

CENTER/INSTITUTE REVIEW FORM

Per the agreement in the Centers/Institute policy document, each center/institute will be evaluated annually in their respective college/school or academic unit, but must submit a Five Year Performance Review to be reviewed through Academic Affairs in the same manner as the center/institute was created. This submission includes performance evaluation based on the original goals and objectives, and business plan as needed, to identify success of the unit, modification of the mission or business plan, and role in the academic strategic plan of department, college or Academic Affairs. Please complete the following review, attach the signature review sheet and submit to the first administrator responsible for your program.

Center/Institute Name:

Review Submitted by:

Director Name:

Signature: _____

1. Present a comprehensive statement of the Center/Institute's mission and it's relationship to the Department, College or School, and University mission and strategic plan:

State the Center/Institute's mission:

Identify the Center/Institute's goals and objectives:

Have these goals and objectives changed? If so, please identify and explain.

Describe how the Center/Institute benefits the department, college or school, and university

3. The organizational structure should include the following (Have they changed?):

Description (provide an organizational chart):

A director or head (provide position description):

Is the leadership appropriate to need?

An advisory board (describe their selection, role and function):

Is the Board functioning appropriately? Are there plans to change or improve the Board?

Identify the faculty/staff roles/student participation

4. Financial statement

- a. Provide a financial summary, including a 5 year budget and balance sheet summarizing the past five years.
- b. Identify sources of resources. Has the Center been self supporting or requiring University inputs? Has the Center met its initial goals to achieve financial needs?
- c. Is there a plan to further improve financial resources? If so, how.
- d. Provide a budget plan for the next five years.
- e. Identify profit sharing arrangements

5. Identify required resources for maintaining operation of the center

- a. Physical space: location, amount of space, lease value

b. Identify all personnel involved, and the source of their support:

c. Equipment acquired to meet needs and identify sources:

d. How has development publicity been accomplished, e.g. Brochure, communication needs? Provide copies of materials used.

e. Identify funding sources during the five year review.

6. What is the outlook for the next five years?