

**ESTABLISHMENT AND REVIEW OF CENTERS  
AND INSTITUTES POLICY**

*Approved by Administrative Council 11/2/15*

- Mission Statement
- Need: Justification that the proposed Center or Institute meets a need currently not being met elsewhere within the University and/or provides an enhancement to an existing program.
- Contribution to the mission of the University: Describe the relevance of the Center or Institutes mission including any impact upon the existing Departments, Colleges, Centers, or Institutes.
- Contribution to the University Strategic Plan.
- Activities, objectives and goals: Provide a list of the specific goals and objectives.

### **Organization Structure**

- Personnel: Provide the name of the proposed Center or Institute Director and why that person was chosen for the position. Include the CV of the proposed Director.
- Provide a list of the individuals who will make up the proposed Center or Institute including their role, their expertise to carry out that role, and the permission of their division head to participate in the proposed Center or Institute.
- Oversight Committee: Description of any proposed advisory or policy boards and the criteria for appointments to the board, including terms and roles.
- Organization Chart: An organizational chart showing a) the internal organization of the proposed Center or Institute, and b) the relationship of the proposed Center or Institute to the existing organization.

### **Space and Facilities Requirements**

- Identify the current space, facilities and capital equipment that have been secured for the operation of the Center or Institute and realistic projections of future needs.

### **Funding and Budget**

- Funding Sources: Provide sources and amount of funding anticipated. Include proof of funding sources (e.g., grants, college or university commitment, letters of intent)









APPENDIX A

**Proposal to Establish a Center or Institute**  
**SIGNATURE PAGE**

The attached proposal identifies the purpose, justification, resource streams and expenditures for a proposed Center or Institute. Your signature affirms your support to the Center or Institute.

**Name of Center/Institute**

\_\_\_\_\_

**Center/Institute Director**

\_\_\_\_\_

Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Dean(s) and/or Chancellor(s)**

\_\_\_\_\_

Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Name

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APPENDIX A

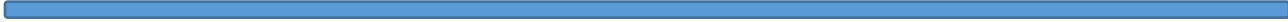
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\_\_\_\_\_

Name

Signature

Date



<b>Proposal to Establish a Center or Institute</b> <b>The following decision has been made:</b>	
	<b>Center/Institute APPROVED</b>
	<b>Center/Institute DENIED</b>

**Date of Administrative Council Approval**

**Date of Board of Trustees Approval**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



**CENTER AND INSTITUTE  
BIENNIAL REPORT**

Please provide the following information. Do not exceed 6 pages. Director shall submit the report to the appropriate Dean(s)/Chancellor(s).

<b>NAME OF CENTER/INSTITUTE</b>			
<b>Year Established</b>		<b>Website Address</b>	
<b>CENTER/INSTITUTE DIRECTOR</b>			
<b>Name</b>		<b>Title</b>	
<b>Email</b>		<b>Phone</b>	
<b>UNIT AFFILIATION(S)</b>			
<b>Name (Dean/Chancellor)</b>		<b>Title</b>	
<b>Email</b>		<b>Phone</b>	
<b>Campus</b>			
<b>DATE REPORT SUBMITTED</b>			

**I. Mission Statement**

Provide the mission statement of the Center or Institute.

**II. Relevancy to the Mission**

Explain how the work of the Center or Institute remains relevant to the mission of the College(s) and University.

**III. Relevancy to University Strategic Plan**

Explain how the work of the Center or Institute ties into the University Strategic Plan.

**IV. Goals and Objectives**

Provide a list of the specific goals of the proposed Center/Institute and describe how the goals have been met or an explanation about how they were modified and the new goals were met.

**V. Interaction with Internal and External Entities**

List the unit and faculty at Roseman and any external entities that the proposed Center or Institute interacts with and provide information about the effectiveness of these interactions.

**VI. Anticipated Changes**

Describe major changes anticipated during the next two years including the following:

- A. Mission and Goals
- B. Size of Center or Institute (changes in number of personnel, space)
- C. Budget (include internal and external support)
- D. Organization Structure

**VII. Performance Measures/Outcomes**

Provide the following information for each fiscal year included in this review period.

**A. Personnel**

Name of faculty, staff and students indicating percent of time associated with the Center or Institute.

Personnel	Effort

**B. Community Outreach**

Describe the Center or Institute’s community outreach and service.

**C. Funding (received during each fiscal year included in this review period)**

Funding: Contracts & Grants	Year 1	Year 2
Grants and Contracts (Source and Amount)		
Gifts/Donations		
Indirect Cost Recovery		
University Allocation		
Cost Sharing		
Patent and Licensing Revenue		
Other		

<b>Total Support</b>		
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**D. Expenditures**

Budget Category	Year 1	Year 2
Personnel		
Travel		
Equipment		
Materials and Supplies		
Other		
<b>Total</b>		

**E. Publications and/or Presentations**

List any journal articles, books, papers, reports, presentations, etc.

**F. Inventions, Patents, Licenses**

List invention disclosures, patent applications, patents received, and licenses providing appropriate details.

**G. Other Measures**

List any other evidence of the productivity of the Center or Institute.

**Biennial Review of Center or Institute  
SIGNATURE PAGE**

**Name of Center/Institute**

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**Center/Institute Director**

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Review of Center or Institute</b> <b>The following decision has been made:</b>	
	<b>Center/Institute APPROVAL FOR ___ YEARS</b>
	<b>Center/Institute to be DISBANDED</b>

**Date of Administrative Council Approval**

\_\_\_\_\_  
**Date**