GUIDELINES AND PROCEDURE FOR REVIEWING FACULTY SENATE APPROVED CENTERS, INSTITUTES, AND LABORATORIES

Centers, institutes, or laboratories (CILs) are organized units devoted to research, scholarly and creative activities. CILs are developed and require approval by cognizant college administrators and the Faculty Senate according to the criteria noted below:

- Visibility and a focus for a group of faculty from diverse disciplines who are concerned about the same subject.
- A critical mass of expertise in a subject area to demonstrate command of related knowledge and for the purpose of attracting external funding.
- Centralized responsibility for costly equipment required for effective research, scholarly and creative activities in a particular subject area.
- A coherent management system for faculty from different departments and colleges engaged in interdisciplinary or multidisciplinary research, scholarly and creative activities.
- Greater opportunities for students to become aware of methods of studying complex problems.

Each Faculty Senate approved CIL will be reviewed by the Research and Arts Committee, in consultation with the Vice President for Research, every five years, with the specific year during which each unit's review is to take place to be determined by the Research and Arts Committee. The Research and Arts Committee will distribute these reviews in a manner so that approximately seven to nine units will be reviewed each year. Under extraordinary circumstances, and at the discretion of the Research and Arts Committee, more frequent reviews may be required.

All reviews will begin with a relatively brief self-study document, submitted by the unit to, and at the request of, the Research and Arts Committee. In most cases, the only requirement of the unit will be the preparation and submission of this document for the review. The document will consist of the following based on the above mentioned criteria:

a. A two-page executive summary of the goals and functions of the unit, and a summary of the unit’s effectiveness in reaching its goals and fulfilling its functions, and explanation of changes to the goals in the preceding five years.

b. A list of all publications, scholarly or creative productivity directly related to the activities of the unit during the preceding five-year period.

c. A list of all graduate students, postdoctoral appointments, visiting scientists, scholars and artists associated with the unit during the preceding five-year period.

d. An organizational flow chart (as applicable include any direct or indirect administrative or technical services positions that support the unit).

e. A list of all those using the unit’s services and resources including WSU employees and their departments; and non-WSU people and their company or association.

f. A two-page evaluation and support statement from the responsible dean or lead dean providing evidence of his/her approval of goal and/or budgetary changes; and please explain if departmental or college resources were provided to further the activities of the unit (i.e., reduced class load, summer appointments, assistantships, start-up costs, administrative support, travel funding, equipment funding, space, etc.).

The Research and Arts Committee will evaluate this document and will approve the continued operation of the unit if it meets the following general criteria.

Unit’s goals continue to be reasonable approximations of those originally approved.

Unit is satisfactorily fulfilling its stated goals and functions.

If approval for continued operation of the unit is granted by the Research and Arts Committee, that action will be communicated to the Faculty Senate with the original document and approval notice to be filed in the senate office.
In exceptional cases, where there are serious questions about the function and/or activities of a unit, one or more representatives of the unit may be asked to appear before the Research and Arts Committee to describe the activities of that unit. In addition, the Research and Arts Committee may require additional documentation, testimony, and/or other evidence it deems necessary for an adequate review of that unit. In such cases, the counsel of the Faculty Senate leadership and the Vice President for Research will be sought.

If it is the conclusion of the Research and Arts Committee that a unit under review has been seriously deficient in fulfilling its functions and/or reaching its goals, committee actions may range from making specific recommendations to the unit for improvement (with the understanding that the unit will be reviewed again after one year), to recommending to the Faculty Senate that approval for the unit be withdrawn.

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