

**Request for Continuation of a Board of Trustees Approved
Center or Institute**

Name of Center or Institute:

University official to whom Center or Institute reports:

Name(s) and title(s) of individual(s) submitting this report:

Date this Center or Institute was initiated:

Date of last formal review of this Center or Institute:

Please respond to the following set of instructions, following the numbering scheme indicated. The entire document should not exceed six pages (excluding appended materials).

1. Describe the purpose of the Center or Institute. Indicate why a separate organizational structure is needed to fulfill this purpose. Include reference to the relationship of the Center or Institute to the mission of the university, and to the mission of each college, school, unit, department or program of which the Center or Institute is a part. Include references to specific measurable goals to which the Center or Institute contributes.
2. Indicate who directs the Center or Institute and what other members of the administration and faculty are currently involved in it. Indicate also the level of each individual's involvement on an FTE basis for the current year. Attach a brief *curriculum vitae* for the director of the Center or Institute and for each key faculty member involved with it.
3. Indicate who will direct the Center or Institute (if different from #2) and what other members of the administration and faculty will be involved in it in the next five years. Indicate also the level of each individual's involvement on an annual FTE basis for the next five years. Attach a brief *curriculum vitae* for each faculty member who is not currently involved with the Center or Institute but will be in the future and indicate how each of these individuals will be replaced in their present activities.
4. Indicate on an FTE basis the current utilization by the Center or Institute of P&A staff, classified staff, and other personnel.
5. Indicate on an annual FTE basis the needs of the Center or Institute for P&A staff, classified staff, and other personnel for the next five years.
6. Indicate where the Center or Institute is housed currently and its space requirements for the

next five years. Indicate how any additional space will be provided.

7. Indicate new equipment and other infrastructure resources (including technology) that the Center or Institute will need in the next five years, and explain how these will be provided. (see Budget Form, Part II.5)
8. Indicate the amount and source of funds that are being expended by the Center or Institute in the current fiscal year. Include itemized amounts for personnel, equipment, technological support, and operating expenses.
9. Indicate the amount and source of funds that will be needed to operate the Center or Institute in its next five years. Include itemized amounts for personnel, equipment, technological support, and operating expenses.
10. Working with the Dean, University Libraries (or designee) indicate the amount and source of funds being expended by the Center or Institute in the current fiscal year. Also indicate the amount and source of funds that will be needed for library resources for the Center or Institute in its next five years and explain how these resources will be provided.
11. Indicate the amount and source of revenue being generated by the Center or Institute in the current fiscal year.
12. Indicate the anticipated amount and source of revenue for the Center or Institute in its next five years. Include a narrative that explains in detail all sources of revenue.
13. Provide a written statement from the Dean, Vice President or department chairs verifying each financial commitment made in support of the program.
14. Describe the results of the evaluation and assessment of the work of the Center or Institute according to the following:
 - a. provide data or reports assessing the fulfillment of the Center or Institute's objectives for each identified objective or outcome for each of the three or five years in the review period.
 - b. provide the actual use made of the information or data collected through the Center or Institute's assessment process, including how the information was used to generate improvements in the Center or Institute's operations.
 - c. describe any changes in the objective and/or any changes in the assessment plan of the Center or Institute.

The final document should be reviewed by the Dean or Vice President responsible for providing oversight to the Center or Institute prior to submission. Confirmation of the dean or VP review can be included with the letter on financial commitments – see 13 above or a separate letter can be submitted which is recommended if there are additional points that should be communicated.

Signature of Submitter(s)

Name _____ Date: _____

Name _____ Date: _____