

**PROCESS FOR ESTABLISHING ACADEMIC CENTERS**  
**St. Cloud State University**

1. **Definition:** A Center is a unit established for a specific academic and/or service mission. Participating faculty will maintain seniority in their home department unless there is no home department, in which case faculty will maintain seniority in the center.
2. **Proposal:** A center may be developed in one or several departments/units and one or more colleges. The proposal must address:
  - a. An organizational structure, including any proposed reassigned time, and a list of participants. Participants must include faculty from more than one department for intra-college centers; and from more than one college or academic unit for university centers. Governance must incorporate consultation with all participating departments. Sign-offs on proposals must include all affected departments.
  - b. A mission statement including goals and objectives and a list of activities to be undertaken. This should include any relationships or associations related to any departments and/or other colleges or academic units.
  - c. A proposed budget, including any external sources of funds.
  - d. If the center's mission includes curriculum, a list of both currently approved and proposed courses as well as workshops developed by faculty representing the participating departments.
  - e. A plan for housing the center administratively within a department.
  - f. A time line for center activities.
  - g. A location/space.
  - h. An evaluation (when and how).
3. **Approval process:** Preliminary approval must be given by the immediate supervisor where the center is to be housed. The immediate supervisor will then place the proposal on the Academic Affairs Council agenda for information and discussion. Following this discussion, the proposal will be forwarded to the Vice President for Academic Affairs for a recommendation, and then forwarded to the President. Any curriculum proposals, either for the individual courses or for concentrations, will go through the appropriate FA process, which will include approval by the center, any affected departments, the appropriate dean or deans, the appropriate college curriculum committee(s), Academic Affairs, any appropriate FA committees (such as the General Education Committee or Graduate Committee), the University Curriculum Committee, the Faculty Senate, and again, Academic Affairs.
4. **Faculty Senate:** The President, following appropriate consultations, will forward the proposal to the Faculty Association President for a recommendation. The Faculty Association President will refer the proposal to the appropriate FA committee for review. The committee recommendation will be brought to the Faculty Senate, and then brought back as an item on the Meet and Confer agenda.
5. **Implementation:** Final authority to approve a center rests with the SCSU President.
6. **Review:** A center is subject to the same budgetary and curricular (if appropriate) review as any other unit. The faculty engaged in a center's work must report its activities annually to its immediate supervisor. The list of participants in a center must be updated annually. Annual reports on center activities will be provided through Meet and Confer, and be made available for discussion in the Faculty Senate.
7. **Responsibility:** Center participants will be recommended by their departments and ratified by the dean of the college housing the center. Center leadership will be chosen by center participants and ratified by the dean of the college housing the center. The dean of the college housing the center will be responsible for providing resources on a regular basis.