



11.02.99.E0.01 TEES Centers and Institutes

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Supplements System Policy 11.02, Regulation 11.02.01

Standard Administrative Procedure Summary

The Texas A&M Engineering Experiment Station (TEES) requires that board-approved centers and institutes establishment, reporting, review, and dissolution procedures be defined. This Standard Administrative Procedure (SAP) defines these procedures for 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 [System 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 Deputy Director or designee. 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.



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2. REPORTING

- 2.1 TEES center and institute directors shall report to the Deputy Director or designee. Directors with faculty appointments will continue to report to their department head primarily and the Deputy Director or designee for center related activities.
- 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 Regulation 11.02.01](#).
- 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 quarterly report by the 30th day of the month following each quarter in the specified format (See Appendix A). Each center or institute shall be reviewed at least once every five (5) years.
- 3.4 Center and institute reports shall be submitted to and reviewed by the Deputy Director or designee.
- 3.5 Written feedback from the Deputy Director or designee in regard to the center or institute reviews will be provided by March 31 of the year reviewed 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 Deputy Director through the Director of TEES, System General Counsel, and Vice Chancellor for Academic Affairs to the Chancellor.



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- 4.3 A reduction in force of center employees, due to the dissolution of a center, will be done in accordance with [System Regulation 33.99.15 Reduction in Force for Nonfaculty Employees](#).

Related Statutes, Policies, or Requirements

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

[Regulation 11.02.01, Management and Evaluation of Centers and Institutes](#)

[Regulation 33.99.15 Reduction in Force for Nonfaculty Employees](#)

Definitions

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

Contact Office

Office of the Deputy Director
(979) 317-3800



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Appendix A

[Center/Institute Name]
Quarterly Report– [Date]

Instructions: In accordance with [11.02.01 Management and Evaluation of Centers and Institutes](#), please complete and submit this report to kfarr@tamu.edu, TEES Office of the Chief Operating Officer, by the 10th business day following the close of each quarter.

- Reporting Period: [06/2023 through 08/2023]
- List of Events: [Fill out Table 1 below in relation to events such as conferences, seminars, short courses.]

Title	Description	# of Participants

TABLE 1: Events

- Center/Institute Capabilities: [Provide any changes in capabilities including equipment or state “No change”.]
- New Proposals (if any): [Fill out table 2 below or state “No new Proposals”.]

Maestro Reference	Sponsor	Proposal Amount

TABLE 2: Proposals

- Expiring Projects: [Fill out Table 3 below.]

Maestro Reference	Sponsor	Project Amount

TABLE 3: Projects

- Budget: [Fill out table 4 below.]

Expenses	Revenue

TABLE 4: Budget



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7. Intellectual Property (if any): [Briefly describe any intellectual property created/ disclosed or state "No IP".]

8. Student Engagement: [Total number of graduate and undergraduate students involved or state "No students".]

SAMPLE