

1 **Resolution 2017-2018-11 Guidelines for Centers and Institutes at the**
2 **University of Central Florida**
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4 **Whereas**, in 2016-2017 the Faculty Senate passed resolution 2016-2017-14
5 Guidelines for Academic Structure at the University of Central Florida; and
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7 **Whereas**, these guidelines emphasized the need for tenure to be granted in
8 Departments and Schools within the academic unit structure at UCF (Colleges); and
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10 **Whereas**, faculty traditionally have tenure homes in academic departments or
11 similar units; therefore
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13 **BE IT RESOLVED** that the Faculty Senate supports tenure being granted only within
14 established Departments or Schools that fall within an academic college (including
15 Graduate Studies and Undergraduate Studies) at UCF, in line with the previous
16 resolutions of the Faculty Senate. The Faculty Senate urges the administration to
17 work with faculty who are tenured or tenure-earning in a research center or
18 institute to find a tenure home within an academic unit (Department or School
19 within a College); and
20

21 **BE IT FURTHER RESOLVED** that the Faculty Senate supports the following
22 guidelines for centers and institutes at UCF, and that these guidelines be appended
23 to the original guidelines for academic structure at the University of Central Florida.
24 In addition these guidelines are supplementary to the definitions of centers and
25 institute in [BOG Reg 10.015](#) and [UCF Reg 2.035](#).
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27 **Definitions of Centers and Institutes**
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29 **Existing Definitions from [BOG Reg 10.015](#) (repeated in [UCF Reg 2.035](#))**

- 30 a) State of Florida Institute or Center: An entity with statewide mission, that
31 may include two or more State universities, established to coordinate inter-
32 institutional research, service, and teaching across the State University
33 System. State of Florida institutes and centers must be approved by the
34 Board of Governors. State of Florida institutes and centers' operational
35 budgets reside within the bases of their host institutions; additional budget
36 requests must be reviewed by the Council of Academic Vice Presidents
37 (CAVP), and only those with a positive recommendation are carried forward
38 to the Board of Governors for consideration.
- 39 b) University Institute or Center: An entity that is generally established by a
40 single university to coordinate institutional research, service, and/or
41 educational/training activities that enhance existing instruction, research,
42 and service at the university. The budget of a university institute or center
43 and any requests for additional funding are wholly within the purview of the
44 host university.
- 45 c) Exclusions: There are entities that use the term "Institute" or "Center" in
46 their titles, as well as some other service units, that are excluded from this
47 policy. Examples of these units include the Institute of Food and Agricultural

48 Sciences (IFAS); the University of Florida Health Sciences Center; the
49 University of South Florida Health Sciences Center; the Florida State
50 University Health Sciences Center; the Florida Mental Health Institute;
51 incorporated institutes and centers with university affiliations, such as the
52 Institute for Human and Machine Cognition and the H. Lee Moffitt Cancer
53 Center and Research Institute; and university advising, student health,
54 computing, and certain other centers. However, excluded entities such as
55 IFAS and the health sciences centers may have institutes or centers under
56 their purview that are covered by the policies referenced in this document.
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58 *Note that exclusions listed include major university medical divisions and student*
59 *service units. The definitions also exclude faculty support units and auxiliary units.*
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61 **Proposed Criteria and Definitional Language for Centers and Institutes**

62 UCF's centers and institutes are formally recognized university entities established
63 to enhance research and possibly educational and/or public service efforts to fulfill
64 the university's mission and goals. They generally meet the following criteria:

- 65 ✓ The unit coordinates and supports research and/or creative activities (and,
66 accordingly, fits the definition of an organized research unit), and can also
67 conduct instruction/training, public service, and/or other activities.
- 68 ✓ The unit has a distinct mission and activities that are closely tied to the
69 university's mission and goals.
- 70 ✓ The unit conducts continuing work in a well-defined area, and work that
71 would be more difficult to undertake if the unit did not exist.
- 72 ✓ The university has existing strengths aligned with the unit.
- 73 ✓ The unit's budget and operations are overseen by the university, and the unit
74 is typically supported, at least in part, by recurring external funding (e.g.,
75 from grants/contracts or legislative appropriations).
- 76 ✓ Faculty are not tenured in the unit unless it is also an academic unit such as a
77 college or school.

78
79 UCF uses the following definitions to generally distinguish between centers and
80 institutes:

- 81 • **Centers** are single or multidisciplinary units organized to support research
82 and, in some cases, other interdisciplinary activities around a specific topic
83 or issue. They are typically characterized by a narrower scope and less
84 autonomy than institutes, they are typically located within colleges/schools
85 or institutes, and they typically have recurring external funding. Some also
86 have dedicated administrative staff, commitments from faculty (FTE), and
87 evidence of long-term sustainability.
- 88 • **Institutes** are generally multidisciplinary units organized to support
89 research and, in some cases, other interdisciplinary activities around a
90 cluster of related topics or issues. Institutes are generally characterized by
91 more organizational stability, research program autonomy, and a broader
92 scope of focus than centers. They often have recurring external funding from
93 multiple sources, dedicated administrative staff, commitments from faculty
94 (FTE), and evidence of long-term sustainability.

95

96 **Types of UCF Centers and Institutes**

97 UCF acknowledges the following four types of centers and institutes, distinguished
98 in part by their levels of registration and oversight.

99

100 ***Type 1: State of Florida Centers and Institutes***

101 These centers and institutes meet the definition and requirements listed in “a” from
102 BOG Regulation 10.015 (see above). In some instances they are established as a
103 result of legislative intent. If hosted by UCF, they must be approved by the Office of
104 Research and Commercialization (ORC), the UCF provost, the UCF president, the
105 UCF BOT, and the BOG. They must be registered with the BOG, and are overseen at
106 UCF by ORC. They must submit annual reports to the BOG and to ORC and the UCF
107 provost (or designee), and they must undergo cyclical review at least every five
108 years.

109

110 ***Type 2: State University System (SUS) Centers and Institutes***

111 These centers and institutes meet the definition and requirements listed in “b” from
112 BOG Regulation 10.015 (see above). They must be approved by ORC, the UCF
113 provost, and the UCF president. They must be registered with the BOG, and are
114 overseen at UCF by ORC. They must submit annual reports to the BOG and to ORC
115 and the UCF provost (or designee), and they must undergo cyclical review at least
116 every seven years. These units generally have a primary research, development or
117 capacity building, and/or commercialization mission; some may additionally have a
118 service delivery mission. They are generally supported by legislative line-item
119 appropriations and/or other recurring external funding.

120

121 ***Type 3: UCF Recognized Centers and Institutes***

122 These units are recognized by UCF as centers and institutes and meet UCF’s criteria
123 (see above), but they do not meet the BOG definition and therefore are not
124 registered with or report to the BOG; accordingly they do not submit annual BOG
125 reports or undergo BOG-required cyclical review.

126

127 They must be approved by ORC. They must submit annual reports to UCF
128 accounting for their mission and location; ORC determines with their home colleges
129 (and other units, if applicable) the appropriate lines of reporting and oversight.
130 Their range of primary missions includes research and/or creative activity, public
131 service/outreach, and dual research and public service.

132

133 ***Type 4: Exclusions***

134 Because they do not meet BOG and UCF definitions and criteria, UCF views these
135 units as centers or institutes in name only. Accordingly, they do not require state or
136 university-level registration or oversight. However, any unit not already using and
137 wishing to use the term “center” or “institute” in their names must seek and receive
138 approval from Academic Affairs to do so. They are overseen by and report to their
139 UCF home unit (e.g., college, school, and/or department).

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141 Examples of excluded centers and institutes include service units that primarily
 142 provide services to the UCF community, research support units for UCF faculty,
 143 units that provide student awards and exchanges, public service units without a
 144 significant research element, auxiliary units, and buildings or facilities. Existing
 145 excluded centers and institutes, and units wishing to use the term “center” or
 146 “institute” in their names are strongly encouraged to consider whether the unit
 147 meet’s UCF’s definitions and criteria (see above) and whether one of the following
 148 designations would be more suitable:

- 149 • **Research groups, collaboratives or alliances** are generally groups of
 150 investigators aligned around a shared topic or set of topics, but are less
 151 formally and tightly connected than clusters.
- 152 • **Initiatives** are generally units organized to complete limited-term projects
 153 or efforts with specific foci and objectives. They typically do not have
 154 separate administrative structures but can involve members of multiple
 155 units and distinct resources, budgets, and lines of funding. (*e.g., UCF Literacy*
 156 *Initiative*)
- 157 • **Offices** are generally permanent units organized to oversee and administer a
 158 specific set of ongoing duties and/or services. They can range from
 159 university-level administrative or support units to units that support colleges
 160 or departments.
- 161 • **Consortia** are generally partnerships among institutions (higher ed, public,
 162 private) that cooperate and/or combine resources around a shared problem
 163 or issue. (*e.g., Florida Consortium of Metropolitan Research Universities*)
- 164 • **Programs**
- 165 • **Laboratories**

167 The following table summarizes UCF’s types of centers and institutes and their
 168 corresponding registration, approval, oversight, and reporting requirements:

<i>Level</i>	<i>Registered with BOG?</i>	<i>Approval/Disbandment</i>	<i>Oversight</i>	<i>Reporting</i>
State of Florida	Yes	ORC/Provost/President/CAVP/BOT/BOG	ORC/Provost (Designee)	BOG, Annual & 5
SUS	Yes	ORC/Provost/President (Notify BOG)	ORC/Provost (Designee)	BOG, Annual & 7
UCF Recognized	No	ORC	ORC/College	Annual (Internal)
Exempt	No	AA	Internal Unit	Internal Unit

Approved by the Faculty Senate Steering Committee on January 11, 2018.