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SENT:

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TO:

CHIEF ACADEMIC OFFICER

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FROM:

ALLAN H. CLARK

AHC

DATE:

1 OCTOBER 1996

RE:

CLARIFICATION OF APPROVAL
PROCESS FOR [DESIGNATED]
CENTERS

The approval process for new centers is deliberately vague to allow each campus to follow its own internal processes for the approval of entities designated as centers under the new Board policy. [University Guidelines for Centers, Institutes, Consortia, and Special Initiatives, Approved 27 February 1995.]

However, our initial experience with the approval for new centers suggests that clarification would be helpful in ensuring smooth passage. Specifically, ~~a proposal for a new entity designated as a center should be accompanied by four items:~~

- 1. Faculty governance letter.** This may come from the chair of the local faculty governance body or from the chief academic officer. It should state the process of approval and the dates of faculty governance action.
- 2. Brief justification suitable for inclusion in the University Report.** A one paragraph statement of purpose, goals, expected contribution, and relationships to other parts of the University.
- 3. Staffing plan.** Include an organization chart and a *curriculum vitae* for principal faculty members.
- 4. Funding plan.** A general indication of funding sources to be pursued and any known commitments of University resources (tax-levy funding, space, faculty release time) should be included.

Including these four items with your proposal will ensure a smooth passage through CAPPR (as a information item).

RECEIVED

OCT 1 1996

QUEENS COLLEGE
OFFICE OF THE PROVOST