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## **POLICY FOR REVIEWING CENTERS AND INSTITUTES**

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Centers and Institutes (C/I) administratively located within the College of Liberal Arts will undergo an annual review and a more thorough review at least every five years.

### Annual Reviews

Early in each calendar year the dean will ask each C/I director to submit a report on the activities of his/her unit during the previous calendar year, including the director's own professional achievements. The annual review provides the dean with a means to monitor C/I progress and the director's effectiveness.

Reviews will be used by the dean to make decisions about unit resources of all types and about director compensation. Annual reviews are retained by the college and provided to university officials upon request.

### Five-Year Reviews

Per TAMUS Standard Administrative Procedure 11.02.99.M0.01 each Liberal Arts C/I will also undergo a more searching review at least every five years. At least six months prior to the formal evaluation process, the dean will ask the C/I director to prepare a report describing and assessing the unit's activities over the previous five years.

### **I. Elements of the Director's Report:**

- A. The C/I's current mission statement: The mission statement should be consistent with the purpose of the unit as approved by the BOR and should broadly define the criteria against which the unit is evaluated.
- B. C/I activities and accomplishments per relevant criteria: Variations across C/I with respect to mission mean variations in the criteria against which they will be evaluated. The following illustrate the types of criteria which are directly relevant to Liberal Arts C/Is.
  - 1. High quality scholarship produced or sponsored evidenced by demonstrably high visibility/impact publications, conferences, workshops, programs, and projects
  - 2. External funding (grants, contracts, fellowships, philanthropy)
  - 3. Graduate and undergraduate students taught, supported and/or served
  - 4. Interdisciplinary and international activities

5. Benefits to the community, state, or nation
6. Relevant comparisons with similar C/Is nationally
7. Effective governance and administration
  - a. Clearly articulated vision
  - b. Evidence of effective leadership,
  - c. Strategic planning
  - d. Depth and scope of faculty involvement
  - e. Advancement of diversity,

C. Case for Continued support as a Center/Institute

1. Documentation that C/I activities advance the goals/strategic plans of the College and the University
2. Statement of future plans for the unit
3. Statement of and justification for resource needs (fiscal, facility, space, personnel)

**II. External Review**

A. The dean will appoint the Review Committee

1. TAMU faculty members with expertise relevant to the C/I's mission
2. One member may be a faculty member from a peer university
3. Members may be suggested by the C/I director but will be finally appointed by the dean

B. Review Process

1. In the early spring prior to the academic year in which the review will take place the dean will notify the director of the upcoming review and request the self-assessment of the C/I.
2. Committee formalized early the following fall semester.
  - a. Committee receives the director's self assessment of the C/I
  - b. Campus visit will follow
  - c. Committee submits assessment report and recommendations to the dean

3. Committee should receive the director's report two weeks prior to the on-campus evaluation visit

C. On-campus visit by Review Committee

1. The review committee will arrange to be on campus for approximately 2 days to inspect physical facilities, review relevant documents and conduct interviews. Interviews will include at least the C/I director, key members of his/her staff, the dean, relevant faculty, administrators in the college and beyond as appropriate and possibly project sponsors.
2. At the end of two days the committee will meet with the C/I director and the dean to discuss observations, gain clarification and offer preliminary reactions.

D. Review Committee Report Submission

1. The Committee will submit its final report to the dean.
2. Prior to submitting the Committee report to the VPR, the dean will share the report with the director who will examine the report for factual errors.
3. The dean will then submit the report to the VPR who will in turn share it for comment with other appropriate university officials
4. Final acceptance of the report rests with the provost and executive vice president for academic affairs.