

Request to Establish a WSSU Institutional Center or Institute

Within two years of receipt of permission to plan, the proposed center/institute must submit a request to establish to the Office of the Provost and Vice Chancellor for Academic Affairs as indicated below:

Contact Information:

Name:

Title:

Campus Address:

Campus Telephone:

FAX number:

E-Mail Address:

Other contact names and email addresses:

I. General Information

Proposed Name of Center/Institute:

Date Permission to Plan Granted (attach copy of approval letter):

Organizational Structure

- Center
- Institute

Proposed Status

- Institutional (WSSU campus only). Complete this form.
- Inter-Institutional (Involves more than one UNC system. If you checked "Inter-Institutional," you must follow procedures outlined in Chapter 400.5[R] of the UNC Policy Manual).

Type of Center/ Institute

- Research
- Public Service
- Instructional
- Membership [will receive substantial portion of funding from membership fees paid by corporate or other private/governmental entity]

Please attach responses to the following. Do not exceed 15 pages.

- II. State the proposed mission of the center or institute.
- III. Explain how the proposed name of the center or institute accurately reflects the scope of the mission of the center or institute.
- IV. Describe the relevance of the mission of the proposed Center/ Institute to the WSSU mission, including any impact upon the existing academic departments, schools, centers, and institutes.
- V. Provide a vision statement for the proposed center/ institute.
- VI. Provide a five-year list of the specific goals of the proposed center/institute.
- VII. Describe how productivity will be evaluated.
- VIII. If relationships with the external community are a part of the vision of the proposed Center/Institute, describe how this will occur and how its effectiveness will be measured. Provide information about the proposed director.
- IX. Describe any proposed advisory boards.
- X. Attach the proposed center/institute's organizational chart. Clearly explain, on the chart or in written form, the relationship of the center or institute to any academic units.
- XI. Supply budget estimates for the first year of operation, projections for the following four years, and anticipated sources of funding. Justify items included on the budget.
- XII. Explain immediate space needs and project space needs for the next five years, how the needs will be met, and approvals obtained. Note that requirements for additional space or a change in space utilization must be approved by the WSSU Facilities Utilization Committee.
- XIII. Describe how a website will be maintained.

Submitted by:

Title:

Signature:

Date:

APPROVALS:

Dean:

Date:

Provost and Vice Chancellor
for Academic Affairs

Date:

Chancellor

Date:

Chair, WSSU Board of Trustees

Date: