

## SCJ Centers and Institutes (January 2022)

Rutgers University recognizes that Centers and Institutes (CI) provide schools and their faculty opportunities designed to further the University's instructional, research, and public service missions in ways that are not addressed through traditional structures, such as departments, schools, and colleges (an institute has a broader mission and wider interests than a center, and may include several smaller units within it; see [Rutgers University Centers and Institutes policy, Section 10.1.5](#)).

The SCJ seeks to provide equal opportunities for all faculty to propose and administer CI. Interested faculty will consult with the SCJ Dean and submit a SCJ Centers and Institutes Request Form. The request will be reviewed by a SCJ ad-hoc CI Review Committee, composed of five SCJ tenured faculty appointed by the SCJ Dean. The committee will make a recommendation, as will the Dean. The Dean will send recommended CI to the Chancellor for approval (except those seeking classification as Board of Governors-level, Presidential-level CIs, or Chancellor- or Senior/Executive Vice President-level CIs; these will be sent to the office of the President).

The Dean, in consultation with the proposed CI Director's supervisor, will decide whether or not to allow the proposed CI to move forward and will notify the person proposing the CI of the decision (with copies to all appropriate Deans, Chancellors, Vice Presidents, etc.). Notifications of approval will include the length of time for which the CI is approved (up to a 5-year term), and the criteria and conditions under which the CI will be evaluated for renewal. *A copy of the proposal, with approvals, must be sent to the Office of Institutional Research and Academic Planning for its records.*

To facilitate requests, the SCJ will provide administrative support for the preparation of budgets for proposed CI. The SCJ expects grants to include F&A (AKA indirects), where appropriate, that come to the school. CIs may work together on grants but grant activity will be divided based on effort and activity (e.g., 50% for one CI, 50% for a second).

Approved CIs may apply to the Dean of the SCJ for a one-time, one course reduction to be used to pursue additional funding opportunities. Existing external funding is a prerequisite for a course-release. A course release is not guaranteed, but will be awarded at the discretion of the Dean and reflect the schools' teaching needs and available resources. An awarded course reduction must be used within two years of being awarded. Additional course reductions will require funds from grants and will need to follow SCJ buyout policy (revised May 2021).

The SCJ has limited office space to support CI. As a result, CI will generally be run out of the office of the Director(s).