

# TEMPLATES FOR PROPOSALS AND REVIEW OF BMPS COLLEGE ACADEMIC CENTERS

May 13, 2009

## Template for Proposals to Establish a BMPS College Academic Center

The proposal should provide in clearly labeled sections the information requested below.

- I. **Mission:** Explain the mission of the center and how it is aligned with the university's Academic Plan and the BMPS strategic plans and goals. In particular, describe or explain the following:
  - A. The missions of the university and college (research, teaching, service or outreach) most relevant to the center.
  - B. The interdisciplinary or cross-departmental nature of the center.
  - C. The goals of the center that cannot be met within existing academic units.
- II. **Faculty:** Describe the level of faculty interest and commitment to the center. In particular, provide, describe or explain the following:
  - A. The criteria for selecting the center's faculty membership and processes and practices for reviewing faculty for continued membership.
  - B. A list of faculty expressing an interest in associating with the center, and accompanying documentation that their chairs/directors support such involvement.
  - C. The extent to which staff and students will be involved and how they will be supported.
- III. **Administration:** Describe the administrative structure and responsibilities of the director and oversight committee. In particular, provide, describe or explain the following.
  - A. The name of the director or interim director of the center.
  - B. The proposed responsibilities of the director.
  - C. The function(s) and composition of the oversight committee.
  - D. The reporting line(s) for the center.
  - E. The main components of a pattern of administration for the center (to be formally completed/approved within a year of center establishment).
- IV. **Budget/Funding:** Specify budget and funding sources for the center. In particular, describe or explain the following.
  - A. The expected budget for the first year of operation.
  - B. Funding sources and one-time and recurring costs.
  - C. Existing or new equipment, space, and facilities needed to establish the center.
  - D. The sustainability of the center—possibilities for external funding, and details of related funding proposal submissions.
- V. **Evaluative Criteria and Benchmarks:** Propose and define specific criteria and benchmarks against which the center will be measured.
- VI. **Supporting Materials:** Solicit and include letters of support from:

- A. Relevant department chairs, school directors and deans from within the university.
- B. Interested parties outside the university.
- C. Entities with similar emphases at other universities.

### **Template for Documentation for Review of a BMPS College Academic Center**

Documentation for review of BMPS centers should provide in clearly labeled sections the information requested below:

- I. Statement of rationale for the review: The general rationale for undertaking the review should be clearly explained to all parties. This should include
  - A. The university policy requiring regular reviews of centers.
  - B. The need to ensure cost-effective and successful stewardship of university resources.
  - C. The need for centers to provide valued and productive services to the university.
  
- II. A comprehensive self-study: The center under review will complete a self-study in which it provides the subcommittee specific information regarding its mission, faculty, administrative structure, budget, and evaluative criteria and benchmarks. To this end, the self-study will include the following:
  - A. Mission
    - 1. Original mission statement.
    - 2. Proposal establishing the center.
    - 3. Annual reports.
    - 4. Other relevant documents or materials.
    - 5. Description or list of all center activities, events, initiatives, etc, that have contributed to fulfilling the mission and objectives of the center. If current activities of the center differ from those originally envisaged or articulated in the mission statement, explain this evolution.
  
  - B. Faculty and Student Involvement and Contribution
    - 1. List of current faculty and graduate student affiliates or associates.
    - 2. List of past faculty and graduate student affiliates or associates.
    - 3. List all faculty publications, lectures, grants, or other activities related to their work with the center, focusing on those that contribute most centrally to the mission of the center.
    - 4. List all student publications, lectures, grants, or other activities related to their work with the center.
  
  - C. Administrative Structure and Responsibilities
    - 1. Description of administrative structure.
      - a) Responsibilities and activities of all administrative staff, indicating their contributions to the mission of the center and its objectives.
      - b) Oversight committee, indicating their contributions to the mission of the center and its objectives.
  
    - 2. Pattern of administration.

#### D. Budget

1. Current budget.
2. Projected budget for next five years.
3. Past budgets since last review.
4. Description of the budgetary context for the center, outlining specific information regarding those expenses charged to BMPS general funds. Externally generated funds produced by the center should be itemized and linked to the functions and services articulated in the mission statement.

#### E. Evaluative Criteria and Benchmarks

1. List of evaluative criteria and benchmarks articulated in the original center proposal, identifying and describing the degree to which the center has met (or failed to meet) its stated evaluative criteria and benchmarks.
2. Identify and justify any new evaluative measures and describe the degree to which the center has met these criteria or benchmarks.
3. Provide any specific narrative information or data as appropriate and attach as appendices any documentation (letters of commendation, awards, news releases) that demonstrate how the center has met its criteria or benchmarks.