



**Provide a written overview of the year-long process for your working group. (You may use the “Process and Timeline” information from your action plan, if still applicable.)**

This Report is in reference to the Policy Revision only, which I have undertaken as a Leadership Development Academy Fellow over the past year. The Policy Committee approved the revision to the Policy, which aimed at creation and periodic review of Centers, Institutes, Museums, and Laboratories.

**What will your final product be at the end of the year? Such as, what metrics which will be used to assess your progress/achievement, will a report be generated, etc?**

At the end of this Academic Year, the final product will be the new procedures for Centers reporting process. This will be comprised of the Report of the Policy Revision committee.

**Describe what has been accomplished so far this year.**

**Next steps**

**You may have additional reference material. Please review the list below and click on the appropriate box to select.**

No additional reference material

**OR**

Potential resources required (if identified)

Any reports generated by this working group (if completed at this time)

Metrics to be used

**Any additional information you wish to share.**



**OFFICE OF THE VICE PRESIDENT FOR RESEARCH &  
ECONOMIC DEVELOPMENT**

**Creation and Periodic Review of  
University Centers, Institutes, Museums, and Laboratories**

**RESPONSIBLE ADMINISTRATOR:** VICE PRESIDENT FOR RESEARCH & ECONOMIC DEVELOPMENT  
**RESPONSIBLE OFFICE(S):** RESEARCH AND ECONOMIC DEVELOPMENT ; COUNCIL FOR CENTERS, INSTITUTES,  
MUSEUMS AND LABS  
**ORIGINALLY ISSUED:** SEPTEMBER 2008  
**APPROVALS:** APPROVED BY:

\_\_\_\_\_  
*Carolyn Yucha, Vice President for Research & Economic Development* *Date*

APPROVED BY THE PRESIDENT:

\_\_\_\_\_  
*Len Jessup* *Date*

**REVISION DATE(S):** SEPTEMBER 2016  
SEPTEMBER 2008  
REPLACES THE DOCUMENT TITLED “2004 ORGANIZATION UNIT MEMBERSHIP CRITERIA”

---

**STATEMENT OF PURPOSE**

This policy describes how centers, institutes, museums and laboratories within the University of Nevada Las Vegas (“University” or “UNLV”) are defined, created, and closed.

---

**ENTITIES AFFECTED BY THIS POLICY**

University Academic Faculty, Departments, Schools, and Colleges

---

**WHO SHOULD READ THIS POLICY**

- University faculty interested in creating a new center, institute, museum or laboratory
- Faculty serving as directors of existing centers, institutes, museums or laboratories
- Department Chairs responsible for existing centers, institutes, museums or laboratories in their unit
- School Directors responsible for existing centers, institutes, museums or laboratories in their unit
- Deans responsible for reviewing and endorsing proposals for new centers, institutes,

- museums or laboratories in their college
- Vice Presidents responsible for reviewing and endorsing proposals for new centers, institutes, museums or laboratories within their area of responsibility
- Faculty Senate Executive Committee

---

### **POLICY STATEMENT**

---

General administration and oversight of the (a) initial review/recommendation and (b) annual and 3-year review of University centers, institutes, museums, and laboratories falls within the Division of Research and Economic Development, with reporting through the Office of the Executive Vice President and Provost. The Council for Centers, Institutes, Museums and Laboratories (the “Council”) reports to the Vice President for Research and Economic Development (VPRED). The Council is responsible for initial review and recommendation of new proposals as well as for conducting annual and three-year reviews of existing centers, institutes, museums and laboratories. The Council is available to provide ongoing assistance both before and after a unit’s formal approval. The Council is charged with developing further procedures and forms to implement the process of creation, review and closure of entities covered by this Policy.

Recommendations from the Council are forwarded to the VPRED, who in turn, makes a recommendation to the Executive Vice President and Provost. Requests for new centers, institutes, museums and laboratories are then forwarded for approval to the Nevada System of Higher Education Board of Regents (“Board of Regents”). After a new center, institute, museum or laboratory is approved by the Board of Regents, the day-to-day operational administration and oversight typically is through an academic department, school, college, or administrative unit.

No unit in the University may use the term “Center,” “Institute,” “Museum,” or “Laboratory” in its title without having received formal approval by the Board of Regents. Research output that bears the name of a center or UNLV in the title should be subject to a review process that is developed and implemented by the unit.

---

### **CONTACTS**

---

Office of the Vice President for Research and Economic Development  
Chair of the Council for Centers, Institutes, Museums, and Laboratories

---

### **DEFINITIONS**

---

#### **A. General Definition**

Centers in a college, multi-college institutes, museums, and laboratories coordinate intra- and inter-institutional research, public service, and educational training activities that supplement and extend the University’s mission. In some cases these units are established to provide the infrastructure needed to coordinate and support statewide activities across the Nevada System of Higher Education (“NSHE”). Unless supported by legislative statewide funding, it is generally

expected that UNLV centers, institutes, museums and laboratories should be largely self-supporting within three years.

It is recognized that some long-established units have titles that do not conform to the definitions or titles that follow. As such, these units may have widely known titles that cannot be conveniently changed. However, insofar as possible, new University units shall follow the titles defined below.

## **B. Individual Definitions**

As noted under General Definition above, any Unit – regardless of its title – that operates like and meets the definitions below shall be subject to this policy.

Research Center or Institute: An organizational unit focusing primarily on research and scholarly activity where services are typically unrelated to internal administrative operations.

Center: An organization that furthers research among a team of faculty/staff researchers and usually involves formal collaborations in one department, school, or college. It also provides a formalized link between the academic community and the professional community and is intended to facilitate efforts to obtain extramural funding in specific areas.

Institute: An institute is a multi-college, multi-disciplinary unit that addresses issues of major significance to state, national, and international priorities and needs. Institutes will have charters that outline specific objectives and deliverables that align with the long-term highest priority top-tier goals for the University. Institutes typically report to the VPRED.

Service Center: An organizational unit focusing primarily on training, client services, performing contracted work with external agencies, and public service activities. A service center provides an outreach link between the academic community and the local community in its area(s) of focus.

Museum / Archive: A unit open to the public and devoted to the acquisition, research, and display of objects or materials of lasting interest or value. It is organized on a permanent basis for educational and research purposes and owns or uses tangible objects, whether animate or inanimate; cares for these objects; and exhibits or otherwise makes them available to the public.

Laboratory: A non-departmental organization that establishes and maintains facilities for research in several departments, sometimes with the help of a full-time research staff. (A laboratory in which substantially all participating faculty members are from the same academic department is a departmental laboratory and is not a designated research unit.)

Unit: As used in this Policy, “Unit” refers to a Research Center, Institute, Service Center, Museum / Archive or Laboratory.