
Procedure**Center Review**

Procedure Number:	102.30
Date Adopted:	11/2001
Last Revision:	4/14/11
References:	Academic Policy 103, Senate Center Review Form, Center Review Budget Form
Approved by:	Faculty Senate

The Faculty Senate through the Executive Committee of the Senate reviews existing Centers (required every five years) and proposals for new Centers.

Existing Center Review

The Provost's Office notifies and collects reports from the Centers scheduled for review and submits them to ECOS in November. The report format is outlined in Academic Policy 103 and must include a budget form. ECOS solicits input from the faculty via email communication to senators. Each report is reviewed by at least two ECOS members. One member is assigned as primary reviewer and is responsible for completing the review section of the Center Form. The co-reviewer edits the draft prior to presentation to ECOS. The primary reviewer may consult with the Center Director or appropriate individual when necessary.

The review section of the form includes a review of the entity's scope in relation to the University's mission, any controversy, relationship to academic units, progress toward objectives, and use of University resources. ECOS makes a recommendation with a justification from this information. Comments are made on the forms and posted to the Senate website for vote in April. ECOS recommends continuance, discontinuance, or may suggest more frequent review to the Faculty Senate. Centers which ECOS considers not controversial, and for which ECOS recommends continuance, will be presented to the Senate as part of the Center Review Consent Agenda. The Senate votes to adopt, amend, or reject ECOS's recommendation. Approved forms are archived on the [website](#). The Provost provides a written recommendation for continuance or discontinuance of the Center to the President, referencing the vote of the Senate. The President considers all recommendations and provides a written explanation of the final decision to the Provost and the Faculty Senate.

New Center Review

The Provost's Office submits the proposal for a new center (level II form) to the Faculty Senate Office. ECOS reviews the materials and may invite the proposer to a meeting to answer questions. If ECOS approves the proposal, it is presented to the Faculty Senate as a seconded motion from ECOS. The proposer is invited to the Faculty Senate meeting to summarize the proposal. The Provost's Office sees the proposal through the Board of Regents approval process.