

Proposal for the Establishment of a Center or Institute

Proposed name of Center or Institute:

University official to whom Center or Institute reports:

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

Anticipated Date of Initiation of this Center or Institute:

Existing Center or Institute the proposed Center or Institute is intended to replace:

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

1. Describe the purpose of the proposed 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 will be a part. Include references to specific measurable goals to which the Center or Institute will contribute.
2. Indicate who will direct the proposed Center or Institute and what other members of the administration and faculty will be involved in it. Indicate also the level of each individual's involvement on an annual FTE basis for the first three years of the Center's or Institute's operation. Attach a brief *curriculum vitae* for the person who will direct the Center or Institute and for the key faculty members who will be involved in it. Indicate how any current members of the faculty or administration who will be involved in the Center or Institute will be replaced in their present activities. Provide a statement from each key faculty member (5% time commitment or greater) indicating that his or her approved workplan includes time spent on Center or Institute activity.
3. Indicate on an annual FTE basis the needs of the Center or Institute for P&A staff,

classified staff, and other personnel in its first three years. Indicate how any current members of the university staff who will be involved in the Center or Institute will be replaced in their present activities.

4. Indicate the space requirements for the Center or Institute in its first three years, and how that space will be provided.
5. Indicate initial equipment and other infrastructure resources (including technology) that the Center or Institute will need, and explain how these will be provided. (see Budget Form, Part II.5)
6. Indicate the amount and source of funds that will be needed to operate the Center in its first three years. Include itemized amounts for personnel, equipment, technological support, and operating expenses.
7. Provide a written statement from the Dean, University Libraries (or designee) concerning the adequacy of current resources. The statement should include a comparison of local holdings to standards/recommendations of national accrediting agencies, the holdings of benchmark institutions, and/or other recognized measures of adequacy. If additional resources are needed to support the program, the statement should include an estimate of costs and the sources of additional funding. The statement should be requested at least one month prior to submitting the final proposal to the Office of the University Provost.
8. Indicate the anticipated amount and source of revenue for the Center or Institute in its first three years. Include a narrative that explains in detail all sources of revenue.
9. Provide a written statement from the Dean, Vice President or department chairs verifying each financial commitment made in support of the program.
10. Indicate how the work of the Center or Institute will be evaluated. Please describe the Center or Institute's evaluation plan according to the following criteria:
 - a. the specific objectives or anticipated outcomes for the work of the Center or Institute;
 - b. the specific measures, assessment tools, and/or performance indicators that will be used to assess the fulfillment of the Center or Institute's objectives;
 - c. the schedule for collection, analysis, and reporting of evaluation data described in b. above;
 - d. the person, committee, or entity that will receive the evaluation data or reports and is responsible for developing and implementing changes and improvements.

The final document should be reviewed by the Dean or Vice President responsible for providing oversight to the Center or Institute prior to submission.

Signature(s) of Submitter(s)

Name _____ Date: _____

Name _____ Date: _____