



School of Criminal Justice

SCJ Centers and Institutes Request Form (January 2022)

(See University Policy 10.1.5 and the Guidelines for Center and Institute Proposals and Periodic Progress Reports and Procedures for their Submission (February 2019))

CHECK ONE

CENTER

INSTITUTE

NAME*: _____

DIRECTOR NAME: _____

PHONE #: _____ EMAIL: _____

NAME: The proposed name should convey the CI's focus clearly, even to those outside the field. If the proposed name is similar to that of another unit (an existing school, college, department, academic program, or CI), a letter of endorsement from the existing unit with a similar name should be appended to the proposal.

PURPOSE & MISSION: What is the proposed purpose and mission of the new CI? Explain why this activity could not be as successfully carried out in an existing CI or the school. Clearly identify the ways in which the proposed CI will advance the goals and priorities of the University and/or the school or department, as applicable.

OPPORTUNITY/JUSTIFICATION: Describe the combination of intellectual capital, research environment, and external factors that creates favorable conditions for the CI's success. Provide a justification and explanation of the need for creating the CI. CI applications are required to justify and explain why their purpose is distinct from that of the school.

CURRENT ACTIVITIES: Describe interdisciplinary research, teaching and outreach collaborations already underway that provide a foundation on which to build the CI's activities. N/A

ORGANIZATIONAL STRUCTURE AND GOVERNANCE. How would the proposed CI be classified? (See Policy Library Section 10.1.5 Paragraph A. 1-5 for definitions.) How will the CI be organized? Will it operate within the school or as a unit of one of the Graduate Schools, or across multiple schools and colleges? If it is interdisciplinary, how will interactions among units be managed? What will be its governance and administrative structure? How will its leadership be identified and to whom will its leadership report? What are the proposed responsibilities of the Director? By what process is the Director appointed, evaluated, and/or reappointed? For CIs that will be active in more than one school, the proposal must specify how the Deans will coordinate responsibility for CI oversight and review. Ideally, a lead school will be specified. If the CI will operate such that there is no single lead Dean, then the proposal should make the organizational structure and lines of responsibility clear. Will there be internal/external advisory boards? If so, provide

information on the types/names of members you will recruit for participation and why. Draft by-laws that include the above information should also be provided.

PUBLIC/PRIVATE PARTNERSHIPS: What public/private partnerships do you already have in place (e.g., federal/state funding, corporate contracts, etc.)? What are the opportunities for public/private partnerships? What role will partners play in the proposed CI? What contributions will they make and what benefits will be generated as a result of such partnerships?

FINANCIAL SUPPORT: What is the budget needed for the CI and what will be its main funding source? If the identified support is lost, what are the prospects for the continuation of the CI? Please note in particular whether state funds, particularly new state funds, will support the CI. What other resources are available to support the proposed CI? Describe any anticipated financial support to be provided/shared with other Rutgers units, including member salaries.

PROGRAM DESCRIPTION: Describe the CI's planned research, teaching, outreach, activities, & public/private partnership programs, target audiences, and timeline for implementation.

ADMINISTRATION OF GRANTS: When faculty members who participate in a CI succeed in securing grants associated with the CI's mission and activities and the grants are to be implemented in CI space, the grants will normally be administered by the CI. Any exceptions or additional agreements must be reviewed and approved by the person to whom the CI Director reports. Describe how any grants associated with the CI will be administered.

MEMBERSHIP POLICIES: Describe the policies and requirements for approving Rutgers and non-Rutgers members, including the responsibilities and benefits of membership.

MEMBER PARTICIPATION: Provide an initial list of participating faculty (include home academic department) and staff, and their expected roles/contributions (attach additional sheet, if necessary).

Faculty/Staff Name	Home Unit	Expected Role/Contribution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPACE. Where will the CI's staff and activities be housed? Is the physical space adequate? Please break out space for clinical, technical, or research activities, administrative space, public space, storage, etc. If there is a need for more space, what plans exist to accommodate this need? Has the Office of Space Management been consulted and informed of the space to be used by the CI?

DATA AND EQUIPMENT. Describe any existing or new data needs, including software, as well as any equipment needs associated with the proposed CI and how these needs will be met.

ENDORSEMENTS: This includes shared, similar or overlapping interests, as well as shared resources. It must be demonstrated that relevant units have received drafts of the plan and that concerns are addressed or accounted for in the final version submitted for approval. Letters of endorsement may be appended to the proposal. Issues to address include:

Does the CI's function or organization overlap the efforts of departments, schools, colleges, or other CIs at the University? b. Does the CI have the support of those who may be affected by it? The proposal should provide evidence that all interested units are aware of plans for establishing the CI and were afforded an opportunity to comment on the proposal to establish the new entity. Early communication may help in discovering individuals with similar interests and in fostering their participation. c. Will the CI draw on another unit's resources? ("Resources" include staff, courses, and space as well as faculty time). If so, those units should be asked to provide a memo of support for the endeavor, and in it, to articulate a shared understanding of their contribution to the CI.

EVALUATION: What is the proposed evaluation process for the CI? The process should reflect the size and breadth of the CI's activities. Explain the goals and expectations of accomplishment (these must involve clear outcomes and measurable impacts and they will serve as key elements in the review at the time renewal is considered). These include programmatic, fiscal, and organizational aspects of the proposed CI.

IMPACTS: How does the proposed CI align with institutional strategic planning priorities? Will the proposed CI draw new kinds of talented faculty and/or students? Is the focal area critically important to the success of the University? Is it potentially transforming? Will it allow Rutgers to become the leading program among peer institutions? Does it increase the potential for conducting higher levels of research? Does it increase the potential for securing major grant funding? Does it impact others beyond those participating in the initiative itself? Describe any possible impact on instruction or tuition revenue.

TIMEFRAME. Describe the proposed schedule for securing the requested commitments and moving forward with the establishment of the CI. Include expected milestones and deliverables.

LIFE CYCLE: Growth or Discontinuation. CIs should have clearly defined missions that address specific goals. The issues that stimulate the creation of these units will evolve, and it is important to consider the ongoing need for the CI. The proposal should address the expected life cycle for the CI: Under what circumstances should it cease to exist? For example, CIs should be closed when faculty cease to participate, when new leaders cannot be identified, when resources that support the CI are no longer available, or when its original purpose is no longer relevant. The proposal must include specific "sunset" provisions appropriate to the CI being proposed.

AUTHORIZED SIGNATURES:

I have read all the relevant Rutgers policies & guidelines pertaining this request to create a Center or Institute. Yes No

Director

Date

**** OFFICIAL USE ONLY ****

SCJ Faculty Center Committee Comments & Recommendation

Comments: _____

Recommendation

Print Name

Signature

Date

SCJ Dean Comments & Recommendation

Comments:

Recommendation

APPROVALS

Note: all Decanal Centers require Chancellor approval

Dean

Date

Chancellor

Date