

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Academic Affairs

NUMBER: 06.A.07

AREA: General

SUBJECT: Procedures for the Operation of Institutes and Centers

1. PURPOSE

Centers and institutes exist to enhance the educational and/or research activities of the University of Houston System. This document sets forth procedures for the operation of centers and institutes to insure proper oversight by the component universities, System Administration, and Board of Regents.

2. POLICY

- 2.1. A center or institute is a non-profit organization, which engages in educational, research, or scientific activities.
- 2.2. A center may be identified primarily with one discipline, be multi-disciplinary, may support research in a wide variety of areas, and may involve more than one component university or institution.
- 2.3. A center may be supported by appropriated funds or depend entirely on sponsorship by outside agencies and foundations.
- 2.4. Approval of a center is delegated by the Chancellor to the President of the component university. The agreement between a center and the President (or his/her designee) must be in writing and must provide that the President (or his/her designee) approves of the creation, existence and purposes of the center. It must include at least the following:
 - a. That the center may not carry on activities that do not, in their entirety, support the mission of the component university.
 - b. That the center is subject to all policies and procedures of the Board and the System Administration, and must submit to reporting and auditing requirements as established by the System Administration.

3. PROCEDURES

3.1. Each component university is responsible for maintaining a complete list of approved academic and research centers and institutes and for insuring that policies are in place regarding their operation that will guarantee appropriate fiscal controls as well as oversight of the academic mission of the center or institute. Such policies should insure that the operations conform to state statutes and regulations, Board policies, system administrative memoranda, and other institutional policies. These policies should include but not be limited to the following matters:

- a. Creation of the center or institute;
- b. Administrative organization of the center or institute;
- c. Periodic review of the effectiveness of the center or institute in fulfilling its mission;
- d. Financial operations and business practices of the center or institute;
- e. Reporting relationships of the center or institute;
- f. Sunset review of the center or institute; and
- g. Dissolution of the center or institute.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Vice Chancellor for Academic Affairs

Review: Every three years on or before December 31

5. APPROVAL

Approved: Jerald W. Strickland
Senior Vice Chancellor for Academic Affairs

Jay Gogue
Chancellor

Date: October 7, 2004

6. INDEXING TERMS

Centers
Institutes