



## **Guidelines for the Center Review Report**

*These guidelines are taken from [UM Policy 103](#).*

1. Identify the Center's purpose;
  1. If the purpose has changed since the last review, explain why it has changed;
2. State the Center's objectives,
  1. If the objectives have changed, explain why they have changed;
3. Describe the Center's activities, including any activities undertaken as a consequence of prior review;
4. Identify all agencies, organizations, and institutions involved, including advisory council information;
5. Identify the Center's reporting line within the university;
6. Describe the relationship to the university's Strategic Plan and how the Center contributes to the academic programs of the University;
7. Describe the relationship between Center personnel and the academic units to which they are connected with respect to teaching, research, and service, whichever apply;
8. Describe the center's productivity in comparison to the research performance of the most relevant academic unit;
9. Describe the mechanism for performance review and salary calculations of personnel, if different from University procedures;
10. Describe other similar programs in Montana and the surrounding region.
11. Identify the Center's library needs, telecommunication and computing needs, other equipment needs, facility, and space needs;
12. Provide a budget using the Center Review Budget Form;
  - a. Identify faculty and staff requirements, including:
    - i. The names of current faculty involved with the Center and the percentage of their professional time devoted to the Center;
    - ii. The need and cost for new faculty over the next five years of the Center's existence, including special qualifications and training; and
    - iii. The cost for support personnel or other personnel and the anticipated personnel expenditures for the next five years;
  - b. Estimate of costs to satisfy library, information technology, equipment, facility, and space needs for the next five years;
  - c. Identify the sources of funding to support the Center currently and the anticipated sources of funding for the next five years.