**NEW INSTITUTE OR CENTER PROPOSAL**

|  |  |
| --- | --- |
| Institution: | Choose an item. |

|  |  |
| --- | --- |
| Date of anticipated implementation: | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Request to establish a(n): | Institute  Center |

|  |  |
| --- | --- |
| Scope: | Extensive Scope & Outreach (ESO)  Limited Scope & Outreach (LSO) |

|  |  |
| --- | --- |
| Type: | Academic, Teaching, or Research  Student, Faculty, or Community Service |

|  |  |
| --- | --- |
| Institute/Center title: | Click or tap here to enter text. |
| Institute/Center acronym (if applicable): | Click or tap here to enter text. |
| Organizational location: | Click or tap here to enter text. |
| Physical location: | Click or tap here to enter text. |
| Institute/Center head:  Phone:  Email: | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| Anticipated annual cost: | Click or tap here to enter text. | |
| Total dollar amount for next 5 years: | Click or tap here to enter text. | |
| Funding sources: | Click or tap here to enter text. | |
| Total number of faculty/total number of new faculty: | Click or tap here to enter text. | Click or tap here to enter text. |
| Total number of staff/total number of new staff: | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| Rationale for the new institute or center: |
| Click or tap here to enter text. |

|  |
| --- |
| Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees. |

|  |  |
| --- | --- |
| Chief Academic Officer Signature – Date | Institutional Executive Officer Signature – Date |

|  |  |
| --- | --- |
| documentation required for new institute or center: | |
| 1. Description  * Goals and objectives * Purpose and relationship to the mission and strategic plan of the University * Congruence with the programs of the academic unit(s) * Distinctiveness and rationale for the institute or center * Identified faculty strengths related to the institute or center | |
|  | Click or tap here to enter text. |
| 1. Organizational structure and governance  * Organizational structure for the institute or center * Staff and qualifications | |
|  | Click or tap here to enter text. |
| 1. Financial support  * Five-year budget projection with revenues by funding source and expenditures by category | |
|  | Click or tap here to enter text. |
| 1. Evaluation  * Indicate the kind of evidence that will be used for evaluating progress in the following areas:   + Achieving unit goals and objectives   + Instructional, research, and/or service outcomes   + Financial performance   + Organizational effectiveness | |
|  | Click or tap here to enter text. |