

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Authorization of Centers

**NUMBER:** Policy IX-07

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### **POLICY**

A designated Center may be established to strengthen interdisciplinary research programs, enrich student research and mentoring experiences, and facilitate economic development and technology transfer. At South Dakota Mines, Centers may be authorized if they focus on research that reflects the interests and activities of South Dakota Mines, and are consistent with regentally authorized programs for the institution.

Typically, centers will be established to promote interdisciplinary research associated with a specific funding opportunity (e.g., Governor's Research Centers). It is possible, but unusual, to form a Center when there is not initial direct, dedicated external resources to support Center function and operations.

Centers may incorporate facilities and researchers from other institutions, as appropriate and with appropriate permissions, based on the funding for the Center.

Centers do not exist in perpetuity and undergo regular review, as outlined below.

### **PROCEDURES**

1. A proposal for the establishment of a Center will be submitted by the potential Center Director to the Vice President of Research using the form "Request to Establish Center" (see <https://www.sdsmt.edu/Research/Research-Procedures/>). For Centers seeking to be established as the result of grant acquisition, that proposal may serve this function.
2. Center proposals are reviewed by the South Dakota Mines Executive Council and approved by the President.
3. If establishing the Center leads to an organization change resulting in the creation of a new department, college, or other unit, approval under BOR Policy 1:6 also will be required.
4. If the Center is to be named after a person, family, or organization, naming will follow SD Mines Policy 1.04 and receive approval under BOR Policy 1:27.
5. Designated university centers will be administered to include the following operating procedures:
  - a. Appointments of the Director and other personnel associated with the Center is by the approval of the president.
  - b. The Director will report to the Vice President for Research for Center operations and evaluation.

- c. Administrative authorization for actions involving persons associated with the Center will remain the responsibility of the Department Head or Director of primary appointment, including performance evaluation, approval of assignment, approval of release time and leave time, and other personnel requirements.
  - d. All proposals for research or sponsored projects involving a Center will be processed through the normal South Dakota Mines approval process with the signatures of the Center Director and all Department Heads or Directors who are responsible for the evaluation of the performance of persons associated with the proposal required.
  - e. Indirect cost recovery will be included in all proposals in accordance with university policy. Additionally, indirect cost derived from grants associated with a Center will be allocated in accordance with university policy IX-22. Grants may only be affiliated with one center – no prorated F&A returns will be distributed to multiple centers.
  - f. If equipment acquisition is involved in the proposal to fund a Center or any other proposal routed through a Center, the residency of the equipment must be agreed upon, in writing, by the Vice President of Research, the Associate Vice President for Facilities, Risk, and Services, and the administrator(s) currently controlling the space, prior to any proposal submission.
6. For Centers in which the grant establishing them has expired, or those that do not have initial direct, dedicated external resources for center function and operation, the following additional criteria will apply:
- a. For persons with a 9-month faculty contract funded by the state,
    - i. the Director's salary will be calculated as the 9-month base salary converted to 12-month salary at 133% and a Center Director's increment of 20% will be added.
    - ii. The 9-month faculty salary will be paid from state funds. The 3-months of summer salary and the Center Director's increment are to be paid from grants or the Center's F&A distribution.
    - iii. If a Director resigns or is removed, or if a Center closes, the Director's increment of 20% is removed and the 12-month salary at time of reversion will be converted to a 9-month salary at 75%, with salary funded by state support.
    - iv. The Director's teaching will be the standard departmental teaching load, as determined by the Department Head. Course buy outs must use grant resources at the University Faculty Workload Policy rate, while remaining within the teaching load minimums prescribed by the Department and University Faculty Expectations Documents.
  - b. For persons that are not on a state-supported standard 9-month faculty contract, the Center Director salary calculation will be determined on a case-by-case basis.
  - c. All Center resources will be derived from grants and/or F&A return from funded grants.
  - d. Centers are approved for a five-year period, with annual reporting required between five-year reviews. Use form "Annual Reports and 5-Year Reviews of

Centers” (available at <https://www.sdsmt.edu/Research/Research-Procedures/>) to structure these reports.

- i. A Center will be evaluated in relation to fulfilling its mission, levels of productivity, financial viability, management effectiveness, and potential for future funded activities.
  - ii. If an annual report indicates possible issues with center viability, a review analogous to a 5-year review will be triggered.
  - iii. If a 5-year review indicates issues with center viability, it will be deactivated.
- e. Centers will operate from existing assigned office and laboratory space. No additional space will be designated for the Center until such time as it is deemed necessary and approved by the Vice President of Research and the Associate Vice President of Facilities, based on overall Center performance and research space needs.