Guidelines for Preparing a Self-Study for WSU Center Review

A Center Review will assess whether the unit is fulfilling its particular mission and objectives as defined in its charter, by considering the following questions. **Note:** Each Center/Institute will have defined prospectively specific measurable outcomes, appropriate to their mission, by which they will be judged. **Please be as concise and meaningful as possible so as to allow the reviewers the information needed to conduct a good review.** In addition, *the Academic Senate budget form must also be complete (separate form).*

I. **Cover Page**

Provide a cover page with the following information:

a) The chartered name of the center/institute and director (if a name change is proposed, provide rationale for the change)

b) Inception date
c) Date of last charter
d) Proposed charter period (six years maximum)
e) Date of proposal preparation

II. **Mission Statement**

Please provide the center's mission statement as it appears in the center/institute's charter.

III. **Value Added**

Please provide a paragraph explaining why the structure of a center/institute is needed to accomplish the stated mission. In preparing this paragraph, please consider the following questions:

Does the unit bring sufficient value to its constituencies, associates and students in each of the areas specified in its mission statement and statement of objectives? If so, does the added value justify a unique administrative organization in order to be effective? Is the organizational plan appropriate to meeting the mission of the unit, and is it effective in doing so?

IV. **Resources**

a) **Institutional Resources:** Space, special facilities, faculty/staff lines, opportunities for faculty interaction, funds from philanthropy endowments, institutional seed money grants, research enhancement funds, research stimulation funds, and General Fund (GF) support? For GF support: how is it utilized, how much of it represents added incremental investment over the university’s obligation to faculty and staff should the unit not be re-chartered? For philanthropic funds: what are the total dollars involved, what are the restrictions on those funds, what is the involvement of the unit in raising them?

10-Sept-07
b) **External Resources:** What is the current level of external funding (DC and IDC), what are the sources of external funding, what are the types of external funding — grants or contracts; what are the projects/programs that are being funded externally? What is the history of external funding since the time of last review and what is the potential future funding, as estimated by continuation of current grants/contracts, currently pending applications and planned submissions?

V. Using the categories of research, service, and education (as applicable), state **major goals and objectives** for the proposed period as they correspond with the mission of the center/institute. Describe activities planned to achieve these goals and objectives.

VI. Provide the following information on the **organizational structure** of the center:

a) By-laws (if in existence)

b) Organizational chart (include names and titles)

c) Leadership (selection and review process, responsibilities)

d) CV of director and other relevant leaders

e) Membership
   i. Member’s name and designation (member, associate, affiliate, etc.); give total number of faculty involved and list by name (include department and college) and list students and trainees by numbers in categories
   ii. Criteria and expectations for membership (if different under new charter include new criteria and expectations)
   iii. Selection and review process for members
   iv. Responsibilities of members

f) Advisory board (internal and external):
   i. If not in by-laws, number of members on board
   ii. Advisory structure
   iii. Appointment criteria and process
   iv. Meeting frequency and expectations (scientific advisory, operations, philanthropy, etc.)

VII. **Describe national stature of the center**

a) Measures of current national stature/reputation

b) Future goals for proposed charter period

VIII. Using the categories of research, service, and education (as applicable), discuss **major achievements** for period since the last charter as they correspond with the mission of the center.

a) Submit annual reports (if available) **or** submit a narrative discussing major achievements during the time since the last charter renewal, including data when applicable.
IX. Provide financial information (use attached budget form, 2 pages).

X. Provide Letters of Support from all deans and department chairs of units involved with the center. Letters should be addressed to Hilary Ratner, Ph.D., Vice President of Research; however, please have letters sent to the center and submit letters with your self-study (please do not send piecemeal).

XI. Include a copy of the charter as approved by the Board of Governors. If any changes to the charter are proposed, indicate changes in the charter by using the track changes option in Microsoft Word.

Please e-mail an electronic pdf version of the self-study to sjames@wayne.edu. If you have questions while preparing your self-study, please e-mail sjames@wayne.edu or call 577-8997.