# University of Houston

## Guidelines for Terminating Academic Centers or Institutes

1.  An Academic Center or Institute (ACI) may be voluntarily terminated by the relevant administrative body or director.

2.  An ACI may be terminated due to lack of activity, faculty departure, or other indications that the ACI is inactive.

3.  An ACI may be terminated due to significant lack of productivity in terms of scholarly or educational activities. In addition, if training is a goal, lack of participation of trainees.

4.  An ACI may be terminated due to a significant reduction in faculty support of the ACI indicated by a decline in faculty participation and/or resource sharing.

5.  An ACI may be terminated due to evidence of problems with leadership or support because there is no named director, a failure to respond to inquiries, a failure to provide the required annual progress reports, and/or a discontinuance of departmental or college support.

6.  An ACI may be terminated due to lack of financial viability.

7.  An ACI may be terminated due to evidence of financial misconduct, scientific misconduct, and/or related ethical misconduct or financial mismanagement.

8.  An ACI may be terminated due to failure to meet established goals for external support or return on investment, especially if the ACI received startup funds or other sources of support from the University.

9.  An ACI may be terminated due to duplication of efforts or other indications that the ACI is redundant.

10. An ACI may be terminated due to space utilization that is not commensurate with the level of activity if attempts at relocation have been unsuccessful.

11. Non-voluntary terminations should be initiated by the ACI's direct reporting supervisor.

Additional criteria for University-level ACIs reporting to the Senior Vice President for Academic Affairs and Provost:

1.  A University-Level ACI may be terminated or reclassified if the ACI no longer meets the criteria for a University level ACI.

2.  A University-Level ACI can be reclassified if there is evidence that it is not multidisciplinary and does not involve multiple departments, colleges, and/or external institutions.

*All requests to terminate an ACI must clarify, in writing, items **I-VI** on the "Request to Terminate a Center or Institute" form provided on the following page.*

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Approved by the Committee on Academic Centers and Institutes on December 6, 2013
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# Request to Terminate a Center or Institute

**Contact Information:**

Name of Center/ Institute:

Name of Director:                                    Title:

Campus Address:                                    Telephone:

Email Address:

**Guidelines:**

Attach responses to items **I-VI** below.  Do not exceed 5 double-spaced pages.  All sections must use a 12-point font that is clear and legible.  Figures, charts, tables and figure legends and footnotes in these sections may use a smaller font size and may be single-spaced but must be clear and readily legible.  Margins must measure one inch (1") or greater on all sides.

**I. Rationale for Termination.**  Explain in detail the reasons for the request to discontinue this center or institute.  Include such considerations as loss of funding, loss of key faculty or other administrators, change in mission or goals, and/or replacement by a new center/institute.

**II. Contractual Obligations.**  Explain how an orderly termination or transfer of contractual obligations will be handled during the "phase-out" period.

**III. Employee Impact.**  Explain efforts that will be made to find alternative employment for full time staff affected by the discontinuation.

**IV. Termination Date.**  Indicate the proposed effective termination date.

**V. Additional Information.**  Provide any additional information needed to support the request.

**VI. Appeal Process.**  For non-voluntary terminations, describe any available means of appeal.

Submitted by:

_____        _____        _____
Name                                         Signature                                                      Date

APPROVALS:

Chair:            _____        _____
                        Signature                                                Date

Dean:            _____        _____
                        Signature                                                Date

Senior Vice President for Academic Affairs and Provost:

                        _____        _____
                        Signature                                                Date