to the CIOSU director/s and the Overseeing Administrator, and invite a resubmission of the report or acceptance of its recommendation, with reference to the policies and procedures for CIOSUs oversight and review.

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