



POLICY TITLE	Special Purpose Organizational Units	Policy Number	106
Section	Governance, Organization, and General Information	Approval Date	June 23, 2026
Subsection	Governance and Organization	Effective Date	June 23, 2026
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	Last Review	June 23, 2026

1.0 PURPOSE

1.1 Special purpose organizational units are established to fulfill the University’s mission in teaching, research, scholarly and creative works, and various types of UVU-sponsored internal and external service. This policy establishes the formal requirements of these units, which may span conventional reporting lines and/or derive significant financial support from sources outside of the University, such as grants, endowments, contracts, and gifts.

2.0 REFERENCES

2.1 Utah Board of Higher Education Policy R401 *Approval and Modification of Instructional Programs and Administrative Units within Institutional Role, Mission, and Designated Service Region*

2.2 Utah Board of Higher Education Policy R405 *Approval of Academic Centers and Institutes*

2.3 UVU Policy 104 *Advancement Boards and Program Advisory Boards*

2.4 UVU Policy 231 *Fundraising Authority, Responsibility, and Coordination*

2.5 UVU Policy 232 *Honorary Names and Named Gifts*

2.6 UVU Policy 234 *Qualified Sponsorships*

2.7 UVU Policy 704 *Minors on Campus and at University-Sponsored Events*

3.0 DEFINITIONS

3.1 Administrator: A full-time employee responsible for the management and oversight of various operations within the university.

3.2 Center: A special purpose organizational unit, which may extend beyond any one department but usually remains within a single school or division. Buildings and physical



locations that contain the word "center" are not affected by this policy (e.g., UCCU Center or Digital Learning Center).

3.3 Institute: Special purpose organizational unit with a complex structure that crosses disciplinary, department, and school or divisional boundaries. Institutes often have a public or community component (e.g., the Herbert Institute).

3.4 Laboratory: Special purpose organizational unit usually equipped to support specialized research, experimentation, testing, and/or analysis. Laboratories produce new knowledge, develop solutions to specified problems, or provide training or instruction in relevant techniques or technologies.

3.5 Organizational model: The management structure for a special unit based on its size and scope.

3.6 Originator(s): Individual(s) who write the proposal to establish a special unit.

3.7 Special purpose organizational unit (SPOU): Entities designed to further the academic, service, or professional missions of their sponsoring organizations. SPOUs may be designated as centers, institutes, laboratories, offices, stations, or some other designation, as appropriate and consistent with this policy. SPOUs may cross discipline, department, and school/college or divisional boundaries and will often have a public or community component. These units may produce new knowledge, develop solutions to specified problems, provide training or instruction in advanced techniques or technologies, or make some other professional or academic contribution to their field.

3.8 Sponsoring executive: A vice president within an organization who champions, supports, and provides strategic oversight for a major initiative, project, or transformation effort.

3.9 Sponsoring unit: Any currently existing university entity outside of the SPOU that oversees the SPOU.

3.10 SPOU supervisor: A full-time employee appointed by the sponsoring unit to supervise the SPOU.



4.0 POLICY

4.1 Scope of This Policy

4.1.1 This policy addresses SPOUs. There must be a clearly demonstrated benefit for creating an SPOU, and it must fulfill one or more focused goals for research, scholarly or creative activities, public service, or some other focused academic or professional function. An SPOU's goals must be consistent with the role, mission statement, and strategic plan of the University and should facilitate increased productivity and attainment of excellence in a well-defined area of instruction, research, service, or outreach.

4.1.2 SPOUs do not include branch campuses, extension centers, or instructional service centers.

4.2 Formation and Governance of SPOUs

4.2.1 President's Council must approve the formation or expansion of an SPOU, as described in section 5.1.

4.2.2 The organizational structure of an SPOU shall depend on its size, purpose, focus, or complexity.

4.2.3 An SPOU may have advisory boards.

4.2.4 An SPOU shall not offer credit-bearing academic courses or awards; If an SPOU wishes to sponsor credit-bearing courses or awards, the SPOU must collaborate with faculty in an academic department under the oversight of the appropriate school or college.

4.2.5 An SPOU must adhere to all state and federal laws, Utah Board of Higher Education policies and procedures, and university policies, including those governing interaction with minors in the university setting. (See Policy 704 *Minors on Campus and at University-Sponsored Events*.)

4.3 Support and Funding

4.3.1 A sponsoring unit will be involved in all phases of an SPOU's financial reporting and support. A sponsoring unit may make contributions in the form of space, facilities, equipment, faculty time, basic budgetary funds, clerical or technical assistance, or other forms of support in accordance with applicable university policies.

4.3.2 A sponsoring executive may have multiple reporting lines if they oversee an SPOU with more than one sponsoring unit.

4.3.3 An SPOU may seek funding external to the University in accordance with existing USHE and university policies concerning financial support.



4.3.4 An SPOU may engage in income-producing activities when authorized by applicable law and university policy.

4.3.5 Each SPOU will be assigned a separate index to manage their funds in accordance with university policy.

4.3.6 An SPOU shall comply with all university financial procedures and policies.

5.0 PROCEDURES

5.1 Approval Process

5.1.1 The originator of a new SPOU shall develop a proposal using the required institutional and Utah System of Higher Education forms and follow the appropriate approval procedures outlined in this policy and Utah Board of Higher Education Policy R401 and R405.

5.1.2 SPOU proposals involve different areas of programs and services. The following approvals, at a minimum, are required for different areas:

Entities Involved in SPOU	Required Approvals	Requirements
Research and/or sponsored programs	Appropriate research officer and/or sponsored programs review	This review shall include a written determination about whether the proposed partnership is allowable under university policies pertaining to grants and other relevant university policies.
International collaboration	Office for Global Engagement International and Global Initiatives	This review shall include a written statement indicating potential issues or concerns about immigration or other international affairs issues.



Fundraising and sponsorships	Institutional Advancement	This review shall include a written statement explaining the coordination between the SPOU and Institutional Advancement for any external fundraising, solicitations, and/or sponsorships with non-university entities that are not associated with the Office of Sponsored Programs.
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5.1.3 The Office of General Counsel will review the proposal when issues of ownership of intellectual property or other regulatory compliance arise.

5.2 Initial Funding

5.2.1 Until a new SPOU obtains other resources, it may need initial, one-time allocations of funding. These resources may come from institutional sources, grants, or external donors. Any proposal for funding from an existing institutional revenue source shall clearly demonstrate that the use of these funds will not interfere with other institutional programs and services and will comply with university policy.

5.3 Annual Review Process

5.3.1 The appropriate dean, other executive, or their designee shall conduct an annual performance review of the SPOU supervisor.

5.3.2 By November 15, each SPOU will submit an annual report to the appropriate college/school dean(s) or other executive and second-level supervisor. Reports shall recount activity from the previous fiscal year (July 1–June 30). If the SPOU has an advisory board or committee, then the chair of the advisory board or committee will be consulted in the preparation of the report.

5.3.3 The annual report should include the following as applicable:

5.3.3.1 Brief summary of major activities during the past year;

5.3.3.2 Names, titles, and organizational affiliations of persons serving on the unit's advisory board or committee, if one exists;



- 5.3.3.3 Names of UVU students and employees directly involved in the unit's work;
- 5.3.3.4 A list of any collaborations with faculty at UVU or with external individuals or groups;
- 5.3.3.5 A list of publications developed by the SPOU, including books, journal articles, conference contributions, reports, and reprints issued under its own covers, showing author(s) and title;
- 5.3.3.6 A list of funding proposals submitted during the past year, including status, funding sources, requested amounts, and a short description;
- 5.3.3.7 A list of sources and amounts (on an annual basis) of income, including contracts and grants, gifts, donations, university support, service agreements, and income from sale of publications and other services;
- 5.3.3.8 Expenditures from all sources of support funds, distinguishing use of funds for administrative support, direct research, and other specified uses;
- 5.3.3.9 Description and amount of space currently occupied;
- 5.3.3.10 A detailed summary of objectives and planned activities for the upcoming five-year period, including any assessments for the objectives; and
- 5.3.3.11 Any other information deemed relevant to documentation of the SPOU's achievements.

5.4 Five-Year Review Process

- 5.4.1 The SPOU supervisor shall provide the sponsoring unit(s) and the sponsoring executive with a five-year strategic plan and report based on assessment outcomes. Based on the report, the sponsoring executive may recommend that the SPOU be continued or discontinued.
- 5.4.2 Supervisor terms may be renewed every five years during the SPOU five-year review process.
- 5.4.3 The SPOU supervisor shall prepare a five-year summary report covering the SPOU's mission; history; staff; administration; resources and funding efforts; research, scholarly and creative activities; public service and other academic or professional undertakings; and challenges and needs.
- 5.4.4 The SPOU supervisor shall submit the summary report to the SPOU's sponsoring executive for review, and if applicable, the advisory board(s).
- 5.4.5 After the advisory board review of the summary report is completed, the SPOU supervisor shall then submit the report to the college/school dean(s) or sponsoring executive.



5.4.6 The dean(s) or sponsoring executive shall appoint a review committee composed of faculty members, administrators, and student representatives.

5.4.7 The review committee shall examine the five-year summary report to ensure the SPOU is meeting its strategic plan and goals. The review committee shall also examine all annual reports submitted during the five-year period under review, pursue other clarifications as appropriate, and add written responses if warranted.

5.4.8 The college or school dean(s) or sponsoring executive shall send the review materials and their comments to the Provost for consideration and written response if warranted.

5.4.9 Every five years, the SPOU will complete a comprehensive outcomes assessment and updated strategic plan for the next five years. The appropriate leadership will review these documents and may request an external assessment as necessary.

5.4.10 The appropriate leadership will make a recommendation to the Provost about the continuation, modification, and leadership of the SPOU.

5.5 Name Change

5.5.1 The supervisor of the SPOU, after consulting with the SPOU's advisory committee (if any), shall prepare a one-page proposal describing the rationale for requesting a new name.

5.5.2 If the name change is approved, the Provost will submit the name change recommendation to the Board of Trustees for approval and if relevant, to the Utah Board of Higher Education.

5.6 Repurposing of SPOU Mission or Scope

5.6.1 The appropriate leadership or the SPOU advisory committee can submit requests for modification to the mission or scope to the Provost for consideration.

5.7 Remediation and Discontinuance

5.7.1 A recommendation to discontinue an SPOU shall receive careful review by the unit supervisor, advisory committee (if any), appropriate department chairs, supervisors of other SPOUs that would be affected by the discontinuance, and the appropriate dean(s) or sponsoring executive, and the Provost. The Provost will make a recommendation to the President.

5.7.2 After review of the recommendation, the President shall issue the final decision pending approval from the Utah Board of Higher Education.



UTAH VALLEY UNIVERSITY
Policies and Procedures

POLICY HISTORY		
Date of Last Formal Review: June 23, 2026		
Due Date of Next Review: June 23, 2031		
Date of Last Action	Action Taken	Authorizing Entity
June 15, 2006	Approved for entrance to Policy Manual.	UVU Board of Trustees
June 23, 2026	Revised policy approved through regular policy process.	UVU Board of Trustees