

PROCEDURE

Effective Date: 1/10/2017

Approved By: Provost's Council

See Also: POL-AA2100.01	Establishing, Reviewing, and Terminating Academic Centers and Institutes
PRO-AA2100.01A	Establishing an Academic Center or Institute
PRO-AA2100.01C	Terminating Academic Centers and Institutes
FRM-AA2100.01A	Establishing an Academic Center or Institute Form
FRM-AA2100.01B	Joint Appointments Form
FRM-AA2100.01C	Request to Terminate an Academic Center or Institute Form

PRO – AA2100.01B Reviewing Academic Centers and Institutes

Action By:

Provost's Office

Center/Institute
Director

Administrative
Authority

Review Committee

Center/Institute
Director

Action:

1. Issue call for self-studies of centers and institutes per schedule.
2. Prepare self-study of center or institute in place of regular annual report. This study should address:
 - a) Mission;
 - b) Key goals and objectives;
 - c) Current resources (FTE and financial) allocated to support activities intended to fulfill goals and objectives;
 - d) Outcomes related to goals and objectives
 - e) Recent actions initiated due to changes in customer base, resources, and/or other internal/external drivers;
 - f) SCOT analysis; and
 - g) Recommendation for improvement, including alignment across the institution.
3. Upon receipt of self-study, select a review committee of 5-6 members (including the Administrative Authority as the review committee chair) from outside of the center or institute to conduct review.
4. Review self-study of center or institute and conduct site visit of no more than one day in length. The schedule and agenda of the site visit will be developed by the center or institute director in consultation with the chair of the review committee. Arrangements for scheduling and locating space, as well as the cost of the site visit, are the responsibility of the center or institute undergoing review.
5. Collect additional feedback from center or institute employees and send to review committee. This information

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should be delivered to the review committee chair no later than one week after the site visit.

Action By:

Review Committee

Action:

6. Prepare report with evaluation of program and constructive recommendations for improvement. The report should address these considerations to the extent that they are applicable to each unit:
 - a) The unit's demonstrated ability to enhance the academic and scholarly mission of the University;
 - b) The unit's demonstrated contribution to undergraduate and graduate education and research;
 - c) The unit's demonstrated level of quality in educational programming, research, and service within and outside of the University;
 - d) The level of faculty and student activity and participation;
 - e) The effectiveness of the unit's management;
 - f) The unit's demonstrated ability to raise outside funds and sustain its chosen course of programming; and
 - g) Whether the unit is meeting its own goals and objectives stated at inception.

Send copy of report to Center/Institute Director no later than two weeks after site visit.

Center/Institute
Director

7. Send review committee chair corrections to factual errors within one week of receiving copy of report.

Review Committee
Chair

8. Send report with corrections offered by Center/Institute Director to Provost

Provost

9. Summarize review committee report and comments offered by Center/Institute Director in a separate memo. Address whether any additional support, changes, or other actions are necessary. Send memo with final report to Administrative Authority and Center/Institute Director.