

## **PROCEDURES FOR THE CREATION OF BUREAUS, CENTERS AND INSTITUTES**

***AS APPROVED BY THE UT BOARD OF TRUSTEES AT ITS  
MEETING OF 21 JUNE 1979***

Each campus shall develop a plan for approval of new bureaus, centers, or institutes. The terms "bureau," "center," and "institute" are all used to describe the locus of a set of instructional, technical assistance, or research activities. The plan shall provide for presentation of a proposal to the President, approved by the Chancellor, which addresses the following points:

1. Description of the activities of the proposed bureau, center or institute.
2. Relationship of the proposed program to the campus role and scope.
3. Identification of the campus discipline base from which the proposed bureau, center, or institute will operate and the faculty/staff strengths it will draw upon.
4. A demonstration of need for the proposed services, including consideration of alternatives for meeting such needs.
5. The expected duration of the proposed bureau, center, or institute.
6. Projection of revenues (if any) to be generated by the proposed services, and a comparison of this revenue estimate with revenues generated by similar services at other institutions.
7. Identification of other units already providing the proposed services; identification of state funding for these services (if any) provided elsewhere in the appropriations process, e.g., instruction, public service, research allowances.
8. A plan for evaluation of the effectiveness of the proposed services, including utilization of the evaluation in determining future years' funding.

The President may approve, disapprove, or submit a recommendation for approval of the proposed bureau, center, or institute to the Board of Trustees. Proposals submitted to the Board of Trustees shall include those:

1. For which special state funding will be requested.
2. Whose annual operating budget, from any source, will exceed \$10,000, and whose planned duration is greater than one calendar year.

**APPLICATION FOR THE CREATION OF BUREAU, CENTER,  
OR INSTITUTE**

1. Title:
  
2. Mailing address:
  
3. Telephone number and other contact information:
  
  
4. Name of Director:
  
  
5. Description:
  
  
  
6. Affiliation; campus discipline base; and faculty/staff strengths:
  
  
  
  
7. Objectives:

