

**Campus Administrative Policy**

**Policy Title:** Establishment of Centers

Policy Number: 1040 Functional Area: Academic and Faculty Affairs

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Effective: October 1, 2018

Date Last Amended/Reviewed: October 1, 2018

Date Scheduled for Review: July 1, 2023

Supersedes: New Policy

Approved by: Donald M. Elliman, Jr.  
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Applies to: CU Anschutz  
CU Denver  
CU South Denver

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**A. INTRODUCTION**

The University of Colorado Denver and the University of Colorado Anschutz Medical Campus have a wide variety of Centers. These Centers may be single or multi-disciplinary in scope and generally combine education, research, creative work, leadership, and service activities. The purpose of this policy is to set forth procedures for the establishment and approval of Centers and to provide for the renaming of existing organizations, if appropriate, as determined by campus administrations. This policy does not apply to campus administrative units that provide support services to staff, faculty, and students (e.g. Media Center or Counseling Center), but to academic Centers that engage in education, research, creative work, leadership, or service activities.

## **B. POLICY STATEMENT**

1. Establishment of New Centers
  - a. Proposals for new Centers must include the following:
    - 1) A program plan that describes the purpose and proposed administrative and fiscal structure of the organization. All proposals should include a clear statement as to why this unit cannot be successful as a program within a School or a subunit thereof and must be a formal center in order to accomplish its purpose and stated goals.
    - 2) A five-year revenue and expenditure budget which includes anticipated sources of funding for the Center, and the individual who will oversee the budget. All financial budgets are required to show how they will achieve fiscal sustainability within 5 years or less and how all costs will be covered until that time.
    - 3) Bylaws which include governance structure, control provisions, director terms, leadership, voting procedures, committees, and procedures for amendments.
  - b. The proposal, along with letters of support from the department chair, dean, and/or vice chancellor as appropriate, will be forwarded to the applicable campus Chief Financial Officer (CFO) to review financial and sustainability components, and then to the Provost who will make a recommendation to the Chancellor regarding the establishment of the Center.
  - c. The applicable campus Chancellor will approve or deny the Center proposal.
2. Authorization and Reauthorization
  - a. New Centers will be authorized for an initial period of five years. Centers will be subject to review as outlined in the bylaws of the Center. Review criteria for reauthorization should include, but not be limited to the following:
    - 1) Success in the accomplishment of the Center's goals, role, and mission;
    - 2) Maintenance of fiscal solvency; and
    - 3) The Center's support of the mission of the supervising unit (department, school, campus).
  - b. Authority for continued authorization of Centers rests with the applicable campus Chancellor.

3. Financial Integrity

- a. The financial integrity of the Center will be responsibility of the supervising department or school/college. All budgetary deficits must be eliminated by the end of each fiscal year.
- b. Any Center with an annual budget of over \$2 million must designate an individual within the Center who is responsible for the management of the Center's financial operations. If the Center has an annual budget of less than \$2 million, the School, Department, or Unit in which the Center resides must name an individual who will be responsible for the management of the Center's financial operations.

4. Faculty Participation in Center Activities

Faculty at various ranks (including adjunct faculty and other special faculty such as research associates) may participate in the activities of Centers in accordance with the Center's bylaws. Faculty primary appointments are always within a school/college department. Faculty who participate in Center activities retain their appointment in their home academic unit.

5. Name Changes and Discontinuance

- a. Name changes involving Centers must be approved by the applicable campus Chancellor.
- b. Centers may be discontinued at any time at the discretion of the Chancellor.
- c. Centers must adhere to all University policies and procedures for fiscal compliance and financial management, all grants and contracts must adhere to all University policies.

6. Inventory

An inventory of all Campus Centers will be maintained by the Provost's office and reported annually to the Chancellor.

**C. DEFINITIONS**

A *Center* is a single or multi-disciplinary unit which is organized to conduct education, research and creative work, and/or leadership and service activities. Centers are typically organized around the investigation of a specific theme, issue, project, or policy topic but often encompass interdisciplinary work spanning a number of academic fields. The lifetime of a Center is often limited to the completion of a project or financial commitments. Centers typically reside in departments, schools, or colleges and typically report to department chairs or academic deans.

## Notes

1. Dates of official enactment and amendments:  
September 7, 2018: Adopted by the Chancellors
2. History: New policy
3. Initial Policy Effective Date: October 1, 2018
4. Cross References/Appendix:
  - [Procedures for the Establishment of Institutes APS # 1008](#)