The CSU Chancellor’s Office, in its October 24, 2014 memorandum, requires that centers and institutes shall be reviewed at least once every seven years. On our campus, UPS 100.700 states that each center and institute shall complete a self-study/program review every three years, in order to ensure the quality and integrity of centers and institutes.

Review Process

The review process begins with a Self-Study prepared by the center/institute (see next section for requirements for the self-study). The center/institute should submit its Self-Study to the appropriate College Dean(s) no later than March 15, 2017. The Dean(s) will provide a brief written evaluation, and make recommendations regarding the center/institute, including budgetary and operational issues. The center/institute then provides a written response to the Dean’s evaluation. The complete center/institute review package, including all of the three aforementioned documents, should be submitted by the center/institute to the Office of Assessment and Educational Effectiveness by April 30, 2017.

The center/institute review package will be reviewed by the Office of Assessment and Educational Effectiveness, the Office of Academic Programs, and the Vice President for Academic Affairs. Upon completion of the reviews, the Associate Vice President for Academic Programs, in consultation with the college dean, will make recommendations on the center’s/institute’s activities and future to the Council of Deans and the Vice President for Academic Affairs. The recommendations can take one of the following forms: (a) Continuation; (b) Provision of further information; or (c) Dissolution. The center/institute will be notified of the Council of Deans decision no later than October 1, 2017.

Self-Study Components

The total narrative portion of the self-study should not exceed five pages in length. Supplemental materials that help clarify or elaborate on the center’s/institute’s activities or accomplishments can be included as appendices. Note that the College Dean(s) and/or the Vice President for Academic Affairs may determine that specific areas, in addition to the topics below, need to be addressed in the Self-Study, or that external reviewer(s) should assess the structure and operations of the center/institute.

1. **Cover Sheet** that indicates the following:
   - official name of the center/institute;
   - name(s) and academic title(s) of the person(s) who head(s) the center/institute;
   - college or other unit [e.g. department or academic degree program] within which the center/institute conducts its functions;
   - contact information – phone number, email address, and building/room location;
   - year established;

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1 Updated from the 2009 center/institute review guidelines
2. **Mission and Goals**: What are the mission and goals of the center/institute? Which university mission and goals does the center/institute best align with? What are the departmental or college-level missions or goals that the center/institute strives to attain?

3. **Activities**: What activities took place in the most recent three-year period? How were specific activities conducted during the most recent three-year period directed toward meeting the aforementioned mission and goals?

4. **Organizational Structure and Governance**: What is the center’s/institute’s organizational and governance structure? Does the center/institute operate with a formal Advisory Committee or Governing Board? If so, what is the composition of that group and the frequency of meetings? What roles and oversight duties are the committee or board generally engaged in, and in what ways was the committee or board particularly impactful during the review period? If there is no advisory or governing group, then what is the rationale for not having such participation in the decision-making process?

5. **Resources and Sustainability**: List the revenue received by the center/institute during its latest three years of operation. What additional resources/sources of support does the center receive (e.g., assigned time for leadership, baseline budget amount, hours from community volunteers, unpaid student internships, etc.)? Provide a summary of the number of faculty and staff affiliated with the center and approximate time base of each. What assigned space does the center occupy and what administrative unit assigns that space? Are there costs related to the space? Comment on the “degree of sustainability” of the center/institute in relation to the resources that the center/institute has to draw upon and in relation to plans to maintain, reduce, or grow the work of the center/institute.

6. **Highlights and Accomplishments**: Discuss any special reports, products, or activities that reflect accomplishments of the center/institute in its most recent three-year period. In what ways have these accomplishments contributed to the impact of the center/institute? In what ways have they contributed to the mission of the college or university and/or to the goal of promoting faculty and student research and engagement?

7. **Planning and Strategic Outlook**: What is the nature and formality of the center’s/institute’s strategic planning process? What are the goals of the center/institute for the coming three-year period and to what extent are the center’s/institute’s resources aligned with those goals? If the leadership of the center/institute believes that some or all of the activities and operations of the center/institute need to be substantially modified, refocused, or discontinued, please explain the rationale and potential timeframe for the viewpoint.

For questions, please contact the Office of Assessment and Educational Effectiveness at x2593 or assessment@fullerton.edu.