

CENTER/INSTITUTE FIVE YEAR REVIEW

The self-study is a vital component of the assessment of the performance of the center/institute. This 5-year review will provide the unit with an understanding of what it needs to move forward and the review committee with the relevant information needed to review the unit and its reauthorization. It may be helpful to consult the “Best Practices” resource document prior to conducting the self-study.

- The report should be single spaced, formatted for standard (8.5” x 11”) paper with one-inch margins, and the font size no smaller than 12.
- The report should contain information on no more than the past 5 years, and should be a maximum of 25 pages in length.
- The report should not include any unsolicited letters or appendices with grant proposals, reprints of publications, etc.

1. Cover Page:

- Name of Center/Institute
- Name of Center/Institute Director
- Budget (include source and amount of funds)
- Staff
- Participating faculty (include name, rank and department. Please delineate between “core” and “affiliated”)

2. Center/Institute description:

- Provide a brief overview of the center/institute role and mission (If the mission has changed in the past 5 years, please explain how and why it has changed).
- List members of the center or institute who were involved in the self-study and their roles.
- How effective was the center/institute in meeting its mission and goals? What metrics were used by the center/institute to determine progress and success during the past 5 years?
- Indicate how center/institute activities represent unique contributions of the center independent of regular departmental activities.
- Describe the center/institute operations (for example: meetings of advisory boards, core and affiliated faculty, and other activities).

3. Scholarly productivity (in the past five years):

Publications: Please attach a full bibliography of journal articles, books and monographs cited in standard format used in your discipline. Identify whether these emanate from the teaching, research or outreach mission of the center/institute. Do not include unpublished work or work in preparation.

Other creative contributions: Please include here any patents received, exhibitions and performances, etc. If available provide information on their impact.

Contributions to the University's reputation: Please list any conferences/workshops hosted, keynote addresses delivered, invited presentations, and service on state and federal panels.

External funding: In a tabulated form provide a listing of all external funding (from state, federal, foundation or other sources).

<u>Agency Name</u>	<u>Project Title</u>	<u>Duration</u>	<u>Total Funding</u>	<u>Direct Cost</u>
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Visiting scholars: Please provide a listing of all visiting scholars and post-docs who worked at the center/institute, with the start and end dates of association with the center/institute.

4. Strategic Analysis and Plan for Upcoming Five Year Period

- What are the opportunities and threats that the unit faces in the next five years and how might they influence the unit's success over the next five years?
- What are the unit's strategic goals for the next five years?
- What are the metrics and indicators that will determine whether these goals have been accomplished?
- What are the unit's specific objectives for each of these metrics and indicators? **It is important to specify these objectives in terms of performance that would not have been attained if the unit did not exist. Another way to specify this is to consider what the incremental contribution of the unit is. For example, the scholars who comprise a center/institute will likely publish whether the center/institute exists or not, but some publications would not occur if the center/institute did not exist. Those publications should be the objective.**