



Guidelines for Establishing Clinics, Offices, and Labs

The College of Education and Health Professions supports and hosts a variety of centers, clinics, offices, and labs focused on research and outreach that advance its mission and promote the work of faculty and staff. The purpose of this document is to provide guidance to COEHP faculty and staff considering the establishment of a center, institute, clinic, office, or lab.

The approval of new centers and institutes is guided by [Academic Policy 1622.30](#). The policy offers the following definitions:

- **Center:** Centers typically involve faculty and staff from one or more departments, colleges, or units engaged in a dedicated research, educational or service activity.
- **Institute:** An institute is an organization intended for research and is broader in scope than a center; it is typically associated with a physical and organizational infrastructure for conducting research. It involves faculty and staff from multiple units who depend on a set of common facilities for their research. An institute may house within it one or more centers.

The approval of centers and institutes routes through the College before being reviewed by central administration, the Board of Trustees, and the Arkansas Division of Higher Education. Centers and institutes undergo a formal review to ensure viability and the need for continuation.

Colleges develop internal protocols for establishing clinics, offices, and labs. The College of Education and Health Professions adopts the following definitions:

- **Clinic:** Clinics typically involve faculty and staff from one or more departments and provide professional services to the campus and community. Clinics usually bill for services to clients/patients and/or offer educational and training opportunities for students.
- **Office:** Offices typically involve faculty, staff, and students from one or more departments who primarily conduct research for and provide services to community (e.g., schools, educators, health providers). Generally, the scope and staffing of an office are broader than a lab.
- **Labs:** Labs typically involve one or more faculty and students from one or more departments conducting research and/or offering services on a focused topic. Faculty who use laboratory space to conduct research do not need to create a formally approved lab (i.e., a lab that has been approved following the policies described herein). A formally approved lab only needs to occur if the faculty seek a distinct organizational identity (e.g., a website, social media accounts, branded marketing materials). Labs may provide the organizational foundation for an office, center, or institute after several years.

The approval of clinics, offices, and labs begins with a conversation between the interested faculty and staff and the department/unit head. Faculty and staff who remain interested in establishing a clinic, office, or lab should submit an application to the department/unit head(s) that includes:

- Name of clinic/office/lab
- Purpose of the clinic/office/lab
- Name and title of person(s) who would lead the entity
- Qualifications of the person(s) who would lead the entity
- Names of faculty and staff who will be involved in the entity
- A description of efforts to identify and involve other faculty and staff with relevant expertise
- A description of anticipated student involvement (if any) in the entity
- A brief explanation of the expected benefits of establishing the entity
- Estimated staff, fiscal, space, and equipment needs and a description of how the entity will meet these needs
- Metrics to be used to evaluate the entity on an annual basis

If the department/unit head supports the establishment of a clinic, office, or lab, they will forward the application to the associate dean for research, strategy, and outreach for review by the Dean's Office. The associate dean will communicate the results to the faculty member(s) and department/unit heads.

Approved clinics/offices/labs must remain active and in good standing with the relevant department(s) and the College. Evidence of an approved clinic/office/lab remaining in good standing includes:

- Demonstrating annual activity sufficient to justify the existence of a distinct entity
- Maintaining an active and up-to-date website
- Covering the human resource and fiscal resources required for operation
- Being led by faculty and staff exhibiting satisfactory performance in all assigned duties (as determined by the department head and dean)
 - Including good fiscal and administrative management of funds and completing necessary reports in a timely and effective manner
- Submitting an annual report to be included in the College's annual report

Faculty and staff interested in closing an approved clinic/office/lab should communicate their intention in advance to their department/unit head and the associate dean for research, strategy and outreach.

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