The University of Southern Mississippi

Authorization to Plan a New Center or Institute

Process:

* Center/Institute representatives prepare this form.
* The form is sent to the College Dean’s office with appropriate support documentation attached (including letters of support).
* With College Dean’s approval, the form is sent directly to Office of Institutional Effectiveness.
* The Office of Institutional Effectiveness will review and submit the form to the Provost.
* With Provost’s approval, the school submits a New Center/Institute Proposal in Curriculog.

**Proposed Date of Implementation:** Click or tap here to enter text.

**Center/Institute Title**: Click or tap here to enter text.

**Six Year Cost of Implementation**: Click or tap here to enter text.

**Organizational Chart Location:** Click or tap here to enter text.

**Reason for Request:**  Click or tap here to enter text.

1. **Does the proposed unit further the mission of your institution? If so, how? (Note if this unit is helping meet priorities/goals of the USM strategic plan.)**

Click or tap here to enter text.

1. **Describe how the proposed unit will be administered including the name and title of person(s) who will be responsible for the proposed unit.**

Click or tap here to enter text.

1. **Will the addition of the proposed unit result in the expansion of the institution’s academic degree program inventory?**

Click or tap here to enter text.

1. **Will it be necessary to add faculty and staff to operate the proposed unit? If so, give the desired qualifications of the persons to be added, a timetable for adding new faculty and staff, and the cost associated.**

Click or tap here to enter text.

1. **Will the organization of this unit be consistent with the academic unit structures of peer institutions?**

Click or tap here to enter text.

1. **Provide a budget with justification for the proposed unit with itemized expenditures during each of the first six years including estimates of any new costs to the institution related to the proposed unit and any sources of the funding that will defray those costs.**

Click or tap here to enter text.

**Signatures:**

**College Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Senior Associate Provost for Institutional Effectiveness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**