Guidelines for Centers

Overview

Colgate’s strategic plan encourages and supports the growing connections between academic and residential programs by creating “Centers.” Centers are entities designed to enhance the quality and diversity of on-campus programming in ways that improve the campus intellectual climate, promote student-faculty interaction, and facilitate interaction among faculty members with shared interests. As focal points for interaction between students and faculty and among faculty from different disciplines, Centers will be interdisciplinary in nature and recognize and capitalize on synergies that exist on campus. Centers will bring students and faculty together around a common theme in ways that encourage intellectual diversity on campus. Programming should encourage students with diverse perspectives to engage each other in ways that challenge and lead to creative, innovative thinking. Some Centers will also enhance Colgate’s ability to compete for foundation and government funding, and attract alumni gifts.

Collaborative groups of faculty members will be responsible for the establishment of Centers and developing programming ideas. The Dean of the College staff will provide support to academic faculty in order to ensure successful implementation of the academic programming. Thus, faculty initiation and support is necessary, but the university as a whole, rather than individual faculty members, will be responsible for the establishment of Centers. The process through which faculty members may propose Centers will be open and straightforward. However, university procedures and guidelines for the formation and review of Centers are necessary because Centers command university resources, shape campus life and can impact the public’s perception of the university. These guidelines are for newly-proposed Centers and do not apply to existing Centers, such as the Center for Women’s Studies or the Center for Outreach, Volunteerism, and Education (COVE).

General Parameters:

Definition: Centers will normally be initiated by a group of faculty members with the goal of increasing, coordinating, or enhancing the quality of on-campus programming for both students and faculty. Each Center will have a faculty Director or co-Directors. Centers should connect and enhance existing programs, and help create a richer and more vibrant intellectual campus climate. Initiatives to develop a Core Distinction course, First-year Seminar, or Extended Study to complement the Center’s programming will be encouraged. Centers may be connected to “umbrella” organization such as an Institute of Advanced Study, the Sophomore Year Program or the COVE. Normally, three to four Centers will operate on campus at any given time.
**Process:**

1. A proposal for a Center will be submitted to the Dean of the Faculty (DOF) by a cross-disciplinary group of faculty (five or more) who support, and are committed to participating in, the activities of the Center.

2. A detailed operating budget must be submitted as part of the proposal.

3. An *ad hoc* committee, which will include members of the Dean’s Advisory Committee (DAC) and the Dean of the College, will review Center proposals annually and make recommendations to the President. Guidelines and deadlines for proposals will be made available by the Office of the Dean of the Faculty.

4. The President will make the final determination for the establishment of a Center, in principle, subject to fundraising success and consideration of other available resources.

5. Fundraising will not begin and gifts will not be accepted by the University until the President has approved the creation or the renewal of a Center.

6. Centers are established for potentially renewable three-year terms. The decision to renew an existing Center will be based on evidence of continuing interest of faculty members and students, financial viability, competing Center proposals, and an assessment of the Center’s activities. The process for renewing a Center will be the same as for establishing a Center.

7. Centers will be coordinated by a Director or Co-directors. The Director must be a tenured member of the faculty, appointed by the President to serve as Director for a specific period of time. Compensation for directing a Center will normally be made at the usual rate of overload pay. However, a course release may be given instead in special circumstances in the first year of appointment.

8. Centers will have an Advisory Board to oversee the Center’s activities. The Advisory Board will be appointed by the President from nominations made by the Director and will normally comprise faculty members, two students, and a representative from the Dean of the College’s staff. The Advisory Board may also include alumni and outside experts.

9. Centers will be reviewed annually and directors will produce annual reports, using guidelines approved by the office of the Dean of the Faculty. Assessment will be based on the Center’s effectiveness in supporting programming that promotes faculty/student interaction, and creates a richer and more vibrant intellectual campus climate. The annual report should include an overview the previous year’s operations (e.g. programming, budget, and staff) and an outline of the Center’s plan for the following year. Annual reports are designed to allow the Dean of the Faculty and Dean of the College to coordinate programming and leverage resources.
**FUNDING FOR CENTERS:**

1. Centers will normally have yearly budgets of between $20,000 and $60,000. A detailed operating budget must be submitted to the Dean of the Faculty/Provost annually for review and approval as part of the proposal. The yearly budget should be sufficient to ensure that the Center supports a critical mass of activity and can hire and compensate appropriate temporary staffing.

2. Centers are subject to the accounting procedures and policies of the University.

3. Centers will be funded with gifts and grants. Indirect costs should be included in grant proposals. Centers may also receive funding from an “umbrella” program (e.g. the Sophomore Year Program), and from the Budget Allocation Committee of the Student Government Association if student organizations are affiliated with the Center.

4. As institutional organizations, Centers are expected to use existing physical and human resources of the University. Centers will normally utilize existing support staff.

5. Using the standard procedures of the University Relations division, Centers may receive funding from alumni, parents and external agencies subsequent to the approval or renewal of a Center. After a Center is approved, the Dean of the Faculty and the Dean of the College will work with the Director and members of the University Relations division to develop a fundraising strategy. All gifts and grants received are subject to normal administrative, legal, and accounting procedures of the University.