

11.02.99.E0.01 TEES Centers and Institutes

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Supplements System Policy 11.02

Standard Administrative Procedure Statement

The Texas A&M Engineering Experiment Station (TEES) requires that board-approved centers and institutes establishment, reporting, review, and dissolution procedures be defined.

Reason for Standard Administrative Procedure

This Standard Administrative Procedure (SAP) defines the establishment, reporting, review and dissolution of TEES centers and institutes.

In addition, this SAP establishes the process to determine the continued viability of each center and institute and ensure that its future plans are consistent with the TEES vision and mission.

Procedures and Responsibilities

1. ESTABLISHMENT

- 1.1 TEES centers and institutes perform interdisciplinary activities, generally operating across multiple divisions, colleges, or affiliated agencies and institutions.
- 1.2 The establishment of a TEES center or institute requires the recommendation of the chancellor and the approval of the board of regents in accordance with the procedures and responsibilities set forth in TAMUS policy 11.02.
- 1.3 Proposals for the establishment of a TEES center or institute must be prepared in accordance with System Policy 11.02. Proposals shall be submitted to TEES administration through the Associate Agency Director for Strategic Initiatives and Centers for recommendation to the Deputy Director of TEES. Proposals must then be submitted, with recommendation, to the Director of TEES for recommendation to the chancellor. Only proposals approved by the Director of TEES will be submitted to the chancellor.

2. REPORTING

- 2.1 TEES centers and institutes shall report administratively to the Associate Agency Director for Strategic Initiatives and Centers or designee.
- 2.2 Financial activity of TEES centers and institutes shall be separately tracked in the TEES accounting system.

3. REVIEW

- 3.1 TEES shall review its centers and institutes in accordance with System Policy 11.02.
- 3.2 TEES centers and institutes shall be reviewed to determine each one's continued viability and to ensure that their future plans are consistent with the TEES mission and vision.
- 3.3 The director of each center or institute shall submit a biennial report by November 30 of odd numbered years in the specified format (See form: [TEES Center/Institute Review Template](#)).
- 3.4 Center and institute reports shall be submitted to and reviewed by the Associate Agency Director for Strategic Initiatives and Centers or designee.
- 3.5 Written feedback from the Associate Agency Director for Strategic Initiatives and Centers or designee in regards to the submitted biennial center or institute reports will be provided by March 31 of even numbered years to the center or institute directors. Feedback regarding a center or institute's continuation or dissolution will be included.

4. DISSOLUTION

- 4.1 In the event that the Director of TEES proposes to dissolve a TEES center or institute, the Director of TEES shall submit a request for dissolution to the chancellor who will either approve or disapprove.
- 4.2 Requests for dissolution of a TEES center or institute shall be initiated by the Associate Agency Director for Strategic Initiatives and Centers through the Deputy Director, Director of TEES, System General Counsel, and Vice Chancellor for Academic Affairs to the Chancellor.

Related Statutes, Policies, or Requirements

[TEES Center/Institute Review Template](#)

[Policy 11.02, Creation of Centers and Institutes](#)

Definitions

Unless otherwise stated, all terms used in this SAP shall have the meaning assigned by System Policy 11.02.

Contact Office

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