**3356-10-22 Partnerships, centers, and related arrangements.**

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: September 2017: September 2022

Board Committee: Institutional Engagement

**Effective Date:** **September 21, 2022**

Next Review: 2027

(A) Policy statement. The president is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the university; and to establish, alter or abolish centers or institutes to advance those goals, subject to approval by the board of trustees. In extraordinary and exceptional cases when approval is urgently needed between scheduled board meetings, the president may authorize the establishment of the partnership, program, or CI, in which case this will be reported to the board of trustees at the next meeting.

(B) Purpose. In striving to fulfill its teaching/learning, research/scholarship, and community service goals, the university actively becomes involved in the establishment of mutually beneficial partnerships or similar arrangements with a broad range of public and private entities and may establish centers or institutes (referred to as CI/CIs) to strengthen and enrich the educational (teaching and learning), research (and scholarship), and public service activities of faculty and students.

(C) External funding.

(1) If funding is received from external sources that requires the naming of a center or institute, the board of trustees will be notified in reports on the compilation of CIs and in reports on external funding.

(2) Funding from the Youngstown state university foundation may support the establishment of a center or institute named after a donor, or it may support initiatives or programming that take place within a named center or institute. Supporting funds which are independent of the naming of a center or institute will be subject to the same policies governing the gift that established the center or institute.

(D) Procedures.

(1) The chairperson of a department, council, committee or task force, or an individual member of the university community, may submit to the provost/vice president for academic affairs, after review by the appropriate academic dean(s) or executive director, proposals to establish partnerships, CIs, or related arrangements between the university and private or public entities.

(2) Proposals will include:

(a) Statement of need and purpose;

(b) Description of partnership or CI and manner in which the arrangement will meet the stated need;

(c) Statement of the relationship between outside entity[s] and the university as outlined in the agreement;

(d) Identification of personnel/departments to be involved;

(e) Delineation of responsibilities of the university and other involved parties;

(f) Estimation of needs for fiscal resources, space, and equipment;

(g) A description of how these needs will be met;

(h) Work plan and budget for three years, including the sources of fiscal commitments; and

(i) A description of where administrative responsibility is housed and the lines of responsibility.

(3) Proposals will be circulated to all entities or individuals that might be involved for review and feedback prior to submission to the provost/vice president for academic affairs. All approvals to commit resources will be in writing and appended to the proposal during this process.

(4) The provost/vice president for academic affairs will determine the departments to take part in the process.

(a) When the proposal involves research and/or sponsored programs, the office of research services must be contacted, and review by the director of research services is required, including written recommendation/determination about whether the proposed agreement/partnership is allowable under grants policies.

(b) When the proposal involves international collaboration, the international programs office must be contacted, and review by the associate provost for international and global initiatives is required, including a written statement indicating potential issues or concerns regarding immigration or other international affairs issues.

(c) When the proposal involves graduate programs, the graduate college must be contacted and review by the dean of the graduate college is required.

(d) When there are issues of ownership of intellectual property arising from the research or service mission of a proposed CI, the general counsel will review the proposal.

(5) Upon the completion of the consultative process set forth in paragraphs (D)(4)(a) to (D)(4)(d) of this policy, the provost/vice president for academic affairs may recommend the establishment of the partnership, program or CI to the board of trustees. The board of trustees will formally approve or deny the recommendation. Approval by the board of trustees is required to establish the partnership, program or CI and to authorize the commencement of related activities and programs.

(6) Newly established CIs will be evaluated within three years with all other CIs evaluated no less frequently than six years. The provost/ vice president for academic affairs or designee will report their finding to the board of trustees. The office of academic affairs will establish an administrative policy governing the review and evaluation of new and existing CIs.

(7) The provost/vice president for academic affairs or designee will provide an update to the board of trustees at least annually on CIs, including, as appropriate, recommendations to discontinue CIs. Reports and updates pursuant to this policy will be made to the academic excellence and student success committee and/or the institutional engagement committee of the board of trustees, as appropriate.