

Centers, Institutes, and Bureaus, Phase 2 Update

Purpose

- Develop, or revise, a policy that serves donor, faculty, and administrative needs
 - Determine parameters for accepting and/or receiving gifts or resources for CIBs.
 - Determine process, roles, and responsibilities when accepting gifts
- Establish governance of CIBs
 - Establish CIB roles and responsibilities post gift acceptance.
 - Establish donor roles and responsibilities post gift acceptance.
- Establish Procedural Clarity
 - Clarify roles and responsibilities of Administrators, Faculty, Donors/Contributors to the Development and Implementation of CIBs
 - Provide guidance documents

Progress Update

This year, the CIB2 Committee drafted Centers Institutes and Bureaus (CIB) Guidelines. The CIB Guidelines include the following information:

- Overview of relative Utah System of Higher Education Rules
- Definition, purpose, and types of CIBs
- Process for Creating CIB (e.g., Letter of Intent; Naming, Description of Materials for Submission; Personnel; Metrics; Letters of Support and Acknowledgement)
- Description of Governance Expectations and Types
- Overview of Resources and Sustainability
- Approval Process (e.g., expedited, provisional, full)
- Review and Renewal Process
- Annual Reporting Process
- Review and Renewal Criteria

These Guidelines will be used to inform the proposed policy revisions. The CIB2 Committee will work through the summer in an effort to have policy revisions suggested by early fall 2019.