

**College of Arts and Sciences  
Georgia State University  
Policy on College Research Centers**

Policy Title:	Policy on College Research Centers
Version:	2
Original Policy Approved:	College of Arts & Sciences Executive Committee, 03/01/2019
Current Version Approved:	College of Arts & Sciences Executive Committee, 01/19/2021
Effective:	01/19/2021

## College of Arts and Sciences Research Center

Definition of a college center: A "center" is an outward-looking body supporting the mission of the college by facilitating research and outreach that cannot be adequately supported by a single department. Centers build critical mass affiliations of faculty and students focused on research and community domains within or across disciplines and administrative units. Centers must include multiple faculty with defined roles, including a director. They facilitate efforts of the college or university to obtain extramural funding in specific areas, including long-term sustainable funding of the center itself, expand research conversations from individuals to larger multi-investigator groups, and they can serve as a formalized link between academic and professional communities. College centers are not independent units within the statutory organization of the college or university, and they do not offer credit-bearing courses or degree programs. Their administrative relationships to participating departments or institutes must be defined. College centers represent long-term institutional commitment to promoting research or outreach in a defined area, and therefore need approval from the dean, regardless of funding levels and sources.

Approval process: The authority to create, renew, and dissolve college centers resides with the dean. Approval of a new center is based on a proposal to the dean that includes the mission of the proposed center, its support of the college mission, the proposed founding director, participating faculty and their roles, and plans for administrative support and space as needed. The proposal should justify the contributions of the center above and beyond what is already available. It should include the center objectives, and the proposed activities for the first three years. It should reflect departmental support in some form (for example staff hours, space allocation). Interdisciplinary centers that pull from multiple departments are encouraged. Proposals should include a budget and budget justification. If the proposal includes a request for funding from the dean's office, it should also include an explanation of how the center will become self-sufficient within approximately three years.

Interested faculty should discuss ideas for center proposals and consult with the dean's office prior to submitting a proposal. Proposals should be submitted to the associate dean that oversees research in the college for initial review by the dean's office. The dean will consider proposals based on all available information, including input from department chairs and institute directors, the College Executive Committee, faculty, current distributions of centers among the disciplines in the college, and available resources. Center proposals are accepted on an annual basis in the fall, to allow budget considerations.

Annual review: The center should demonstrate regular activities consistent with the center's mission and objectives, and progress toward the long-term vision of the center. Activities could include (but need not be limited to) events, speakers, workshops, grants submitted, or funding obtained by participating faculty that are facilitated by the center. The annual review should include budget accounting. The dean's office provides an annual reporting template to each center director at the end of each academic year. Annual reports are due by July 1 or the deadline set by the dean's office, if different.

Five-year review: Each center undergoes a cumulative review every five years. The purpose of the five-year review is to aid in vision setting, strategic direction, determine continuation of the center as well as ongoing college resources. The College Executive Committee provides a recommendation to the dean concerning center continuation. The review criteria, materials, and procedural steps are defined in the Appendix.

Departmental reporting: Departments undergoing academic program review should include relevant center activities in their self-study.

Center Director: Center directors are appointed by the dean. The director is responsible for setting and delivering on the strategic direction of the center, reporting the activities of the center annually or as required, managing the center budget, and representing the center at college meetings of center directors. They may delegate these responsibilities.

Discontinuing a center: A center's continuance depends on participation in the annual review process with regular center activities, successful five-year review, and the approval of the dean. The dean may discontinue a center based upon faculty priorities or strategic directions of the college and university, with input and recommendation from the College Executive Committee.

Support from CAS or elsewhere: Centers are encouraged to seek external funding, public or private, and to develop self-sustaining sources of funding. Indefinite continuing administrative support from the dean's office should not be expected.

## **Appendix: Five-Year Center Review Process**

All approved college research centers are placed on a five-year rotation for cumulative review by the College Executive Committee.

Review timeline: In April, the dean's office notifies the director of each center that will undergo five-year cumulative review in the upcoming fiscal year. The center director submits review materials, consisting of a five-year review statement and five-year plan, by July 1 or the deadline set by the dean's office, if different. The College Executive Committee elects at its first meeting of fall semester a subcommittee of three faculty from among the committee's membership to conduct the five-year center reviews in that year's cycle. Students serving on the College Executive Committee may also participate as members of the subcommittee. The dean's office provides the review materials to the subcommittee once formed. The review subcommittee conducts its review and submits its review and recommendations to the Executive Committee by the end of November. Executive Committee reviews the recommendations in December, finalizing its recommendations to the dean no later than the January committee meeting.

Review materials: The center director provides a five-year review statement on behalf of the center along with a proposed plan for the next five years. The dean's office provides the annual reports on file for each center to the review subcommittee. The review subcommittee or the dean may request additional information as necessary and appropriate.

The five-year review statement, which will not exceed one page, should include the following information:

1. Clearly stated mission, strategic plan and goals;
2. Annual activities designed to meet the center's annual goals and overall mission;
3. Evidence that the center uniquely enables research, scholarship, and intellectual contributions that enhance the research impact of the college and its departments;
4. Evidence of external funding to meet the center's scholarly mission and goals; and
5. Evidence the center engages professional communities and/or the public.

The five-year plan, which will not exceed two pages, should identify a new or renewed set of strategic goals to meet the center's mission. The plan should include specific initiatives and annual activities designed to achieve these goals and appropriate performance indicators to track the center's progress.

Report and recommendations: The subcommittee's report to the Executive Committee, which will not exceed one page, will include the following: (1) an assessment of the center's effectiveness in carrying out its stated mission and contributions to the strategic goals of the college; (2) a recommendation on continuation, probation, or discontinuation of the center; and (3) a recommendation regarding ongoing funding from the college. In the event that probation is recommended, the subcommittee may recommend course correction and re-review of the center after two years. The College Executive Committee votes on whether or not to adopt the subcommittee report as its recommendation to the dean.

Conclusion: The outcome of the review is communicated in writing to the center director before the end of spring semester. The dean's letter includes a summary of the review

findings; a decision on continuation, probation, or discontinuation of the center; and a decision regarding ongoing funding from the college. Specific expectations for the center during the period leading up to the next review are communicated in the dean's letter, if applicable. The center director is provided the opportunity to meet with the dean and/or associate dean for research at the conclusion of the review. The center director may appeal the decisions in the dean's letter in writing no later than July 1, one year after submission of cumulative review materials. In the event of an appeal, the dean decides upon the merits of the appeal.

## Current Five-Year Review Rotation

Center	Time Since Established (as of Fall 2021)	Review Year (FY)	Notification	Review Materials Due	Dean's Review Letter
Center for High Angular Resolution Astronomy (CHARA)	5+ yrs	2022	April 2021	July 1 2021	February 2022
Center for Neighborhood & Metropolitan Studies (CNMS)	5+ yrs	2022	April 2021	July 1 2021	February 2022
Asian Studies Center (ASC)	5+ yrs	2022	April 2021	July 1 2021	February 2022
Center for Research on Atypical Development & Learning (CRADL)	5+ yrs	2023	April 2022	July 1 2022	February 2023
Center for Latin American Studies (CLALS)	5+ yrs	2023	April 2022	July 1 2022	February 2023
Jean Beer Blumenfeld Center for Ethics	5+ yrs	2023	April 2022	July 1 2022	February 2023
Middle East Studies Center (MESC)	5+ yrs	2024	April 2023	July 1 2023	February 2024
Center for Human Rights & Democracy (CHRD)	5+ yrs	2024	April 2023	July 1 2023	February 2024
Language Research Center (LRC)	5+ yrs	2024	April 2023	July 1 2023	February 2024
Center for Hellenic Studies	5+ yrs	2025	April 2024	July 1 2024	February 2025
Center for Neuromics	5+ yrs	2025	April 2024	July 1 2024	February 2025
Research on the Challenges to Acquiring Language & Literacy (RCALL)	4 yrs	2025	April 2024	July 1 2024	February 2025
Humanities Research Center (HRC)	4 yrs	2026	April 2025	July 1 2025	February 2026
Center for Research on Interpersonal Violence (CRIV)	3.5 yrs	2026	April 2025	July 1 2025	February 2026
INformation Security and Privacy: Interdisciplinary Research and Education (INSPIRE)	1 yr	2026	April 2025	July 1 2025	February 2026