

**University of Massachusetts Medical School
Procedures for Governing Centers, Programs and Institutes**

PREAMBLE

The University Of Massachusetts Board Of Trustees approved a University-wide policy on Centers and Institutes (Trustee Document T96-096) August 7, 1996, revised October 9, 1996. The University of Massachusetts Medical School campus (UMMS) procedures for governing Centers and Institutes were reviewed and endorsed by the UMMS Faculty Council on December 4, 2008 and have the UMMS Provost's and Chancellor's endorsement. These procedures are effective immediately, replace any previously existing related UMMS procedures, and are being submitted to the University of Massachusetts Associate Vice President of Academic Affairs, Student Affairs and International Relations on [date].

The UMMS procedures for governing Centers, Programs and Institutes are consistent with the procedures outlined in the UMMS Governance Document (document T03-035) as approved by the UMMS Board of Trustees on August 6, 2003 and amended by the Board of Trustees on August 23, 2006.

A. DEFINITIONS

Centers and Institutes are matrixed organizational units created to implement academic and training programs, clinical or community service, or research activities that cannot ordinarily be accommodated within existing departmental structures. Like programs, Centers and Institutes cannot award degrees, and cannot make official recommendations on faculty appointments. Rather, faculty associated within Centers, Programs and Institutes must have appointments in academic departments that are then responsible for recommendations regarding promotions and tenure.

1. **Center.** *A Center represents a thematically-aligned group of faculty members who share an academic research focus under the leadership of a single director, who may in turn have discretionary authority over certain funding and space resources (not all Centers will have Center-specific funding and space requirements or resources). In general, centers allow for faculty from different academic departments to come together in contiguous research space, although not all center members are necessarily co-located at the Center location. Centers also may organize and operate research core services. Ordinarily, Centers on the Worcester campus report to the Dean of their School or his/her designee.*
2. **Program.** *Programs are similar to centers in administrative and academic scope, but may also serve as a sponsor for degree-granting programs, concentrations, and courses.*
3. **Institute.** *Institutes are similar to Centers and Programs, but generally are broader in scope and scale. Institutes are more likely than Centers to include faculty from other schools, colleges, or campuses.*

Entities called “centers,” “programs” or “institutes” whose purpose is to provide service to the University community (such as day care centers, learning centers, fitness centers, and other such entities as may be so designated by the Chancellor or his/her designee) shall not be considered Centers, Programs or Institutes for the purposes of this procedure.

B. CREATION AND APPROVAL OF CENTERS, PROGRAMS AND INSTITUTES

Approval Criteria

UMMS approval of new Centers, Programs and Institutes (CPI) shall be based, at minimum, on the appropriateness of the CPI to the mission and goals of the campus, and adequacy of resources including capital investment. The establishment of a new center or institute shall be ~~submitted~~[communicated](#) to the University President [for approval](#) upon recommendation of the UMMS Chancellor, Provost, and Dean, following review and recommendation by the Faculty Council and Executive Council as outlined in the UMMS Governance Document Article IV: The Primary Governing Bodies of the Medical School.

A proposal to establish any CPI may be initiated by one or more faculty members or by the UMMS administration. All proposals should provide the following information:

1. The purpose to be served and the needs to be met by the proposed entity;
2. The consistency with the school or campus long range plans;
3. The proposed relationship with other academic units on the campus and University-wide;
4. The one to five year projected resource needs of the proposed unit including personnel, equipment, office and other space, telephones, library resources, etc.

Approval Procedure

Article III Section E of the UMMS Governance document states:

Establishment of new academic departments shall fall within the area of primary responsibility of the faculty, subject to approval by the Dean of the relevant school, the Chancellor and the President (UMMS doc T03-035 p.7).

The approval process for UMMS CPIs will be consistent with that of academic departments and will begin with review by the UMMS Dean. When the Dean approves, the proposal will then be reviewed formally at the following levels:

1. By the Faculty governance structure including first, in accordance with the UMMS Governance Document, the Faculty Council and culminating in the approval by the Executive Council;
- [2. By the UMMS Chancellor.](#)
- ~~2.3.~~[By the University President.](#)

C. GOVERNANCE AND ADMINISTRATION OF CENTERS, PROGRAMS, AND INSTITUTES

Selection and appointment of CPI Directors shall be overseen by the school Dean and university Provost in consultation with the faculty and with the advice of the Chancellor. Final decisions on such appointments are by the Provost. Budget development and management, and other operational governance and oversight matters of CPIs shall mirror those for Departments and Department Chairs as outlined in the UMMS Governance Document (T03-035) Article III, Section E, "Organization by Departments," with the following clarification: official faculty appointments must be made through the recommendation(s) of academic departments.