



UNIVERSITY of
MASSACHUSETTS BOSTON
100 Morrissey Blvd.
Boston, MA 02125-3393

Office of the
Vice Provost for Research
617.287.5600
Fax: 617.287.5616

UNIVERSITY OF MASSACHUSETTS BOSTON PROCEDURAL GUIDELINES FOR THE ESTABLISHMENT OF INSTITUTES

The process of establishing an institute¹ within the Division of Academic Affairs at UMass Boston comprises several steps. To begin, you should prepare and submit to the provost a written preliminary proposal (2-3 pages) that includes the following elements:

- Need to be addressed;
- Explanation of why existing university structures cannot meet this need;
- Vision for the proposed institute;
- Relationship of the proposed institute to the university's mission and strategic plan; and
- Description of the process by which the preliminary proposal was developed and the names of key contributors.

Following review of the preliminary proposal, you may be invited to have a conversation with a group of appropriate individuals who are in a position to evaluate the soundness of your vision. This may include department chairpersons, deans, center or institute directors, directors of academic support units, and members of the staff of the provost's office. Following this conversation, you may be asked to develop and submit a detailed written strategic and business plan for the proposed institute. This detailed plan (maximum 15 pages) will include the following elements:

- Need to be addressed;
- Vision for the proposed institute;
- History relevant to the proposed institute and evolution of the proposal document;
- Identification of any other public or private institutions that are addressing the need;
- Long-term goals together with short-term objectives for the institute;
- Outcome measures for the institute and how the outcome data will be collected
- Relationship of the institute to existing academic and academic support units of the university;
- Relationship of the institute to existing academic programs at both the undergraduate and graduate levels;
- Collaborators with the institute in other public and private institutions;
- Customers or clients of the institute and key stakeholders, including outside organizations and agencies;

¹ For detailed information on the definitions, activities, location, administration, and review of institutes and centers, please refer to the Board of Trustees policy document #T96-096 *University of Massachusetts Policy on Centers and Institutes* and the University of Massachusetts Boston policy document *University of Massachusetts Boston Policy on Institutes and Centers*.

- Statement of how faculty and student affiliations with the institute will be managed;
- Proposed organizational structure of the institute, including personnel and management systems;
- Explication of facility, IT, and equipment needs;
- Anticipated startup costs and source of support for these one-time costs;
- Proposed operational budget and revenue sources to support that budget; and.
- Description of how the institute will attract external support for the proposed instruction, research, and service projects.

The detailed strategic and business plan for the institute will be reviewed carefully by the professional staff of both the Division of Academic Affairs and the Division of Administration and Finance to determine its suitability for establishment at UMass Boston. In addition, the plan will be shared with the academic leadership of the Division of Academic Affairs and of the Faculty Council for advice and recommendations. Following this vetting process, the provost will make an appropriate determination concerning a term-limited operation of the institute and a process by which the institute will be evaluated during this term. Should the evaluation of the institute's operation during this initial term be positive, the provost will make an appropriate recommendation concerning the establishment of the institute within the university structure in accordance with UMass Boston and UMass policies.