

# **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 authorized by the president to encourage scholarly activity and interdisciplinary research through coordinated team efforts.

### **PROCEDURES**

1. A Center should focus on research or other scholarly and creative activities that reflect the interests and activities of SDSM&T consistent with regentally authorized programs for SDSM&T.
2. A Center is established upon the recommendation of the president and the approval of the Board of Regents. A proposal for the establishment of a Center should be submitted to the president or designee and include at least the following information:
  - A. Name for the Center
  - B. Statement of purpose for the Center
  - C. Administrative structure
  - D. List of personnel to be appointed with a designated association with the Center
  - E. Letters of endorsement from all department heads or directors with personnel or other resources associated with the Center
  - F. Financial plan for the first two years of Center operation
  - G. Justification of the value of the Center to the university
  - H. Proposed period of operation of the Center
3. Designated university centers will be administered to include the following operating procedures:
  - A. Personnel will be associated with the Center by the approval of the president.
  - B. 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.

- C. All proposals for research or sponsored projects will be processed through the normal SDSM&T approval process. Additionally, the proposal approval sheet must include the signature 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.
- D. Indirect cost recovery will be included in all proposals in accord with university policy. Additionally, any departmental portion of indirect cost derived from the Center's proposals will be equally allocated between the Center and cooperating departments.
- E. If equipment acquisition is involved in a proposal, the residency of the equipment must be agreed upon, in writing, before proposal submission.