IU Bloomington School of Education
Policy Statement on Centers and Institutes

It is the policy of the School of Education that centers and/or institutes which suggest promise of helping the School to meet its research, service and/or teaching missions be established as the needs for such centers or institutes arise. If the center or institute has a mission or activities which are cross-departmental, then the center or institute should report to the Dean of the School of Education. If the center/institute has a mission or activities which are related to a single department, then the center or institute should report to the chairperson of that department.

Some centers exist within centers or institutes. Those centers should report to the director of the center or institute.

Centers and/or Institutes within Departments
The establishment of a center or institute within a single department is left to the approval of the faculty and chairperson of that department. Such matters as phasing out a department center or institute, approving activities, and naming a director should also be left to the faculty and chairperson of the department. It is important, however, that the Dean's Office be kept fully informed as these department centers and institutes are formed, and their activities should be a part of the department's annual program profile review.

Centers and institutes within departments should have goals related to the substantive interests of the department. The goals may relate to research, development, service and teaching. To establish a center or institute within a department, the department chairperson and faculty should consider the following questions:
1. Does the center or institute focus on research, development, service, teaching or a combination of these?
2. Does the center or institute provide an opportunity for the department to respond to unique funding opportunities?
3. Does the center or institute provide a means of meeting departmental or faculty objectives that are not already being met?
4. What departmental resources will be needed for the center or institute?
5. Is there a means to phase out the center or institute when it is no longer needed?
6. Will the activities and goals of the center or institute be reviewed regularly by departmental faculty?
7. With what other centers, institutes, departments, or other units at Indiana University does this center share common goals and/or activities?

When a departmental faculty has determined there is a need for a center or institute a proposal describing its goals, activities, departmental resource allocations, etc., should be sent to the Dean of the School of Education and then forwarded through the appropriate offices for approval.
Centers and/or Institutes within the School of Education
Centers and institutes which report to the Dean should be established and reviewed on the basis of the following:

1. It offers a unique opportunity to respond to a research/development area that cannot be satisfied by faculty working alone or by existing departments.
2. Its focus will be research, development, or research and development although service may be included in its mission. A School-wide center or institute does not normally become involved in granting academic credits. Providing academic credits is the primary responsibility of departments. A center or institute whose main activities include instruction should do so under the auspices of a closely related academic department.
3. It will be multidisciplinary in its approach. Ordinarily this means that the members of the center or institute are drawn from various academic disciplines. It can mean, however, that the focus, procedures, or methods employed are multidisciplinary while all, or a majority, of the staff are from a single academic discipline.
4. It will involve a group of professionals working together on projects or research activities. A center or institute might be initiated by one person, but the potential for including other faculty and professionals in its work should be apparent from the beginning.
5. It is usually capable of attracting external support for some portions of its activities.

When faculty have determined there is a need for a center or institute, a proposal describing its goals, activities, resources allocations, etc., should be sent to the Dean of the School of Education for approval and to the Policy Council for information and then forwarded through the appropriate offices for final approval.

Guidelines for Implementation
Specific procedures for implementing this policy should be established by the Dean’s Office. These administrative procedures should be flexible to allow for the unique nature of each center or institute. However, the following policy statements should guide the development of these administrative guidelines:

1. A center or institute should be established for a limited period of time. It may be renewed after this period, but each renewal should be for a limited period of time.
2. Each center or institute should have its own internal advisory board which should include members of the School of Education faculty. One member of this advisory board shall be a faculty member who is knowledgeable about the center, but not directly involved with the center. These advisory boards should report only to the director.
3. Periodic reviews of each center or institute should be conducted by a panel of faculty members. This panel should be appointed by the Dean with input from the concerned center/institute director and should report to the Dean.
4. An annual report by each center/institute shall be disseminated to the entire faculty.

Respectfully submitted by
Research and Development Committee:
School of Education
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