



INSTITUTES & CENTERS REVIEW

SELF-STUDY

Institute/Center Name:

Prepared by:

Date:

Formatting Guidelines:

- 1) *All responses in the Review Committee Report can be in bullet or paragraph format.*
- 2) *Please limit the total documentation to a **maximum of 15 pages**.*

EXECUTIVE SUMMARY (NO MORE THAN 3 PAGES OF THE TOTAL 15)

Prepare an executive summary that:

- 1) Summarizes which and how faculty were involved in writing the Self-Study.
- 2) Articulates major features, accomplishments, and ongoing activities of the center or institute.
- 3) Lists the indicators used to assess each activity that was reviewed and summarizes the outcomes from the activity.
- 4) Summarizes strengths and weaknesses of the center or institute (e.g., How effectively do faculty contribute to research, instruction, of service mission of the center or institute and its programs? How effective are faculty in attracting resources in support of their activities?).
- 5) Summarizes other major findings from the Self-Study.
- 6) Summarizes significant actions or changes proposed as a result of the Self-Study.
- 7) Describes if and how productivity of the faculty, staff, and students measurably increased by affiliation with the center or institute.
- 8) Describes if and how the activities of the center or institute could be accomplished more effectively or efficiently under a different organizational structure.
- 9) Describes if and how the center or institute should concentrate its efforts and resources in a different way in order to create the greatest possible synergy throughout the university.

CENTER OR INSTITUTE MISSION, INCLUDING ALIGNMENT WITH UNIVERSITY MISSION

- 1) State the center or institute's founding mission and current mission (if different). Provide the date(s) the mission was created and/or approved.
- 2) Describe how the mission either does or does not align to the University's mission and strategic initiatives, i.e., to what degree is the center or institute central to the strategic priorities of the university and to the program's college priorities?
- 3) How effective is the center or institute in meeting its mission?
- 4) How might the program's resources be redistributed to realize its goals and those of the university?
- 5) Is there evidence that the center or institute has clear goals on its stated purpose - research, instruction, or service, and where can this be found publicly?

In the following sections, summarize the data reported in the last 5 annual reports (see template), or substitute with other data sources as appropriate.

STRENGTH OF FACULTY AND ANALYSIS OF FACULTY ACTIVITIES**Faculty Resources**

- 1) Describe the current faculty affiliated with the center or institute (e.g., percent full- versus part-time, diversity, percent with terminal degree, tenure status, college/school, department etc.).

- 2) What actions has the center or institute taken to recruit and retain highly qualified faculty from across disciplines?
- 3) What actions has the center or institute taken to spark and promulgate the work of its faculty?
- 4) How successful is the center or institute nationally and regionally in attracting qualified faculty?

Analysis of Research, Scholarship, and Creative Activities

- 1) Highlight the major achievements of the faculty regarding research, scholarship (including scholarship of engagement) and creative activities as documented in the last five years of annual reports and institutional databases.
- 2) Are the research and creative activities of the faculty appropriate to the stated mission with regard to focus, quality, and quantity? Please explain.
- 3) Are faculty generating adequate external funding to support their programs? Please explain.
- 4) How does the center or institute facilitate interdisciplinary and inter-institutional endeavors in a significant way?
- 5) What regional and national professional organizations are the faculty engaged in?
- 6) What has the center or institute done to support and enhance faculty research, scholarship, and creative activities? Is career development and training enhanced by existence of the center or institute?

Analysis of Service, Outreach, and Training Activities

- 1) List the major service and outreach initiatives the faculty engaged in as reported in the annual reports.
- 2) What has the center or institute done to promote, facilitate, and enhance faculty service/outreach activities?
- 3) How does the center or institute provide service and research programs to address educational challenges negatively impacting underrepresented populations in NE?
- 4) How successful is the center or institute nationally and regionally in attracting qualified students and placing them in professional employment or further graduate studies?

SUPPORT

- 1) Please discuss the current status of support from the administrative home of the center or institute and from the university at large (in the context of budgetary constraints affecting higher education in general) and how the center or institute receives extramural funding commensurate with the level of institutional support that it receives.
- 2) How are facilities and other resources used appropriately to support the mission?
- 3) How would additional investment of resources in the center or institute lead to a measurable increase in extramural revenue streams?
- 4) What benchmarks should be used to measure the effectiveness and efficiency in the use of resources?

OPPORTUNITIES

- 1) What are funding opportunities, currently or anticipated, that the center or institute is, or should be, positioned to capitalize on?
- 2) What opportunities exist to interact with other institutions that should be pursued?
- 3) How are opportunities to interact with units across campus pursued fully?
- 4) How are opportunities to increase interactions between diverse individuals explored?

PLANS

- 1) What are the major challenges revealed by the Self-Study?
- 2) What actions are proposed to address these challenges?
- 3) What goals have been established for the next 5 year review cycle?
- 4) How will progress toward these goals be monitored?

SUPPORTING DOCUMENTS

- 1) Affiliated faculty roster
- 2) Extramural grants and contracts administered by the center or institute during the previous 5 years
- 3) Extramural grants and contracts attributed to the center or institute but not administered by the center or institute
- 4) Publications by faculty affiliated with the center or institute resulting directly from activities of the center or institute
- 5) Presentations by faculty affiliated with the center or institute resulting directly from activities of the center or institute
- 6) Awards to faculty affiliated with the center or institute resulting directly from activities of the center or institute