

Resolution 2017-2018-11 Guidelines for Centers and Institutes at the University of Central Florida

Whereas, in 2016-2017 the Faculty Senate passed resolution 2016-2017-14 Guidelines for Academic Structure at the University of Central Florida; and

Whereas, these guidelines emphasized the need for tenure to be granted in Departments and Schools within the academic unit structure at UCF (Colleges); and

Whereas, faculty traditionally have tenure homes in academic departments or similar units; therefore

BE IT RESOLVED that the Faculty Senate supports tenure being granted only within established Departments or Schools that fall within an academic college (including Graduate Studies and Undergraduate Studies) at UCF, in line with the previous resolutions of the Faculty Senate. The Faculty Senate urges the administration to work with faculty who are tenured or tenure-earning in a research center or institute to find a tenure home within an academic unit (Department or School within a College); and

BE IT FURTHER RESOLVED that the reorganization of tenure homes under this resolution shall not be a means for removing tenured faculty from the university, for revoking tenure, or for forcing departments to accept members without the support of their existing faculty. Thus, any tenured faculty who have made their best efforts to find appropriate tenure homes, but who have not been accepted into appropriate academic units by those units' faculties, shall be retained with tenure in their existing units or in units created for this purpose and to which no other members may be added; and

BE IT FURTHER RESOLVED that the Faculty Senate supports the following guidelines for centers and institutes at UCF, and that these guidelines be appended to the original guidelines for academic structure at the University of Central Florida. In addition these guidelines are supplementary to the definitions of centers and institute in [BOG Reg 10.015](#) and [UCF Reg 2.035](#).

Definitions of Centers and Institutes

Existing Definitions from [BOG Reg 10.015](#) (repeated in [UCF Reg 2.035](#))

- a) State of Florida Institute or Center: An entity with statewide mission, that may include two or more State universities, established to coordinate inter-institutional 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 Council of Academic Vice Presidents (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 university. 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 Sciences Center; the Florida State University Health Sciences Center; the Florida Mental Health Institute; incorporated institutes and centers with university affiliations, such as the Institute for Human and Machine Cognition and the H. Lee Moffitt Cancer Center and Research Institute; and university advising, student health, computing, and certain other centers. However, excluded entities such as IFAS and the health sciences centers may have institutes or centers under their purview that are covered by the policies referenced in this document.

Note that exclusions listed include major university medical divisions and student service units. The definitions also exclude faculty support units and auxiliary units.

Proposed Criteria and Definitional Language for Centers and Institutes

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

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

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

- **Centers** are single or multidisciplinary units organized to support research and, in some cases, other interdisciplinary activities around a specific topic or issue. They are typically characterized by a narrower scope and less autonomy than institutes, they are typically located within colleges/schools or institutes, and they typically have recurring external funding. Some also

- have dedicated administrative staff, commitments from faculty (FTE), and evidence of long-term sustainability.
- **Institutes** are generally multidisciplinary units organized to support research and, in some cases, other interdisciplinary activities around a cluster of related topics or issues. Institutes are generally characterized by more organizational stability, research program autonomy, and a broader scope of focus than centers. They often have recurring external funding from multiple sources, dedicated administrative staff, commitments from faculty (FTE), and evidence of long-term sustainability.

Types of UCF Centers and Institutes

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

Type 1: State of Florida Centers and Institutes

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

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

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

Type 3: UCF Recognized Centers and Institutes

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

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

Type 4: Exclusions

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

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

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

The following table summarizes UCF’s types of centers and institutes and their 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.

Approved by the Faculty Senate on February 22, 2018.