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Academic Planning with the Dean's letter. The Provost and President will consider the proposal and either accept or reject it, with justification, in an official letter from the Office of the Provost to the proposer and the Dean.

If the concept paper is accepted, which will be indicated by a formal letter from the Office of the Provost, the center or institute may establish itself, provisionally. The criteria for provisional approval is as depicted in attachment 3.

The center or institute is given 21 years (as determined by the Provost and President) to solidify itself and to apply for permanent establishment, using the following process

#### Permanent Establishment of a Center or Institute:

The permanent establishment of a new center or institute requires a four-part proposal a) description of the center or institute which includes a detailed conceptual description and faculty strengths; b) financial analysis; c) organizational plan; d) evaluation criteria; e) support letters

#### A. Description of the Center or Institute

The description should consist of the following elements:

- 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 center or institute;
- identified faculty strengths related to the center or institute

Strategic Plan for the University of North Carolina at Charlotte (2015-2020)

### C. Organizational Plan

Include an organization plan for the center or institute.

### D. Evaluation criteria

The proposal for the new center or institute, at a minimum, should indicate the kind of evidence that will be used for evaluating progress in the following areas:

- achieving unit goals and objectives
- instructional, research, and service outcomes
- financial performance
- organizational effectiveness

### E. Support Letters

Support letters are required:

Center: Dean and involved department chairs.  
Institute: All involved deans.

### Proposal Submission Date

If university resources are to be considered as ~~ap~~ funding, then the completed proposal must be submitted by July 10 to be considered for implementation in the upcoming fiscal year. A center or institute which are fully supported by external funding are not restricted by the July 1 deadline.

### Center/Institute Proposal Approval Sequence

The approval flow for the proposal of a new center or institute once the Provost has given provisional approval is as follows (attachment 3):

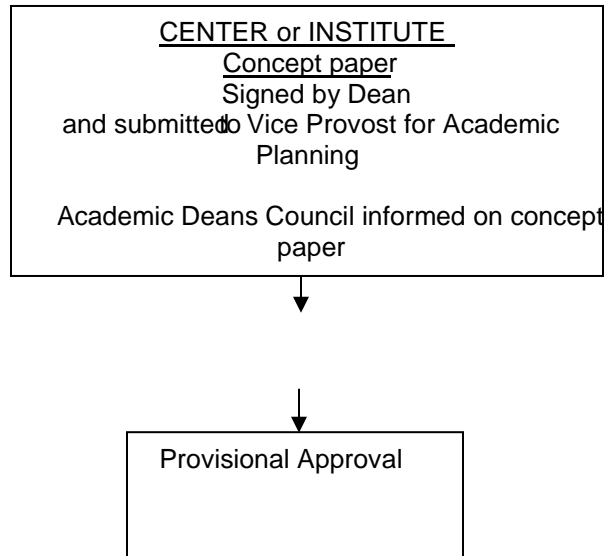
1. The proposal for a new center or institute is submitted to the Office of the Provost. Once determined complete, the Office of Finance will conduct a financial analysis.





## Flow Chart for Provisional Approval of Center or Institute

### PROVISIONAL APPROVAL CONCEPT PAPER



## Flow Chart for Approval of Center or Institute

PERMANENT APPROVAL  
Within 2 years of receiving Provisional Approval