**University of Colorado
Colorado Springs**

UCCS CAMPUS POLICY

Policy Title: Review of Centers and Institutes

Policy Number: 200-013   **Policy Functional Area: ACADEMIC AFFAIRS**

Effective: August 5, 2016

Approved by: Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor: Executive Vice Chancellor of Academics Affairs (EVCAA)

Office of Primary Responsibility: EVCAA

Policy Primary Contact: Associate Vice Chancellor for Research and faculty Development, 255-3779

Supersedes: March 1, 2005

Last Reviewed/Updated: May 5, 2016

Applies to: Administrators and Faculty

Reason for Policy: The review process for the campus's centers and institutes should be such that such a review assists the campus and appropriate colleges in meeting their goals, and helps the centers and institutes themselves to be more successful. This policy describes the review process, factors to be considered, and schedule.

I. INTRODUCTION

The review process for the campus's centers and institutes should be such that such a review assists the campus and appropriate colleges in meeting their goals, and helps the centers and institutes themselves to be more successful. This policy describes the review process, factors to be considered, and schedule.

II. POLICY STATEMENT

A. This policy is created in accordance with System Administrative Policy Statement (APS), "Procedures for the establishment of Centers, Institutes, Laboratories and Bureaus," July, 1999 and UCCS VCAA Policy, "Center Policies and Procedures," 2000.

B. Approval for each new unit (center or institute) will be for an initial period of five years. At the end of this time period the unit will be automatically terminated ("sunset") unless formally reauthorized through this review process. If the campus does not initiate the review process within the five year period, the center will continue to operate until a review is conducted, or the appropriate dean(s) and director requests center termination.

C. As noted in the System APS, the APS (and therefore this campus policy) does not apply to centers or other units created by a campus to provide services to faculty and/or students, but rather to those units created to interact with, and/or provide services, such as research, to organizations outside the university. Therefore,

this policy does not apply to UCCS's Excel Centers, the Student Success Center, the Teaching and Learning Center, etc. It does apply, for example, to centers involved with research or community outreach services.

D. <u>PROCEDURES</u>

1. Centers and institutes will be reviewed on a regular basis, and the normal review schedule is every five years.

2. The scheduling of a review and notification of the director requires at six months lead time prior to the execution of the review.

3. Centers/institutes will not typically be considered as part of an academic program review.

4. Factors to be considered during the review include, but are not limited to:

   a. Role and mission, goals and objectives of the unit.
   b. Success in meeting the goals and objectives, and in satisfying its roles and mission.
   c. Resources consumed or generated by the unit.

5. The review process for each center will be defined with input from, and coordinated by the Campus Faculty Research Council. The appropriate deans will also assist in defining the review process.

6. Potential members of a review team will be recommended by the council, with input from the center director, the appropriate dean(s) and approved by the VCAA or his/her designee. This review team must be formed with the objectives of the center/institute in mind, and to maximize the likelihood of a thorough and comprehensive review. This would typically mean that the review team would involve faculty and administrators from the campus, as well as relevant external representatives from the appropriate communities (geographical and/or disciplinary). The review team will be formed at least one month prior to the execution of the review.

7. The center/institute director will prepare a self-study report prior to the review. A draft report will be provided to the VCAA's office prior to the selection of the review team. The final report will then be provided to the review team with such lead time so as not to jeopardize the review schedule. This report will include, but not be limited to the following:

   a. A copy of the most recently approved center/institute charter.
   b. A list of all proposed modifications of the charter that are yet to be approved.
   c. The history of prior reviews, along with the results from of those reviews.
   d. Evidence of success of the center/institute in meeting its goals and objectives, as defined in the charter, and in past reviews.
   e. Budget information – expenditures, off-loads, sources of funds.
   f. Changes in activities or approaches being pursued since the last review.
   g. Goals and objectives, quantified as much as possible, to be met prior to the next review.

8. The director will make a formal presentation to the review team highlighting the contents of this report. This presentation will occur at the beginning of the team's review activities.

9. The review team, in consultation with the Campus Faculty Research Council, will identify the activities to be undertaken in the review. This would include, for example, tours of facilities, interviews with faculty, administrators, and external constituencies. The individuals to be interviewed would be

identified by the review team, based on input from the center/institute director, and the Campus Faculty Research Council. It would be the goal that the on-campus portion of the review and exit interview would be completed in one day.

10. The review will, as a minimum, address the following:

   a. Procedural issues (e.g., has the unit operated in a manner that is consistent with its approved charter?)
   b. Cost/Benefit issues:

      i. What campus resources have been devoted to the center?
      ii. What benefits have been accrued?
      iii. Have "agreed to" goals been met?

11. After the review has been completed, the review team will deliver an exit interview, to be attended by the VCAA or his/her designee, the appropriate dean(s), and selected members of the Campus Faculty Research Council. The review team will also be asked to provide a brief written summary of their review findings and recommendations.

12. The review should result in specific recommendations including, but not limited to one of the following:

   a. Approval for continuance without reservations;
   b. Approval for continuance with a modification of the charters (requires legal review and approval by the Chancellor);
   c. Approval for continuance with annual review for a number of specified years; or,
   d. Discontinuance. Regarding a "continuance with annual review" finding, the unit director will document in a report to the VCAA or his/her designee annually for the designated number of years, how the unit is responding to the recommendations from the review.

E. Based on the results of the review and other input as appropriate, the VCAA or his/her designee will make a written recommendation to the chancellor, who shall have final authority for reauthorization.

F. Limited funding will be made available to support costs associated with reviews, primarily associated with review-team travel. It is the expectation that these funds will be provided by the unit undergoing review.

III. DEFINITIONS

IV. **RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES**

A. Administrative Policy Statements (APS) and Other Policies

B. Procedures

C. Forms

D. Guidelines

E. Other Resources

F. Frequently Asked Questions (FAQs)

V. **HISTORY**

Initial policy approved   March 1, 2005