Planning a New Institute or Center

A. Units interested in developing a new center or institute will develop a proposal which includes the following required information:
   • Name of the proposed institute or center
   • Specific objectives and goals of the proposed center or institute
   • Center/institute’s relevance to ECU’s mission, including the impact upon the existing academic departments, schools, institutes and centers
   • Description of anticipated effects of the proposed center/institute on the instructional programs of ECU
   • Justification that the proposed center or institute meets a need currently not being met elsewhere within the university
   • Name of the proposed director, and a description of any proposed advisor or policy boards
   • Names and credentials of participants in the proposed institute/center and criteria for inclusion of future participants/members
   • Description of the proposed center/institute’s structure, including an organizational chart showing a) the relationship of the proposed center/institute to the existing organization and b) the internal organization of the proposed center/institute
   • Description of the expected benefit/value added to the campus or community in five years due to the approval of this center of institute
   • If funding is needed, budget estimates for the first year of operation, projections for the following four years, and anticipated sources of funding [template provided by IPRE] are requested.
   • Statement of capital needs such as equipment and library resources
   • Description of immediate space needs and projections of future space needs
   • Any additional supporting information
   • Signatures of administrators of all participating units

B. Procedures for Approval/Review of Proposals to Establish Centers and Institutes at ECU:
   1. Notice of center establishment. Immediate notification of the establishment of a center within an academic unit shall be sent to the Centers and Institutes Review Committee and to the Office of Academic Programs. This notification will suffice under the following conditions:
      A. The new center will be housed completely within one college (Division of Academic Affairs) or school (Division of Health Sciences).
      B. There is no request for funding beyond that currently provided by the creating college or school.
         If there is the intent to secure external funding, please specify the sources being explored.
      C. There is no request for space beyond that currently available through the creating college or school.
D. The newly established center will provide a one-year report of its functioning and funding to the Centers and Institutes Review Committee.
E. Should external funding be secured, the center will immediately submit a formal proposal to the Centers and Institutes Review Committee for permanent establishment of an institutional center.

2. The proposing team will present the proposal for a permanent center to the following:
   • Centers and Institutes Review Committee
   • The Chancellor’s Executive Council

3. The Centers and Institutes Review Committee will forward its recommendations to the Provost, who will recommend new centers/institutes to the Chancellor’s Executive Council.

4. The chancellor will consider recommendations from the Executive Council and provide final approval of institutional centers and institutes.

5. Requests to establish interinstitutional centers will be forwarded from the Office of the Chancellor to UNC-GA.

EXCEPTION: In cases of immediate need, proposals may be submitted directly to the Academic Council with a stated justification of the need for immediate action on the request. In response to the request for expedited review, the Academic Council may endorse the proposal and recommend the new center/institute to the Chancellor’s Executive Council, or it may return the proposal for campus review as stated above.

Please send all proposals for University centers and institutes to Linner Griffin, Office of Academic Programs, for referral to the Committee.