258 Criteria for the Evaluation of Bureaus, Centers, and Institutes

Approved by President ________________________________

Sidney A. McPhee, President

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Responsible Division: Academic Affairs
Responsible Office: University Provost
Responsible Officer: Vice Provost for Academic Programs

I. Purpose

This policy explains the criteria which Middle Tennessee State University (MTSU or University) considers in the establishment and evaluation of MTSU bureaus, centers, and institutes.

II. Proposal Development Process

The President shall approve the creation or termination of bureaus, centers, and institutes within the University. Notification of the creation or termination of a bureau, center, or institute will be reported at each regular meeting of the Board.

III. Procedures

MTSU shall address the following criteria will be in developing proposals for Tennessee Higher Education Commission (THEC)-consideration in the decision to establish new bureaus, centers, and institutes.

A. An assessment of need.

B. An analysis of the purpose of the entity identifying it as a research, public service, or instructional unit. Such units should be budgeted in such a way as to reflect their purpose. Units proposed as combinations of research, public service, or instruction should be described in detail sufficient to ascertain the primary purpose of the entity.

C. A description of how the entity relates to the University's role and scope.

D. An identification of the campus discipline base from which the entity will operate, and the faculty strengths upon which it will draw.
E. A description of the activities of the unit indicating relationships to purpose.

F. A statement regarding the anticipated duration of the unit.

G. A projection of the costs and revenues associated with the operation of the bureau, center, or institute over the first five (5) years, and an indication of what institutional support, if any, may be required.

H. An organizational chart identifying the location of the administrative unit and the individual responsible for the successful operation of the proposed unit.

II. An identification of any similar or related services already being offered by an institution or agency within the state.

I. A description of procedures for regular evaluation of the unit.

III. Temporary Institutional Bureaus, On-campus Centers, and Institutes

When proposed institutional bureaus, on-campus centers, and institutes are to be temporary in nature, their establishment will not require approval by THEC, provided that the temporary status is due to one or both of the following conditions:

A. The anticipated duration of the unit is less than one (1) calendar year; and/or

B. The operation of the unit will be dependent upon external funding for all direct costs with no commitment for operation beyond the period during which such external funds are available.

For the establishment of temporary units of the type described above, THEC will only require the University to inform the Commission in writing of the intent to establish the unit and, if contracts are involved, to follow the usual procedure for obtaining approval of the contract.

Forms: none.

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Last Reviewed: June 2017____ 2020.

References: none.