

Deletion or Modification of Existing Institutes or Centers

Email notification due to IHL: July 15th (or first workday after the 15th when it falls on a weekend)

File Types to Submit to IHL: Annual review document

Corresponding Board Policy: 502

Deletions of existing Institutes and Centers are processed internally and maintained by the Office of Academic and Student Affairs.

Process

1. In May of each year, the Associate Commissioner will provide each university with the current list of all Institutes and Centers that are on IHL website-<http://www.mississippi.edu/oasa/centerslist.asp>.
2. A university may edit the list accordingly:
 - Delete an institute or center that no longer meets the definitions provided in the “Establishment of an Institute or Center” section;
 - Edit the Scope
 - 1) Limited Scope and Outreach or
 - 2) Extensive Scope and Outreach
 - Edit the Type
 - 1) Academic, Teaching, or Research or
 - 2) Student, Faculty, or Community Service
 - Edit the URL link
 - Rename the Institute or Center. (Note: If an Institute or Center is earmarked in legislation, the name must match the name that appears in legislation.)
 - These edits (deletion, renaming, changing URL, changing type, and/or changing scope) do not require a template or form. Email notification to the Associate Commissioner for Academic and Student Affairs is sufficient. Email notification of changes to a university’s list of institutes and centers is due on July 15.
3. OASA will update the IHL website according to edits provided by the universities. Institutes or Centers that are being renamed will be presented to the Board of Trustees’ on the Consent Agenda at the August meeting.