

Policy Number: 2-302	Policy Name: Descriptions and Definitions of Academic Units
Policy Revision Dates: 8/05	Page 1

2-302 Descriptions and Definitions of Academic Units

The following descriptions and definitions will be used by the universities to obtain consistency in terminology for new and existing organizational units which encompass teaching, research, and public service programs.

A. Department

1. Offers degrees and course work in a field of study;
2. Has assigned faculty and staff;
3. Is responsible for all major teaching, research and public service in a field of study;
4. Has separate identification in university operating budget.

B. Committee

1. Administers a teaching and research program, usually graduate level and usually results in awarding of degrees;
2. Depends primarily upon cross-listed courses or courses taught by other units;
3. Includes faculty from more than one existing administrative organization;
4. Uses resources, but is not a budget center.

C. Center or Institute

1. Emphasizes research and/or public service;
2. Includes faculty or staff from several disciplines to coordinate research or public service;
3. Disseminates new knowledge or provides technical assistance;
4. Has separate identification in university operating budget;

Policy Number: 2-302	Policy Name: Descriptions and Definitions of Academic Units
Policy Revision Dates: 8/05	Page 2

5. Has assigned faculty and staff;
6. Is recognized by federal agencies providing budgetary support on a temporary basis;
7. May offer course work and continuing education.

D. Laboratory or Bureau

Laboratory: Primarily for research

Bureau: Primarily for public service

1. Does not offer courses or degrees;
2. Is usually found within a single discipline and established for a specific purpose;
3. Has separate identification in university operating budget;
4. Has assigned faculty and staff.

E. Other Academic Units (office, agency, or unit)

1. Is not necessarily budgeted separately in university operating budget;
2. Coordinates course offerings, research efforts, or public service activities within other approved academic units.