

## Center Review Process

The Policies and Guidelines for Centers in the College of Arts and Sciences (effective 7/1/2015) call for the dean to appoint a panel to review each center once every five years. This document describes the process for that review. Centers that were established prior to this publication will be reviewed within the next five years, on a schedule to be established by the dean.

1. The deputy dean is responsible for initiating and overseeing the review process for each center. The deputy dean will meet with the associate dean who oversees the center to discuss the structure of the center, its history and mission, and any center-specific issues to be included in the review. The associate dean may make nominations for the review panel.
2. The deputy dean will meet with the center director, and will invite the associate dean to attend. They will discuss the review process and timeline, and charge the director to develop a self-study. The director may make nominations for the review panel. The review will typically cover five years, but may be longer or shorter. For centers established prior to 7/1/15, the deputy dean and center director will discuss an appropriate review period. The deputy dean has final responsibility for defining the review period.
3. Centers may ask to discuss a plan for sun setting, or reorganizing to maintain their activities in some other form, rather than continuing as a center. In this case, it may not be necessary to complete the full review process described here, but a written justification for the change will be expected, including endorsements from stakeholders.
4. Within one month of receiving the charge from the deputy dean, the director will prepare and submit a self-study of the center to the deputy dean. This document should help the review panel understand the center's role and contributions to the university. It should be concise, and include:
  - a. Background Information:
    - The center mission (if it has been previously established) or the need that the center aims to meet, and an explanation of its relation to other entities that may exist in the college or university that address similar needs.
    - Activities of the center.
    - Organizational and reporting structure, including responsibilities for appointing and evaluating the director and criteria for selection of affiliated faculty. If the center has bylaws, they should be included in an appendix.
    - Brief biography of the center director and a list of affiliated faculty.
    - Criteria for evaluation, if these have been previously established.
    - Space and staff assigned to the center, with a description of the role of each staff member.

- Budget description, including the source and amount of funds for the current year. Funding should be identified as recurring, limited-time (with expected duration), or one-time.
- b. Review of accomplishments during the review period:
- Evidence of success in meeting the mandate or need that the center aims to address, including measures that reflect the impact or outcomes of center activities.
  - Review of resource management, including funding, space, equipment, personnel, or other resources.
  - Grants received to support center activities, papers published with center participation, and other products of the center should be listed.
  - Letters describing impact from people not affiliated with the center may be included, but should not substitute for objective measures of impact.
- c. Plans for the future:
- Discussion of how the center serves the current strategic priorities of the college and the continuing importance of the center mission. If the center does not have an established mission at the time of the review, a mission should be proposed for renewal requests.
  - Description of the future potential and need for the center.
  - Goals of the center for the next five years and any new activities planned.

5. The deputy dean will choose the review panel, which will have three to five members in most cases. It will typically include one or two faculty with experience in the area of the center's activities, but they cannot be directly involved with the center. Another member of the UD community with experience in leading a center, department, or other unit will typically be included. Panel members may be chosen from outside the college, and panel membership is not limited to faculty. Experts from outside the university may also be included.

6. The deputy dean will charge the review panel, asking them to produce a brief written report on the center, typically within one month. The panel will have the self-study, but they may ask for additional data, or seek information from faculty and staff affiliated with the center, or other stakeholders. The report will address five main questions:

- Has the center met the mandate for which it was established?
- Is the center still relevant to the strategic priorities of the college?
- Has the center effectively managed its resources?
- What is the future potential and demand for the center?
- Has the leadership of the center been effective?

The panel may be asked to address additional issues at the discretion of the dean, deputy dean and associate dean.

7. The report of the review panel is advisory to the dean. The dean is responsible for deciding whether to renew the center or not. If the center is renewed, the dean may renew the appointment of the current director, or appoint a new director.