

Proposal Forms and Guidelines for Board of Trustees Approved Centers and Institutes

A Board of Trustees approved Center or Institute is an entity, usually multidisciplinary in nature, that has a specialized mission related to research, service, instruction, or some combination of these areas of activity. Generally, Centers have a single focus, while Institutes are broader in scope and may have several Centers operating under their aegis. However, no degree- or certificate-granting academic programs can be administered by Centers or Institutes, and no probationary or tenured faculty appointments can be made through Centers or Institutes. Participation is by free association and should be part of a faculty member's workplan.

Procedure for the Creation of a new Center or Institute

Proposals for the establishment of new Centers or Institutes will follow the format detailed on the attached form and will be reviewed by the following individuals or bodies:

- The faculties of the departments or programs affected by the creation of a new Center or Institute.
- The chairpersons or directors of departments or programs affected by the creation of a new Center or Institute.
- The deans of colleges, schools, or equivalent units affected by the creation of a new Center or Institute.
- Each vice president affected by the creation of a new Center or Institute and the Vice President for Finance.
- The Faculty Senate.

At each stage of review, a recommendation will be made and forwarded with the proposal. Then, with the approval of the Provost, the Board of Trustees will make the final decision about the creation of a new Center or Institute.

At the time a new Center or Institute is created, the Provost will determine the University official to whom it will report. In general, Centers or Institutes utilizing faculty and resources primarily from one department (or its equivalent) will report to the chairperson of that department; Centers or Institutes using faculty and resources from more than one department within the same college (or its equivalent) will report to the dean of the relevant college; Centers or Institutes using faculty and resources from more than one college (or its equivalent) will report to an appropriate Vice President or Associate Provost. No Centers or Institutes will report directly to the Provost or to the President.

The Provost will maintain an official list of all Board approved Centers or Institutes. The list maintained by the Provost will also indicate the unit to which each Center or Institute reports, the date each was initiated, and the date each was last reviewed.

General Provisions

A new Center or Institute will function initially for a three-year probationary period. In the third year of the probationary period, the Provost will arrange for review of the Center or Institute and will make a decision about its continuation. Centers or Institutes that continue to function beyond the three-year probationary period will undergo a review arranged by the Provost every five years. At the time of review, the director or directors of the Center or Institute will complete a Request for Continuation.

All Centers or Institutes should file annual financial and status reports with the University official to whom they report. The Provost may dissolve a Center or Institute. However, the director of a Center or Institute may appeal the decision to the President and the Board of Trustees.

Any Center or Institute that wishes to alter its purpose, structure, or name will petition the Provost. If the Provost determines that the changes requested are substantial, a new Proposal for the Establishment of a Center or Institute will be required. Any Center or Institute that wishes to initiate its own dissolution will petition the Provost, explaining the reasons for the request.

Proposal for the Establishment of a Center or Institute

Proposed name of Center or Institute:

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.

Signature(s) of Submitter(s)

Name _____ Date: _____

Name _____ Date: _____

**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 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.

Signature of Submitter(s)

Name _____ Date: _____

Name _____ Date: _____