

SCJ Centers and Institutes Renewal Procedures (January 2022)

1. Six months prior to the renewal/dissolution date of a CI, the CI Director requesting renewal of the CI should prepare a self-assessment report that demonstrates how the CI has achieved the goals and met the expectations outlined in the initial proposal for the formation of the CI, and has satisfied the criteria and conditions for renewal given when the CI was approved or last renewed.
2. Since many existing CIs do not have an explicit renewal/dissolution date, (and hence there is no date to start the review process), a date shall be set by the CI approver, in consultation with the CI Director's supervisor, that takes into consideration the length of time the CI has already been in existence, but that is no more than five years in the future. Ad hoc reviews may be initiated by the CI approver, in consultation with the CI Director's supervisor, at any time.
3. Periodic progress reports are required for all CIs (new and existing). Should this review process conflict with existing contracts or agreements, the CI Director should still prepare a report for review, which will be evaluated in the context of the existing contracts/agreements.
4. The CI Director should submit the progress report to the CI approver, with a copy to the CI Director's supervisor, no later than three months before the specified CI renewal/dissolution date.
5. Upon review of the progress report, the CI approver, in consultation with the CI Director's supervisor, has three options: (i) renew, suspend, or dissolve the CI without additional review; (ii) seek an internal review of the CI to provide additional information before deciding on the outcome; or (iii) request that the CI undergo an external review before making a decision.
6. After receiving all specified input, the CI approver, in consultation with the CI Director's supervisor, makes a decision to renew, suspend, or dissolve the CI. For CIs classified as Board of Governors-level, Presidential-level, or Chancellor- or Senior/Executive Vice Presidential-level, the President will seek the advice of the University Senate before making the final decision to dissolve a CI.
7. Once a final decision is made, the CI approver will notify the CI Director of the outcome of the review, with copies to the CI Director's supervisor and all appropriate Deans, Chancellors, Vice Presidents, etc.
8. If the CI is renewed, the notification should include a justification for the renewal (including any internal or external review reports), any changes in funding, staff, or space, the length of time for which the CI is renewed (not more than five years), and the criteria, timeframe, and conditions under which the CI will next be

- evaluated for renewal.
9. If the CI is not renewed, the suspension/dissolution must consider contractual obligations and employment agreements with faculty and staff. As such, suspension/dissolution of a CI requires a plan to reorganize human resources, institutional and external funding, and infrastructure issues within the organizational framework of the University. This plan must be spelled out in the suspension/dissolution notification to the CI Director, along with a justification for the action being taken (including any internal or external review reports).
 10. In the case of Board of Governors-level CIs, the BOG should be sent a notice of renewal or a request for suspension or dissolution for their approval.
 11. The outcome of the review is shared with the Office of Institutional Research and Academic Planning for its records.
 12. The Office of the Senior Vice President for Academic Affairs will be responsible for monitoring the schedule of CI reviews to ensure that they are being carried out in accordance with the University Policy on Centers and Institutes.