

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 4 - Academic Affairs

4-6001 Institutes and Centers

In order to ensure that institutes and centers implemented at NCF enhance existing College activities, are aligned with the goals of the BOG, and are of the highest quality, the following regulations have been established.

- (1) Definitions. Within the context of these regulations, institutes and centers are defined as follows:
 - (a) State of Florida Institute or Center. An entity with a statewide mission to coordinate inter-institutional research, service, and teaching across the State University System. Two or more institutions within the State University System may participate in an institute or center, which must be approved by the BOG. The operational budgets of State of Florida institutes and centers reside within the base budgets of the host institutions; additional budget requests must be reviewed by the Council of Academic Vice Presidents (CAVP). Only those proposals that receive a positive recommendation are carried forward to the BOG for consideration.
 - (b) University Institute or Center. An entity that is established by NCF at NCF to coordinate research, service, and/or educational/training activities that enhance existing instruction, research, and service. The budget of a university institute or center and any requests for additional funding are wholly within the purview of NCF.
 - (c) Exclusions. A number of units within NCF that are excluded from this policy use the term “Institute” or “Center” in their names, but do not meet the definitions in (1)(a) and (1)(b) above. Examples of these units include the Counseling and Wellness Center, the Fitness Center, the Gender and Diversity Center, the Pritzker Marine Biology Research Center, the Quantitative Resource Center, the Writing Resource Center, the Academic Resource Center, and certain other centers.
- (2) University Regulations for Institutes and Centers. The New College BOT has adopted this regulation for establishing, operating, evaluating, reviewing, and disbanding university institutes and centers in accordance with criteria from the BOG. The President of NCF is designated by the Trustees to grant authorization for the development and implementation of university institutes and centers at the College. A copy of NCF’s university institute and center policies shall be on file in the BOG’s Office of Academic and Student Affairs
- (3) Establishment of Institutes or Centers
 - (a) To establish a State of Florida Institute or Center, the Provost of NCF shall prepare and submit a proposal to the New College BOT for approval. Approved proposals shall be submitted to the BOG’s Office of Academic and Student Affairs. The proposal shall specify the purpose of the organization, the need and demand to be a State of Florida institute or center, consistency with the BOG Strategic Plan, and funding resources. The proposal shall also include a draft of the proposed Memorandum of Understanding, which has been ratified by the presidents of all affiliated institutions. The Memorandum of Understanding shall contain, at a minimum:
 1. The name of the institute or center;

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2. The identification of the host institution and participating institutions;
 3. The mission of the institute or center;
 4. Guidelines for appointing, funding, supervising, and evaluating the director of the institute or center;
 5. The criteria for appointments to the institute or center's advisory board, including terms, roles, authority, and, if known, current numbers;
 6. Expectations for the administrative and logistical support for the institute or center, including expectations regarding the reimbursement to the host university for direct costs of administrative services rendered by the university to the institute or center;
 7. Procedures at the institutional level for recommending increases/decreases in the appropriation of State funds for the institute or center;
 8. Specifications for the processing of contracts and grants, including the percentage of overhead funds to be returned to the institute or center; and
 9. Expectations and criteria for the cyclic review of the institute or center and other planning and expectations for its operation.
- (b) After review by the BOG staff, the proposal will be forwarded to the CAVP for approval and recommendation to the Chancellor. The Chancellor then determines whether or not this proposal should be carried forward to the BOG. Any institute or center must receive full approval from the BOG prior to implementation to receive State of Florida status.
- (c) University institutes and centers at NCF shall be established in accordance with this regulation. An application for a NCF university institute and center should include the following elements:
1. Concept paper.
 2. Estimated expenditures for the institute/center (staff, facilities, and budget).
 3. Name of the proposed institute/center director, his or her disciplinary affiliation, and other College affiliations.
 4. Mission of the institute/center.
 5. Identification of the types and qualifications of individuals and/or organizations which might be formally affiliated with the institute/center other than employees of the institute/center.
 6. Identification of the manner in which undergraduate students will benefit from establishment of the institute/center.

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7. Identification of the expected outcomes and assessment measures to be used in evaluating the effectiveness of the proposed institute/center.
 8. Recommendation from the appropriate Chair, if the focus is disciplinary/divisional, and the Provost, if the focus is at the College level.
- (d) The Provost or his/her designee will coordinate review of the proposal and provide the proposal to the Administrative Council and the NCF Faculty for information and comment. If the proposal is deemed to have merit, the Provost will then present the proposal to the President for approval. Following approval by the President, the proposal will be presented to the BOT for approval.
- (e) A copy of an approved NCF new university institute or center proposal containing basic descriptive, contact, and fiscal information shall be submitted to the BOG's Office of Academic and Student Affairs. In cases where more than one university is participating, a host university is designated to handle reporting and evaluation of the institute or center.
- (4) Institute and Center Reporting Requirements
- (a) The BOG's Office of Academic and Student Affairs shall provide an online Institute and Center Reporting database, which will also serve as the official inventory of approved State University System Institutes and Centers.
 - (b) Initial Reporting. Upon receipt of notification that a record has been created for the institute or center in the Institute and Center Reporting database, NCF shall enter descriptive and budgetary information in accordance with instructions provided by the Office of Academic and Student Affairs.
 - (c) Annual Reporting. No later than September 30 of each year actual and estimated expenditure and position data shall be entered in the database for the fiscal year running from July 1 of the previous year to June 30 of the current year, in accordance with instructions provided by the BOG's Office of Academic and Student Affairs. Prior to submission to the Office of Academic and Student Affairs, all annual reporting information must be approved by the BOT of NCF or their designee.
 - (d) Evaluation/Review. Copies of all evaluation/review information shall be submitted to the BOG's Office of Academic and Student Affairs.
 1. State of Florida institutes and centers shall be reviewed based on criteria and procedures established below and within the Memorandum of Understanding. External consultants may be used in the review process. At a minimum, each State of Florida institute or center shall be reviewed every five years by the host institution. A copy of the review will be provided to the Council of Academic Vice Presidents to inform any related budget recommendations.
 2. NCF university institutes and centers shall undergo a formal review at least every seven years.
 3. At a minimum, all evaluations/reviews shall include:

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- a. A determination of the institute or center's progress toward defined goals and objectives within the context of the institute or center's mission, the participating university missions, and the current BOG's Strategic Plan;
 - b. An assessment of the return on investment of State dollars, if applicable;
 - c. The need for continuation of the institute or center;
 - d. Possible changes in mission or organizational structure;
 - e. Budget reduction or expansion;
 - f. Recommendations for change of classification (State of Florida, Infrastructural, or University institute or center), if applicable; and
 - g. Recommendations for status change (active, inactive, terminated), if applicable.
- (5) Disbanding an Institute or Center. University institutes and centers at NCF shall be disbanded at the request of NCF; and, in the case where the College is the host university, with the agreement of participating universities. State of Florida institutes and centers shall be disbanded at the recommendation of the Council of Academic Vice Presidents and upon the approval of the BOG. When an institute or center is disbanded, the host university shall notify the BOG's Office of Academic and Student Affairs.
- (6) If a disbanded institute or center has been funded by the Legislature, the university must provide documentation to ensure that Legislative intent has been achieved and that the institute or center is no longer required. Fiscal information must be provided as part of the annual reporting process if the institute or center expends any funds during the fiscal year in which it is disbanded.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. Chapter 1004; Fla. Board of Governors Regulations 1.001 and 10.015

History: Adopted 05-13-06; Revised and renumbered 11-07-09; Revised 03-11-17 (technical amendment)