Faculty Senate
Guidelines for Approval of Center [“Entity”] Proposals and Periodic Review of Activities

In this document, “entity” means a center, institute, bureau, station or similar entity requiring approval by the Board of Regents pursuant to Policy 218.

1. Designation
   a. The entity should be appropriately designated (i.e. as a center, institute, etc.) to meet the definitions and functions described in the MSU Policy on Forming and Reviewing entities and Institutes [which does not yet exist]

2. Contribution to the Mission of the University
   a. The entity should have the potential to make significant contributions to the teaching, research/creative activity, and/or engagement missions of the University
   b. The entity should have the potential to enhance the reputation of the University by providing state-wide, regional, national, or international leadership in teaching, research/creative activity, and/or engagement
   c. The entity demonstrates a commitment to a culture of diversity, equity, and inclusion
   d. The entity has a systematic plan for regular assessment of its contributions to the mission of the University

3. Governance
   a. The entity has policies that ensure research, academic, and curricular independence, including an explicit commitment to compliance with all MSU policies
   b. The entity has systematic and credible mechanisms for regular independent review of its activities, that include an external advisory council and/or an external review board
   c. If the entity hires faculty and/or staff, the entity has hiring processes that ensure independence from the entity’s external funding source(s)
   d. The entity will issue a public annual report of funding sources, expenditures, and measurable outcomes

4. Financial Sustainability
   a. The entity should have a plan for, and the potential to be self-supporting through external funding and other revenue sources after a reasonable initial period (approximately 3-5 years)
   b. In order to ensure academic independence and financial sustainability, the entity should have a plan for diversifying its funding beyond a single source within a reasonable period of time (approximately 5 years)
   c. The entity should have a contingency plan for how it will manage potential major funding shortfalls that could threaten the entity’s continuity (e.g. unexpected withdrawal of funds by the primary funding source)

Standards and Criteria for Approval of Continuation of entity (5-year review)
Entities will be reviewed every 5-years for adherence to MSU policy, the guidelines described herein, and the review criteria outlined in its initiating proposal. This review process will follow procedures established in the University’s Operating Policy on entity Review.