Establishment of New Administrative Unit

(Instruction, Research, or Service Institute/Center fully supported by non-state funds)

1. Proposed effective date

2. Title/name of proposed institute/center

3. Proposed location

4. Distance of proposed unit from main campus

5. Reason for proposed action

6. Mission and role for proposed institute/center

7. Provide current and proposed organizational charts.

7.1 Current organization

7.2 Proposed organization

8. Identify non-state funding sources and expected length of funding.

9. Provide copy of financial agreement or Memorandum of Understanding (MOU).

10. Projected annual budget

11. Termination date of funding from the non-state sources

12. Termination date of center/institute operation when funding ends

13. If location is off campus, provide copy of email notification to other institutions in the area of proposed unit and location and their responses; include your replies to the institutional responses.

The Office of the Provost will send notification. Work with the Office of the Provost early in the proposal process so that the notification will be timely. The Office of the Provost will consult with the proposing department to craft replies to any responses requiring a reply.