Department/Program/School of.......................

Proposal to Establish .......................

1. Description of the nature and purpose of the relevant unit.
2. Instructional expectations, if applicable.\*

C. Staffing expectations (include CVs for any current staff to be associated with this unit), including their departmental assignment(s).

D. Proposed departmental affiliations and relationships with other existing units.

E. Plan for governance, if applicable.

F. Budget details, including plans for reallocation of existing monies and sources of new monies, and including any anticipated revenues.

G. A relevant resolution, including a "Resolved" paragraph specifying the name of the entity, the name of the college (Hunter College), and the effective date. The resolution statement must be followed by an "Explanation" paragraph. The Explanation should briefly describe the entity, purpose and mission.

\* CUNY By-laws prohibit Institutes from offering academic programs. If a proposal for a new academic entity will involve the creation of new courses and programs, separate proposals, following the guidelines above, must also be submitted.

Example of a Resolution Creating a Center:

RESOLUTION TO ESTABLISH A CENTER FOR COMMUNITY AND ETHNIC MEDIA

AT HUNTER COLLEGE

RESOLVED: That the Board of Trustees at the City University of New York approves the creation of a Center for Community and Ethnic Media, to be housed at the Hunter College, effective Oct. 1, 20XX. This Center will be financed by over $1.6 million in grants from various foundations.

EXPLANATION: The Center for Community and Ethnic Media will serve as a hub of research, training and professional support for community and ethnic media outlets in the New York City metropolitan region. There are over 350 community and ethnic publications and broadcast outlets in New York City alone. Ethnic media outlets provide a cultural, political and educational lifeline to the 36 percent of the city’s population that is foreign-born. A copy of the full proposal for the center has been provided to the central Office of Academic Affairs.

Example of a Resolution Creating an Institute:

RESOLUTION TO ESTABLISH THE CUNY INSTITUTE FOR EDUCATION POLICY

AT ROOSEVELT HOUSE (“THE INSTITUTE”)

RESOLVED, that the CUNY Institute for Education Policy be established at Roosevelt House, Hunter College in accordance with the Policy Guideline on Research Centers and Institutes set forth by the Board of Trustees.

EXPLANATION: The Institute is designed to become a major resource for CUNY as the focal point for the discussion and dissemination of the most critical issues in K-20 education policy. Non-aligned and non-partisan, the Institute will provide a platform for policy-makers, scholars, practitioners, and the media to exchange ideas, research, and reform agendas through conferences, panels, visiting lecturers, seminars, and digital publications. The Institute will become recognized as the New York City (NYC) location for high-level debate about the most important education policy choices facing the nation, and will establish itself as a trusted source of research and opinion on the multiple educational issues facing the nation.