

## 10.014 - Academic Infrastructure and Support Organizations

(1) Academic Infrastructure and Support Organizations (AISOs) provide underlying technology, equipment, facilities, services, and resources for academic programs and research in the State University System of Florida. Such organizations must be approved by the Board of Governors (BOG) and may use "Institute" or "Center" in their names. Although each AISO's operational budget shall remain in the base of its host institution, the BOG may consider additional budget requests accompanied by recommendations, positive or negative, from the State University System Council of Academic Vice Presidents (CAVP).

(2) Establishment of AISOs -

(a) The BOG, a host university, or the CAVP may initiate the establishment of an AISO. An AISO proposal must be formally approved by the board of trustees of the host university and then submitted via the Office of the Chancellor for consideration by the CAVP and the BOG.

1. The proposal shall specify the purpose of the AISO, the need and demand for the AISO, consistency with the BOG Strategic Plan, and anticipated funding sources. The proposal shall include a draft Memorandum of Understanding, which shall contain, at a minimum:

- a. The name of the AISO;
- b. The mission and goals of the AISO;
- c. A five-year budget plan that projects the major sources of funding and expenditures;
- d. Identification of the host institution/fiscal agent and participating institutions/organizations;
- e. The governance and organizational structure of the AISO (including whether it will have an advisory board or will be a consortium with an executive committee, and criteria for appointments to the advisory board or executive committee, including terms, roles, authority, and number of members);
- f. Guidelines for appointing, funding, supervising, and evaluating the AISO leadership position(s);
- g. Expectations for administrative and logistical support for the AISO, including expectations regarding reimbursement to the host university for direct costs of administrative services rendered by the university to the AISO;
- h. Procedures for recommending increases/decreases in the appropriation of State funds for the AISO;
- i. Specifications for the processing of contracts and grants, if applicable, including the percentage of overhead funds to be returned to the AISO; and
- j. Ongoing planning and operating expectations and criteria for the cyclic review of the AISO.

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(b) After the Office of the Chancellor reviews the proposal for compliance, the proposal shall be forwarded to the CAVP for consideration. If the CAVP recommends the establishment of the AISO, the Chancellor shall transmit the Memorandum of Understanding to all participating institutions for ratification by the presidents and the chairs of the boards of trustees. After the Memorandum of Understanding is ratified, the proposal shall be considered by the BOG.

(3) Reporting Requirements -

(a) Annual Reports - No later than October 31 of each year, an annual report covering the previous fiscal year (July 1 - June 30) shall be provided to the Chancellor. The report shall include a summary of activities and accomplishments, provide actual expenditure and position data, and include a workplan for the current fiscal year. Prior to its submission to the Chancellor, the annual report must be approved by the board of trustees of the host university or its designee, and reviewed by the CAVP.

(b) Programmatic Evaluation/Review - Copies of all evaluation/review information shall be submitted to the BOG Office of Academic and Student Affairs.

1. AISOs shall be reviewed based on criteria and procedures outlined in this regulation and in the Memorandum of Understanding. External consultants may be used in the review process. At a minimum, each AISO shall be reviewed every five years by the host institution. The host university board of trustees, the CAVP, or the BOG may request a programmatic review outside of the cyclic review schedule. A copy of all review reports shall be provided to the CAVP to inform any related budget recommendations.

2. At a minimum, all five-year evaluations/reviews shall include:

a. A determination of the organization's progress against defined goals and objectives within the context of the AISO's mission, the participating university missions, and the current BOG Strategic Plan;

b. An assessment of the return on investment of State dollars, if applicable;

c. The need for continuation of the AISO;

d. Proposed changes in mission or organizational structure;

e. Recommendations for budget reductions or expansion; and

f. Recommendations for status or location change, if applicable.

(4) Termination or Conversion -

(a) AISOs may be terminated at the recommendation of the CAVP and upon the approval of the BOG. Alternatively, an AISO may be converted into a State of Florida Institute/Center or University Institute/Center through the same process.

(b) The request for terminating or converting the AISO may be initiated by the BOG, host university, or CAVP. The request must include a plan for allocation of equipment, facilities, real property, and any unused funds.

(c) If a terminated AISO has been funded directly by the Legislature, the request for termination must include documentation that Legislative intent has been achieved and that the AISO is no longer required.

(d) An annual report is still required if the AISO expends any funds during the fiscal year in which it is terminated.

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