



University of Miami

Proposing a New University-Wide or School-Based Center or Institute

Introduction

The following is a summary of the guidelines provided by the Faculty Senate for submitting a proposal for a new University-Wide or School-Based Center or Institute. You can find links to all relevant Senate documents in Appendix 1.

University-Wide v. School-Based Centers and Institutes

The steps for proposing a University-Wide Center or Institute are much the same as the steps for proposing a School-Based Center or Institute. Nevertheless, they are distinct entities with different conventions and operating guidelines. You will find any differences in proposal requirements for each outlined in the steps below. If you are unsure which you are proposing, reference the *Faculty Manual* definitions (Bylaws 6.5 and 6.6), included in Appendix 2. Note that School-Based Centers and Institutes are referred to as ‘Other Named or Titled Academic Units’ in the *Faculty Manual* and other reference documents.

Provisional Name

If Faculty Senate approval is required, and a name is needed for fundraising through development, you should acquire a provisional name prior to submitting your proposal. Steps for acquiring a provisional name can be found in Appendix 3.

The Proposal

Regardless of whether a provisional name is required or not, you should begin to gather the materials for the proposal to the Faculty Senate.

- 1) **For University-Wide Centers and Institutes, complete the proposal package, which must include:**
 - a. A completed proposal submission form inserted at the beginning of the proposal: <https://fs.miami.edu/assets/pdf/facultysenate/Documents/proposal-submission-form-1.pdf> (remaining materials should be provided in the order listed below)
 - b. 2-3 page executive summary
 - c. A charter that describes the mission, funding sources, organization, and administration, including the reporting relationships of the director and any other appropriate aspects of governance, and a detailed budget (do not include names, just titles). The proposal shall also describe the procedures for ongoing evaluation, for faculty affiliation, for amending the charter, and for the appointment and review of the director.



- d. A memo from the Dean(s) signifying approval of the faculty of the relevant School(s) / College(s)¹
- e. A memo that all affected or relevant School / College Council(s) have approved
- f. A memo from the department chair(s) signifying approval of the faculty of the relevant department(s)²
- g. A memo from the Dean(s) and/or Provost indicating approval of proposed budget
- h. A memo indicating Academic Deans Policy Council (ADPC) approval. Contact the Executive Assistant to the Provost at (305)284-3356 for instructions for placing the proposal on the ADPC agenda.

An example of a successful University-Wide Center proposal can be found here:

https://fs.miami.edu/_assets/pdf/facultysenate/Documents/2016-Legislation/2016-45b-frost-inst-chem-molecular-science-u-wide.pdf

2) For School-Based Centers or Institutes, complete the proposal package, which must include:

- a. A completed proposal submission form, inserted at the beginning of the proposal: https://fs.miami.edu/_assets/pdf/facultysenate/Documents/proposal-submission-form-1.pdf (remaining materials should be provided in the order listed below)
- b. A brief description of the unit, including its operating rules³
- c. A memo from the Dean(s) signifying approval of the faculty of the relevant School(s) / College(s)⁴
- d. A memo that all affected or relevant School / College Council(s) have approved
- e. A memo from the department chair(s) signifying approval of the faculty of the relevant department(s)⁵

An example of a successful School-Based Center proposal can be found here::

https://fs.miami.edu/_assets/pdf/facultysenate/Documents/2016-Legislation/2016-60b-msom-osher-center.pdf

¹ This requirement is not meant to provide the relevant faculty with veto power over proposals. The Faculty Senate Office is simply seeking a letter expressing the relevant faculty's views on the proposals.

² The Senate strongly prefers to see letters of support from Deans, Department Chairs, or heads of other units that might be affected. This does not mean that other units have a veto over new units or programs. Nevertheless, avoiding pointless overlap and confusing unit and program names is a consistent Senate concern, which is largely alleviated by such support letters.

³ The Faculty Senate suggests leaving specific dollar amounts out of descriptions of funding or budgets for school-based centers.

⁴ This requirement is not meant to provide the relevant faculty with veto power over proposals. The Faculty Senate Office is simply seeking a letter expressing the relevant faculty's views on the proposals.

⁵ The Senate strongly prefers to see letters of support from Deans, Department Chairs, or heads of other units that might be affected. This does not mean that other units have a veto over new units or programs. Nevertheless, avoiding pointless overlap and confusing unit and program names is a consistent Senate concern, which is largely alleviated by such support letters.



Proposal Submission

- 3) Once your proposal materials have been gathered, **submit your proposal package as one combined pdf document in electronic form to the Faculty Senate’s General Welfare Committee (GWC) via email: facsen@miami.edu.**
 - a. The materials must be submitted 9 days in advance of the General Welfare Committee meeting you have selected.
 - b. Proponents may be asked to give a presentation, and respond to any questions at the GWC meeting.

The GWC reviews the proposal, may make suggestions, and recommend whether it should be added to the subsequent Senate agenda.

- a. A list of Faculty Senate meeting dates can be found here:
https://fs.miami.edu/_assets/pdf/facultysenate/Documents/fs-dates-for-webpage.pdf

Proponents may be asked to give a presentation, and respond to any questions at the Senate meeting.⁶

Approval Process

If the proposal is approved by the Senate, it will be forwarded by the Senate Chair as Class B legislation for approval by:

- The President (for all Centers and Institutes)
Academic Affairs Committee and the Executive Committee of the Board of Trustees (for University-wide Centers and Institutes)

Initial reviews will be conducted up to 5-years for all approved units, and periodic 5-year reviews may be conducted thereafter, as deemed appropriate by the Faculty Senate or the Executive Vice President and Provost.

Appendix 1. Reference Documents

- I. Faculty Senate Proposal Submission Process Website (scroll down to section on ‘non-curriculum proposals’): <https://fs.miami.edu/senate-info/proposal-submission-process/index.html>
- II. Approval Process - Non-Curricular Items:
https://fs.miami.edu/_assets/pdf/facultysenate/Documents/approval-process-non-cim.pdf

⁶ When a proposal is a major one, it is often helpful, particularly for a presentation to the Senate itself, if the presenters are the Dean and the most directly involved faculty member.



- III. Faculty Senate Proposals Submission Specifications:
https://fs.miami.edu/_assets/pdf/facultysenate/Documents/proposal-submission-specs.pdf
- IV. Requirements for the Submission of Proposals for the Establishment or Name Change of University Centers or Institutes and Other Named or Titled Academic Units:
https://fs.miami.edu/_assets/pdf/facultysenate/Documents/CentersInstitutesGuidelines.pdf
- V. Non-Curricular Proposal Submission Form:
https://fs.miami.edu/_assets/pdf/facultysenate/Documents/proposal-submission-form-1.pdf
- VI. *Faculty Manual* (reference sections B6 and C18): <https://fs.miami.edu/faculty-manual/index.html>



Appendix 2. *Faculty Manual* Definitions

University-Wide Center or Institute

A **UNIVERSITY CENTER or INSTITUTE** (*Faculty Manual* Bylaw B6.5) is an independent academic unit of the University with its primary mission being multidisciplinary or interdisciplinary research in an area specified in its charter. It involves faculty from different schools or different departments of a single school. A University Center or Institute, or any other such academic unit, however named or titled, shall not award tenure, confer degrees, or offer primary faculty appointments.

School-Based Center or Institute⁷

Other NAMED or TITLED ACADEMIC UNITS (*Faculty Manual* Bylaw B6.6) coordinate and promote research, instruction, conferences, seminars, workshops, etc., within a specified area. No such unit may award tenure, confer degrees, or offer primary faculty appointments independent of a department. Approval of the Faculty Senate and the President is not required if the unit is only a physical location or overwhelmingly engaged in the provision of clinical services to patients.

⁷ School-Based Centers and Institutes are referred to as ‘Other Named or Titled Academic Units’ in the *Faculty Manual* and other reference documents.



Appendix 3. Steps for Provisional Naming

- 1) **Establish the unit's name.**
 - a. If you are proposing a University-Wide Center or Institute, the unit can be named with "University of Miami" preceding the title.
 - b. If you are proposing a School-Based Center or Institute, you must use the name of the department or school as an immediate prefix to the name of the unit. These units are administrative and academic components of a department or school and may be referred to as consortium, clinic, program, laboratory, project, center, institute, or other appropriate name. The prefix "University of Miami" may be approved if the unit is a cooperative venture with an entity outside of the University and its mission is justified as being of university-wide significance or if there are other special circumstances.

- 2) **Solicit approval to use the provisional name from:**
 - a. Faculty or school council of the units or departments and of the host school(s) sponsoring the proposal
 - b. Deans of the schools involved
 - c. Provost

- 3) **Notification of approval by the above parties should be sent from the Provost's desk to the Chair of the Faculty Senate (senate.chair@miami.edu).**
 - a. The provisional name can be used for one year, unless otherwise extended with justification and approval by the Provost.