

University of Houston Clear Lake

Request to Terminate an Academic Center or Institute [SAM 06.A.07](#)

Contact Information:

Name of Center/ Institute:

Name of Director:

Title:

Campus Address:

Telephone:

Email Address:

Guidelines:

Attach responses to items **I-VI** below. Do not exceed 5 double-spaced pages. All sections must use a 12-point font that is clear and legible. Figures, charts, tables and figure legends and footnotes in these sections may use a smaller font size and may be single-spaced but must be clear and readily legible. Margins must measure one inch (1") or greater on all sides.

I. Rationale for Termination. Explain in detail the reasons for the request to discontinue this center or institute. Include such considerations as loss of funding, loss of key faculty or other administrators, change in mission or goals, and/or replacement by a new center/institute.

II. Contractual Obligations. Explain how an orderly termination or transfer of contractual obligations will be handled during the "phase-out" period.

III. Employee Impact. Explain efforts that will be made to find alternative employment for full time staff affected by the discontinuation.

IV. Termination Date. Indicate the proposed effective termination date.

V. Additional Information. Provide any additional information needed to support the request.

VI. Appeal Process. For non-voluntary terminations, describe any available means of appeal.

Submitted by:

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| _____ | _____ | _____ |
| Name | Signature | Date |

APPROVALS:

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| Chair: | _____ | _____ |
| | Signature | Date |

| | | |
|-------|-----------|-------|
| Dean: | _____ | _____ |
| | Signature | Date |

Senior Vice President for Academic Affairs and Provost:

| | |
|-----------|-------|
| _____ | _____ |
| Signature | Date |