



## **College of Liberal Arts Guideline for Reviewing Centers and Institutes**

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. The purpose of these reviews include 1) meeting University guidelines, 2) effectively distributing resources within the College, and 3) engaging with internal constituents, including opportunities to reevaluate priorities and provide insight into programs and the future of programs.

The mission and goals of each C/I varies, and reviews should be consistent with and based on the stated mission of the program.

### **Annual Reviews:**

The dean will ask each C/I director, during the spring semester, 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 an in depth review every five years.

#### **Director's Report**

In the early spring semester 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. Self-assessment and all supporting documents must be submitted by the director by October 31<sup>st</sup> in the year of the scheduled review. The dean will ask the C/I director to prepare a report describing and assessing the unit's activities over the previous five years. This report will include (see attached template):

- A statement of program mission and goals
- Evidence of scholarly impact and recognition supported by the C/I
- Evidence of educational opportunities supported by the C/I
- Evidence of multidisciplinary and global engagement
- Evaluation of governance and administration of the C/I
- Evaluation of the overall impact of the C/I
- Assessment of the future plans and challenges of the C/I



### Review Committee

The Review Committee will be appointed by the dean early in the fall semester. Members may be suggested by the C/I Director but will be finally appointed by the Dean. The committee will include TAMU faculty members with expertise relevant to the C/I's mission. The committee may include external members from peer universities or programs, at the Dean's discretion in consultation with the Director.

### Review Process

The College will provide the self-assessment document to the Review Committee and provide a timeline for completion of the review. In most circumstances, the committee will base their evaluation on this document. The review of the program should take into account the stated mission and goals of the program. The committee can request additional information or supporting documentation.

If the committee includes external members, the committee will be provided with the self-assessment document and complete a campus visit (typically of 1-2 days). Committee members should receive the self-assessment document and supporting materials at least two weeks prior to the campus visit. An itinerary for the campus visit will be developed by the director and approved by the dean. Campus visits might include:

- Inspection of physical facilities
- Interviews with C/I director, key members of program staff, dean, relevant faculty, administrators in the college and beyond, and/or project sponsors
- Interviews with students engaged with the C/I
- An exit interview with the C/I director and the dean to discuss observations, gain clarification and offer preliminary reactions

### Report Submission

The Review Committee submits the assessment report and recommendations to the dean, who will distribute the report to the C/I director and affiliated department head(s). The C/I director will provide a written response to the evaluation no later than 30 days following receipt of the assessment. The dean will submit the assessment report and recommendations, as well as the C/I director response, to the VPR office.



**\*\*Self-Assessment Template for Center and Institute Review**

Please delete all notes marked with \*\* in final report

**\*\*update with name of Center or Institute, and the Year of Review**

#### Program Mission and Goals:

**\*\*Note that this should be consistent with the scope approved by the Board of Regents for the C/I. This statement identifies the criteria against which the unit will be evaluated. All of the following categories will be evaluated in the context of the stated program mission and goals.**

#### Scholarly Impact and Recognition:

**\*\* This section should provide an overview of the outreach and recognition activities of the C/I. Avenues for outreach and recognition will vary based on the mission of C/I. This could include evidence that the C/I had contributed to or supported high quality scholarship (e.g., publications, conferences, workshops, projects), external funding (e.g., grants, contracts, fellowships, philanthropy), or awards (internal awards, external awards, keynote speeches). Supporting documentation, as appropriate, should be attached in an Appendix. In some cases, directors might choose to include context for the information provided (e.g., evidence of increasing grant activity over time, comparison to similar programs nationally).**

#### Educational Opportunities:

**\*\*This section should provide an overview of the educational opportunities supported by the C/I, which will vary based on mission. This could include evidence of impact on graduate or undergraduate students, and could be reflected in excellence in students taught, supported, or served by the C/I or programs affiliated with the C/I. This could include community engagement activities, educational programs for students outside of A&M (e.g., high school students, undergraduates from other universities), support for instructor development, or any activity that supports life-long learning within and beyond campus. Supporting documentation, as appropriate, should be attached in an Appendix. In some cases, directors might choose to include context (e.g., comparison to similar programs nationally, comparison to other campus C/Is with similar goals).**

#### Multidisciplinary and Global Engagement:

**\*\*This section should provide an overview of the scholarly or educational activities supported by the C/I that cross traditional disciplines or provide opportunities for international engagement, which will vary based on program mission. Evidence should be provided regarding the cross-disciplinary or global nature of activities (e.g., disciplines or countries engaged, number of scholars or students involved, evidence of team building) as well as the impact of these activities (e.g., quality of scholarly outlets, student educational exchange agreements). Supporting documentation, as appropriate, should be attached in an Appendix.**

#### Effective Governance and Administration:



\*\*This section should provide an overview of evidence of effective governance and administration of the C/I. This section should provide an evaluation of and detail evidence of: a) effective leadership - strategic planning, faculty involvement, advancement of diversity, b) efficient operations – equipment, staff, space usage and management, and c) effective financial management that reflects the “return on investment” in the program – total and percent college support, external support and sources.

Overall Impact:

\*\*This section should provide a case for the continued support of the C/I. This could include the benefits of the C/I to the community, state, or nation; an evaluation of how the C/I advances the goals of the College and University; evidence of the impact of the C/I on addressing a major societal challenge.

Future Plans:

\*\*This section should provide an overview of the goals of the C/I over the next five years. This includes specific and realistic targets, as well as strategies to reach those targets. This also includes an evaluation of any challenges faced by the C/I in reaching those targets, and strategies or recommendations to address those challenges. This could include a statement of and justification for resource needs (e.g., fiscal, facility, space, personnel).