

# CLARION UNIVERSITY OF PENNSYLVANIA

## Centers - Organization and Implementation Policies

Centers at Clarion University are established and maintained to enhance the mission of the university and the role of the academic colleges - specifically the College of Arts and Sciences, College of Business Administration, College of Education and Human Services, and the School of Nursing. Addressing the three fundamental components of academic accountability, these Centers serve as sources of professional development for faculty, learning for students, and service to the community, and can help attract special funding to the University.

Centers are accountable to appropriate administration units which may include but not be limited to a specific college. When a Center is housed in an academic department, reporting lines will include department chair, dean, and provost (see chart). Other organizational formats are possible depending on the focus of the Center.

### Example I

Departmental Center Director

Chair

Dean

Provost/VPAA

### Example II

College Center Director

Dean

Provost/VPAA

The goals of a Center are to be consistent with the goals and objectives of a department, college or the University as appropriate.

A Center is formed and dedicated to a specific program or set of programs. A specific Center draws outside resources together with University resources to provide partnerships and collaborations among university personnel, university students, business, industry and other

professional interests for mutual benefit. Activities of a Center may include non-credit courses, student internships, student practicums, conferences, training, research, publications, service and public information programs. A Center will conduct activities in accordance with appropriate administrative policies and procedures (e.g., Distance Education, Continuing Education, Admissions, Graduate Studies, etc.).

Some features of Centers are that they:

- Increase intellectual excitement on the campus.
- Enable students to work closely with faculty on projects of educational value.
- Bring external funding to the university in the form of fees, contracts, and grants.
- Stimulate faculty in research and writing proposals for extramural funding.
- Enhance services to internal and external constituents.
- Provides access to administrative and financial systems of the university.

### **Minimum Requirements for Establishment of Centers**

1. Mission statement, goals, and objectives.
2. Initial base funding and plans for continued financial resources.
3. Identified space and facilities.
4. Staff and a means of compensation.
5. Approval for establishment by the Provost prior to the beginning of operation.

### **Policies and Guidelines**

1. Centers will have a written mission statement, goals, and objectives that are consistent with Clarion's mission and goal statements.

2. Centers will specify the activities and programs they will offer.

3. A Center will generally operate using externally generated funds. When internal funds will be used to operate a Center, appropriate approvals will be provided in advance.

Internally generated funds may include funding allocations pledged by the sponsoring department, other departments, or offices of the University.

4. Financial responsibility and signatures for expenditures (travel, purchases, etc.) will follow university policies and procedures. Two signatures will be a requirement for university and Foundation accounts (as prescribed by university and Foundation expenditure policies).
5. An annual budget will be prepared and utilized by each Center reflecting projected income and expenditures as appropriate. Likewise, a budget shall be prepared for any special event such as a seminar.
6. Income generated by a Center through fees will be credited to the Center's cost center through the Comptroller's office.
7. Grants, Contracts and gifts for a Center will be directed to the Grants Office or the Advancement Office as appropriate.
8. Centers should have comprehensive plans for exploring and/or securing external grant and contract funding. Approvals to seek outside funding must be obtained from the Advancement and Grants Office.
9. Staffing and the method of compensation for Centers will be outlined in the initial proposal for establishment and will be dictated by university employment policy.
10. Space and facility needs of a Center must be identified and resolved at the time a proposal for establishment is submitted.
11. Administrative and organizational control shall be detailed for each Center including lines of authority and advisory boards as needed. All Center activities will conform to policies, procedures, and practices established by Clarion University and the Commonwealth of Pennsylvania.
12. An annual review of the Center's operation and budget shall be completed by the appropriate administrative units (as designated by the Dean and/or Provost).

13. Centers will be required to submit an annual report to the appropriate administrative units (see chart).

14. Periodic evaluations of Centers will be conducted by the appropriate administrative units. Calls for an evaluation of a Center's activities will be referred to the Provost.

### **Procedures**

1. Any employe or unit wishing to propose a Center must submit a proposal which addresses all of the policies and guidelines above to the Provost through the appropriate Dean.

2. Upon the approval of the Provost/Vice President, the proposal for a Center will be submitted for review and approval by the President.

Approved by  
PEC - March 2, 1998

June 24, 1997

TO: University Center Directors

FROM: Brenda Sanders Dédé  
Arnie Cooper  
Stan Green  
Joe Grunenwald

RE: Organization and Implementation Policies

An ad hoc committee (listed above) of the Deans' Council has been charged with developing policies and procedures for university centers. Enclosed is a draft document. Please review and return comments to Brenda Dédé by July 1.

cc John Kuhn