

Guidelines for Conducting Internal College Reviews of  
Research Centers and Institutes which report to the Dean.

(Final version 10-30-2007)

A. Notify the unit that it will be reviewed at the beginning of the fall semester during the last year of support.

B. Gather information available in the Dean's office about the original goals and expectations for the unit.

C. Gather additional information about the unit's goals, mission, expectations available on the Web.

D. Appoint a review committee

Review committees will consist of the Associate Dean for research, and between 2 and 5 other members, depending on the size and complexity of the unit being reviewed. Members of the committee may be chosen from within and from outside of the College depending on the unit and the units interactions with constituencies outside the College. The review committee will select one of its members as chair. Review committee members will be selected as follows:

Step 1: Solicit the names of possible committee members from:

- a. relevant department chair(s)
- b. individual or director of unit to be reviewed

Step 2: Propose final committee to dean for approval.

Step 3: Inform the unit director the unit is being reviewed and tell him/her the membership of the committee.

E. The committee meets to:

1. Share all information gathered about the College's goals and expectations for the unit with the committee.
2. Have the committee finalize the list of information that is to be included in the unit's report to the review committee.

F. Template for letter to unit head detailing information to be reported to the review committee

Dear \_\_\_\_\_,

As you already know, the College will be reviewing your unit's performance this year as part of our standard cycle of evaluation. The committee in charge of your unit's review has met and put together the following list of questions to which we would like you to respond in your report. We would like to receive your report by \_\_\_\_\_.

After reviewing your report, the committee plans to contact (list of appropriate constituent groups/individuals). We will complete those conversations by \_\_\_\_\_ and meet to discuss our evaluation shortly thereafter. The final report will be delivered to the Dean by \_\_\_\_\_.

Please address the following in your performance report  
(committee can select as appropriate or generate new questions)

1. What were the primary goals for this unit/position.
2. What has been accomplished as regards each of these goals.
3. What are your major accomplishments since your last review/establishment?
4. How has this unit stimulated research/teaching/creative activity.
5. How has this unit contributed to the academic reputation of the College.
6. How has this unit contributed to interdisciplinary research.
7. What has this unit accomplished that could not have been accomplished without it.
8. What are your plans for initiating new activities or establishing new goals?
9. Prepare a proposal for continued operation as required by the College's guidelines for establishing Centers/Institutes, those guidelines direct that proposals should include:
  1. Name of the proposed Center
  2. Proposed Administrative Structure
    - a. management plan (director, membership, committees, reporting lines, etc.)
    - b. space and facilities (existing/virtual/needed)
    - c. staffing
    - d. advisory board (members may be internal but not center members)
  3. Purpose and goals of the center include:
    - a. details about what current lack the center will fill
    - b. details of what benefits the center will provide
      1. research
      2. graduate student support/recruitment
      3. reputation/prestige
      4. grant/fellowship activity
  4. Detailed three year plan for Center including:
    - a. plan for establishment

- b. plan for how the Center will achieve the goals in section III
  - c. accountability benchmarks
- 5. Detailed three or five year budget
  
- G. Meet with committee.
  - a. review the unit's report.
  - b. Generate list of individuals to be contacted as part of the review.
  - c. Generate list of questions to be asked.
  - d. Have committee members do the contacting and report their results.
  - e. Make these available to the entire committee.
  
- H. Committee drafts the report.
  
- I. Committee meets to review and finalize the draft report.
  
- J. Deliver final committee evaluation and recommendations to the Associate Dean for Research and to the unit director.
  
- H. Associate Dean for research attaches his/her recommendation to the committee report and forwards to the Dean

The final report should contain:

1. Description of the goals and expectations associated with the unit/individual.
2. What they have tried to do.
3. What they have accomplished.
4. Plans for the future.
5. How the individual/unit is viewed by its various constituencies.
6. Analysis of the performance report.
7. Recommendation of the committee