

## Format for Preparing the Center/Institute Review

Since this is the first year your center/institute is being reviewed and we do not have background information on the initial establishment of this center/institute, please provide the following information.

### **Background Information**

- A. Purpose of the unit.
- B. Need for the unit.
- C. Nature and scope of activities being performed.
- D. Curricular offerings, if any. Include an academic rationale for the need of this unit to offer courses or programs. Also provide evidence that academic departments affected by curricular offerings have been consulted and approve of the planned curricular offerings.
- E. Personnel, including administrator of the unit, advisory board members (if appropriate), faculty membership, staff, and student involvement.
- F. Organizational chart which illustrates the administrative reporting structure and the relationship with academic departments. Also include evidence of approval by academic departments that may participate in or be affected by the unit's activities.
- G. Fiscal resources, including the sources, duration, and a 3-year annual projected budget as well as a clear statement of expectations of financial contributions of the University's commitment during the duration of the unit's operation.

Funds from all grants and contracts that sponsor research, development, demonstration projects, community service, instruction, and training from any external source shall be housed in the CSU Stanislaus Foundation or in the University Accounting Office. No private accounts of funds used in the operations of a unit shall be permitted.

The CSU Stanislaus Foundation or the University Accounting Office shall provide periodic and annual reports on unit funds. These reports are required documentation for the review of the unit.

- H. Other resources, including space, equipment, and technological requirements, including a clear statement of expectations of the University's commitment during the duration of the unit's operation.
- I. Regulations of external governing or regulatory agencies (as appropriate).
- J. Compliance with campus policy on conflict of interest.
- K. Assessment Plan, including indicators of success and achievement of unit goals.

**Review Criteria.** The unit administrator, the UEPC, and the reviewing administrators shall consider the following criteria in preparing reports and recommendations. Please provide information addressing the following four criteria.

- A. *Progress Towards Goals.* Progress has been made on its goals, and objectives have been achieved as evidenced by the assessment criteria of the establishment proposal.
- B. *Support of University Mission.* Evidence is provided that demonstrates that the unit contributes to the mission of the University.
- C. *Financial Independence.* Evidence is provided that demonstrates that the unit is financially viable.
- D. *Adherence to University Policies and Procedures.* Evidence is provided that demonstrates that the unit adheres to University policies and procedures with regard to curriculum, personnel, students, and finances.

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