

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:01:18

DATE: August 7, 2013

REVISION/REVIEW DATES:

SUBJECT: Research Center Creation and ACHE Approval

APPROVED: William A. Meehan, President

PURPOSE

To ensure adequate university support and oversight for research/service center charter establishment and approval by the Alabama Commission on Higher Education.

The Institute for Research and Collaboration (IRC) was established to facilitate collaboration for sponsored projects across the campus and assist with research/service center charter establishment. The Institute ensures that JSU's standards for performance are achieved by providing expertise to guide faculty through the life cycle of a project using standardized methods.

The IRC also works with faculty to develop topic-specific research/service centers, allowing faculty to collaborate, publish findings, and receive recognition for their research/service efforts. The IRC will work with faculty-driven research/service centers to promote research agendas with potential funders through website development, materials development, and strategic meetings.

POLICY

1. Identifying Center Interests

Faculty will notify the IRC of a particular research topic of interest. The Project Manager within the IRC will assist faculty and staff in establishing the research/service center charter. The Project Manager will provide faculty with a template for the research/service center charter. The research/service center charter is outlined below:

Institute for Research and Collaboration: Research Center Creation and ACHE Approval Process

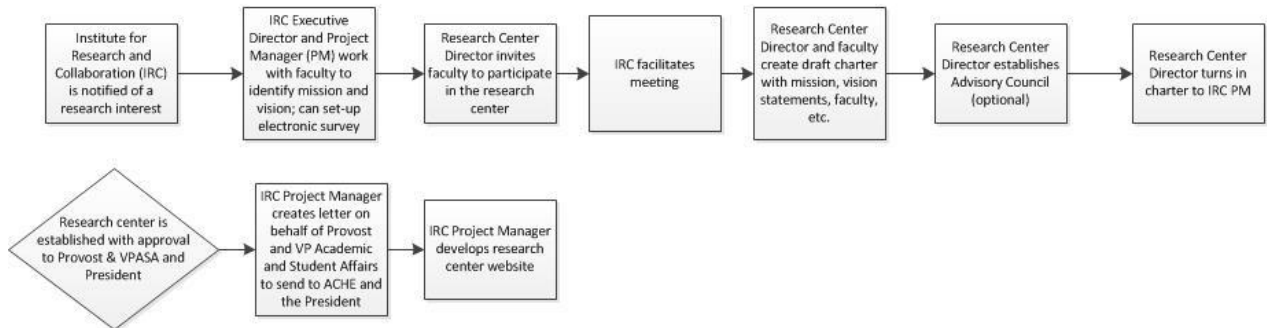


Figure 1. Research/Service Center Charter Creation and ACHE Approval

- A. Research/Service Center Title: the name of the research/service center
- B. Vision Statement: the vision statement defines what the research/service center will accomplish.
- C. Mission Statement: the mission statement defines how the research/service center plans to accomplish objectives.
- D. Personnel: faculty may choose to form an advisory group who is responsible for assisting with the organization of the research/service center. Also, this section will list the Chair, Co-Chair, additional investigators, and their contact information.
- E. Organization and Operation: this section will list how the research/service center is organized. Typical organization includes a Chair, Co-Chair, and additional investigators.
- F. Resources: this section will list the on campus and off campus resources that are available to promote the research/service center topic.
- G. Current Funding Opportunities: this section will list any current funding that supports research in this area or opportunities for funding with local, state, and Federal agencies.

2. Mission and Vision Statements

An electronic survey can be developed and distributed to research/service center personnel to obtain feedback on the mission and vision statements. The IRC will assist faculty in facilitating meetings to discuss the mission and vision statements for the research/service center charter(s). The IRC will serve as the document repository and master version control for the research/service center charters.

3. Marketing the Research/Service Center Charter

The Project Manager within the IRC will work with the JSU Information Technology Department to establish a website for the research/service center. The website will display annual reports, the center's mission and vision statements, capabilities, and personnel. The Proposal Coordinator within the IRC will work with faculty to identify potential funding opportunities that meet the research/service center's agenda. Also, the capabilities of the research/service center will be communicated to funders when applicable. The IRC will coordinate marketing activities with the JSU Marketing Department.

4. Alabama Commission on Higher Education

When the research/service center charter is finalized and approved by the Provost/Vice President for Academic & Student Affairs and the President, the Project Manager within the IRC will create a letter to the Alabama Commission on Higher Education (ACHE) on behalf of the VP and Provost of Academic and Student Affairs and the President. The research/service center letter will include the mission, vision, and a statement saying that academic credits are not offered to students. The VP and Provost of Academic and Student Affairs will forward the letter to ACHE based on the deadlines for agenda items schedule that is posted on the ACHE website.

RESPONSIBILITY

The Executive Director of the IRC is responsible for this policy.

EVALUATION

This policy will be reviewed every five years.