

## CENTER EVALUATION PROTOCOL

**Introduction:** The guidelines and processes described below pertain to all centers and institutes in the College of Education & Human Development. Centers/institutes that operate with departmental administrative oversight as well as those that function under college administration oversight are all subject to a periodic evaluation. The purpose of these evaluations is to ensure that the goals of CEHD Centers and Institutes are met or exceeded and that their operations and outcomes are supportive of the mission and goals of the College and when appropriate, their host department. Please note that CEHD centers and institutes may focus on one or more scholarly domains, i.e., research scholarship, teaching, or engagement. Centers and institutes provide a structure to support and facilitate extensive disciplinary and, in some cases, multidisciplinary activity and are supported through extramural initiatives. The work of centers and institutes are expected to be of greater scope than a single project or a single researcher and must be fiscally self-supporting. The evaluation questions reflect each of the issues noted above; a recommendation for continuation indicates that the goals and operations meet these CEHD expectations for its centers and institutes.

A number of CEHD Centers and Institutes have not been recommended for continuation over the past four years and these decisions should not be considered unusual. Centers are established and discontinued based on faculty interests, changing personnel, changing extramural resource opportunities, and the life cycle of scholarly activity. As such, decisions to discontinue centers and institutes should not be viewed as a reflection on the productivity of individual faculty members.

**Evaluation Timetable:** At least every five years, a formal review of each center/institute in the college shall be conducted. In addition to the regularly scheduled reviews, formal reviews may be conducted in conjunction with the appointment or re-appointment of a center director.

**Evaluation Oversight Committees:** Membership on this committee will consist of the following, with the Dean appointing the committee chair:

- Two CEHD center directors as appointed by the Dean
- Associate Dean for Research
- Assistant Dean for Finance
- Representative from the Faculty Advisory Council
- Individual external to the university who represents a major beneficiary of the center/institute or a major sponsor of activities
- For departmental-level centers, faculty member from center's department who is familiar with the activities of the center; this position is to be appointed by the dean in consultation with department head in which the center is housed.

**Evaluation Criteria:** The following questions shall guide the center evaluation process:

1. Are the goals clearly defined for the center/institute?
2. What value does the center/institute add to the department, college, university, state, and/or nation?
3. Is the center/institute contributing to the accomplishment of priorities and goals of the college, department, and/or university without duplicating functions of other entities?
  - a. Is the center/institute generating external support?
  - b. Is the center/institute actively involved in research, new knowledge development, knowledge application, and/or knowledge dissemination?
  - c. Is the center/institute creating opportunities to support graduate students in CEHD?
  - d. Is the center/institute promoting diversity?
4. Has the center/institute made progress in accomplishing the stated goals?
5. Is the current leadership effective?

**Assessment Process:** The followings steps shall guide the directors and evaluation committee in the review process:

1. The Associate Dean for Research will submit a request to the center/institute director to conduct an on-line self-assessment of the center/institute this individual directs by October 1.
2. The director will use the online assessment form to respond to the evaluation criteria by March 1. (add link to online assessment page)
3. Once the online self-evaluation has been completed and submitted, the chair of the oversight committee will arrange for the committee to meet and respond to the self-evaluation using the online format by May 1. (add link to evaluators assessment page)
4. Once the online evaluation committee review is complete, the feedback will be electronically submitted to the Dean by May 1.
5. The dean will make a summative decision regarding the center and communicate this information to the director by June 1.

**Director Appointments:**

- Terms of Appointment - Directors will be appointed and/or reappointed by the Dean in consultation with the department head.
- Selection Process - Prior to either an initial appointment or any subsequent reappointment to a new five-year term, the appointment under consideration will be reviewed by the Dean of Education. In the event that the new Director is to be named following the assessment outlined in this protocol, recommendations from the report developed by the center evaluation oversight committee will be reviewed for the succeeding center director or processed to follow in the identifying the new director.
- Performance Evaluations - Each director should receive annual performance reviews (e.g., A-2) in accordance with college and university policies and procedures.