

Guidelines for Center/Institute Review at Portland State University

Purpose of Center/Institute Review at PSU

The center/institute review process at Portland State University (PSU) is designed to provide continuous improvement of academic quality through self-study and external review. The overall goal of the review is to provide directors, deans, the Provost and the Vice President for Research and Strategic Partnerships the opportunity to evaluate center/institute performance, direction, future prospects, and return on investment.

The center/institute review process is accomplished through a recurring schedule of data gathering, analysis, goal setting, and reporting. Ideally, center/institute review should coincide with review of the academic program with which the center/institute is associated (see *Guidelines for Academic Program Review at Portland State University*), however, review independent and off the cycle for academic program review may also be appropriate to meet institutional objectives.

Deans are responsible for setting center/institute review schedules for their units. Reviews should occur every five years, or more frequently if institutional priorities dictate. If a center/institute is integral to specialized accreditation, the dean and department chair may mutually decide to coordinate center/institute reviews with the accreditation cycles.

Procedures

Center/institute review procedures are outlined below. Center/institute directors may modify these procedures to accommodate particular circumstances in consultation with the VP for Research and Strategic Partnerships, Provost, and Dean.

Preparation

Deans develop a schedule for reviews of centers and institutes in their unit in consultation with Associate Vice President for Research and Strategic Partnerships. Programs or departments with specialized accreditation that depend upon a center/institute may follow the schedule required by accreditation, while those without such dependencies should follow a schedule determined by the dean. A college's full rotation schedule of center/institute review should be on file in the Office of Academic Affairs and in Research and Strategic Partnerships.

At the beginning of each academic year, Research and Strategic Partnerships will send a reminder to the deans listing the center/institutes that will be subject to review during the academic year. The dean will meet with the center/institute director and Associate Vice President for Research and Strategic Partnerships to develop a timeline for the reviews and to finalize agreements on the information that will be required.

The center/institute director will prepare review materials as described below. Research and Strategic Partnerships will assist by providing relevant sponsored project information for the review.

Review Process

The director prepares a report on the center/institute. The center/institute report should include, but not be limited to, the following:

1. An overview of Center/Institute establishment, purpose, and history that addresses center/institute goals and objectives in relation to the overall university mission, themes, and priorities.
2. List of affiliated faculty, their position, FTE, and roles
3. List of administrative and research staff and FTE
4. Undergraduate and graduate students involved in center/institute projects including their source of support in past 5 years
5. Proposals and awards in the past 5 years including PIAF number, sponsor, amount requested, amount funded, PIs and coPIs, and time period (may not apply to centers/institutes without external funding)
6. List of non-sponsored project efforts and accomplishments in the past 5 years
7. Center/Institute associated publications, presentations, workshops, symposia, etc. in past 5 years
8. Non-PSU collaborations (academic and community)
9. University-provided support in the past 5 years (source, amount, and purpose)
10. Assigned square feet (university-owned and leased)
11. Other pertinent contributions to the university and community
12. Critical assessment of external funding environment and/or community support for center/institute activities and future directions, goals, and objectives for the center/institute
13. List of potential external reviewers

The dean coordinates the review of the director's report with the external reviewers and prepares a semifinal report that incorporates external reviewer comments and summarizes the overall performance of the center/institute for submission to the Provost and Associate Vice President for Research and Strategic Partnerships.

The Provost and Vice President for Research and Strategic Partnerships provide comments on the dean's semifinal report and, in consultation with the dean, develop a final report and recommendations. The Provost and Associate Vice President for Research and Strategic Partnerships provide an assessment of the return on investment in the center/institute and approve the final report, its recommendations, and funding.

Use of External Reviewers

Centers/institutes undergoing review are expected to include external reviewers in the process. Directors should submit names of potential reviewers to their dean, who may add additional names to the list in consultation with the Provost and Vice President for Research and Strategic Partnerships. Two to three external reviewers should evaluate the center/institute review report. A complete assessment of center/institute capabilities and prospects may require campus visits by the reviewers. Deans are expected to pay expenses related to the external reviews and site visits.