

UNIVERSITY OF PITTSBURGH POLICY 01-04-03

CATEGORY: ADMINISTRATION
SECTION: University Planning
SUBJECT: Establishment of University Centers, Institutes, Bureaus, Laboratories, and Clinics
EFFECTIVE DATE: October 16, 1987
PAGE(S): 2

I. SCOPE

This policy regulates the establishment and approval of all centers, institutes, bureaus, laboratories, and clinics at the University of Pittsburgh and University affiliated organizations. They may be single or multi-disciplinary in scope, and generally involved in some combination of education, research or service activities, including patient care in the Health Sciences.

- Included is a sunset provision which requires periodic reports on the progress of both new and existing organizations.

II. POLICY

University Centers, Institutes, Bureaus, Laboratories, and Clinics are distinguished by:

- Organizational permanence
 - Programmatic autonomy
 - An annual operating budget fiscally independent of any other academic, research and/or service unit
1. Proposals to establish University Centers, Institutes, Bureaus, Laboratories, and Clinics must be developed, processed and approved.
 2. Appointments of directors, or other chief administrative officers of University Centers, Institutes, Bureaus, Laboratories, or Clinics are:
 - Made by the Provost and/or Senior Vice President for the Health Sciences, or the Executive Vice President
 - Approved by the President

Other centers, institutes, bureaus, laboratories, and clinics do not have programmatic autonomy, and are not independent of the annual operating budget of the sponsoring academic, research and/or service units.

1. The head of the sponsoring responsibility center approves the establishment of such organizations:
 - With the concurrence of the Provost and/or Senior Vice President for the Health Sciences, or the Executive Vice President.
2. Appointments of directors or other chief administrative officers of other centers, institutes, bureaus, laboratories, or clinics are:
 - Made by the head of the sponsoring responsibility center
 - Approved by the Provost and/or Senior Vice President for the Health Sciences or the Executive Vice President

Sunset Provision

1. Following the fifth year of operation, and at five-year intervals thereafter, each organization must develop a report on:
 - The progress made in meeting its objectives and attaining its goals
 - Strategies for maintaining and improving the quality of the organization's educational, research and/or service activities
2. Reports on University Centers, Institutes, Bureaus, Laboratories, and Clinics are submitted to the Provost and/or the Senior Vice President for the Health Sciences, or the Executive Vice President.
3. Reports on other centers, institutes, bureaus, laboratories, and clinics are submitted to the head of the sponsoring responsibility area.

All recommendations to the President of the University regarding renewal of authorization are made by the Provost and/or the Senior Vice President for the Health Sciences, or the Executive Vice President.

- For the purpose of renewing authorization, both qualitative and quantitative criteria should be used in the assessment of the organization's activities