

A91 Guidelines for UNM HSC

DEFINITIONS

Official Center (OC): A non-degree-granting academic unit, approved by the Chancellor, established within UNM HSC to administer research programs that complement the institution's strategic goals. Such research programs are usually collaborative and multidisciplinary. While an OC may have academic functions such as sponsoring research conferences or providing support for graduate students, it cannot have jurisdiction over courses or curricula nor offer formal courses for credit unless specifically empowered to do so.

ESTABLISHING AN OFFICIAL CENTER

Principles

An OC should be created only when there is a strong rationale demonstrating how the OC's goals align with the institution's strategic goals and why these cannot be accomplished within existing colleges, schools, departments, centers, or institutes.

Procedures

1. Process for Approval of an Official Center

Official centers existing prior to the initiation of this procedure will not have to undergo this process. These include the UNM Comprehensive Cancer Center, UNM Clinical and Translational Science Center, Center for Infectious Disease and Immunity, and Project ECHO.

New OCs must be recommended by the Committee of Chairs (in the School of Medicine only) and Council of HSC Deans, with final approval from the Office of the Chancellor for Health Sciences. To establish an OC, concerned faculty prepare a "letter of intent to create a center" containing the information in Attachment A 90 days in advance of the center's proposed designation.

The letter of intent, along with a one-page description of the subject matter in lay terms, is submitted to the dean of the college or school most directly affected by the proposed OC for review of resources requested and evaluation of the proposal. After the dean's concurrence, the proposal is forwarded to the Vice Chancellor for Research, who presents the proposal to the Committee of Chairs (when applicable) and Council of HSC Deans for Review.

Following approval by the Committee of Chairs (when applicable) and Council of HSC Deans, the Vice Chancellor for Research forwards the proposal to the Chancellor for Health Sciences. If approved by the Chancellor for Health Sciences, the proposal is submitted to the Faculty Senate for final approval.

2. Administration of an OC

Budgets An OC may have one or more budgets to support its operation. OCs are required to complete budget review and approval, following the process required of UNM HSC colleges and departments.

Periodic Review Each OC shall be reviewed at intervals of at most seven years by an ad hoc review committee appointed by the Vice Chancellor for Research. The ad hoc committee shall review the OC's purpose, success in meeting that purpose, present functioning, future plans, and continuing development. In conducting its review, the ad hoc committee shall have available a summary report from the OC's director, not to exceed ten pages, including budgetary and expenditure information and such other information as is appropriate and/or requested. The ad hoc committee shall prepare a report that includes specific recommendations on the following alternatives: continuation, change in funding, change in other resources, change in the mission, change in leadership, merger with other units, and discontinuance.

Maximum Lifespan An OC has a maximum lifespan of 21 years, after which the OC must submit to the Chancellor a formal proposal for continued OC status in the context of UNM HSC's needs and resources at the time. In no case may an OC be continued beyond 15 years without approval of the Chancellor.

3. Discontinuation of an OC

If it is determined that an OC is to be discontinued, the phase-out period shall be of sufficient length to permit an orderly termination or transfer of contractual obligations. Normally, the phase-out period shall be limited to one academic year. The Chancellor is authorized to approve the discontinuation of OCs, and reports annually to the UNM President and Board of Regents on any such actions.

A91 Guidelines for UNM HSC: Attachment A

LETTER OF INTENT TO CREATE A CENTER

Faculty interested in establishing an OC must provide the following information in their letter of intent:

1. Background information, goals and objectives, and reasons why they cannot be achieved within existing colleges, schools, departments, or other HSC or UNM units.
2. Statement of unique knowledge the OC will contribute.
3. Comparison with similar units at UNM and/or outside the university, including such information as how the proposed OC duplicates other entities and how the new OC would be unique.
4. List of related colleges, schools, departments and programs, and their relationship(s) to the proposed OC.
5. Designation of the OC's director and, if applicable, any co-director(s) or deputy director(s), including justification of these appointments and proposed procedures for director appointment, continuation, and removal.
6. List of faculty members who will participate, and projections of numbers of faculty, students, professional research positions, and other personnel needs for the first five years.
7. Statement of impact on graduate education, including opportunities for training, employment, and exposure to new knowledge and fields of endeavor. Estimated number of students expected to participate during the first five years.
8. Statement of effects on teaching programs of participating faculty members' departments, particularly in reference to graduate education.
9. Budget estimates for the first year of operation and projection for a five-year period. Anticipated sources of all funding, including specific sources of UNM HSC support.
10. Immediate and projected space needs, equipment, library resources, capital outlay, and other necessary facilities, identifying the extent to which those needs are satisfied by existing arrangements.