Proposals for new centers should be presented to the Office of Research Support (ORS), which will coordinate the review process and determine if any variation from the standard process is required. Centers that are organized within an academic program must have approval of the program director prior to submission to ORS.

The standard process for proposal review is as follows:

- Submission of a program plan and charter to ORS following the guidelines for the establishment of centers approved May 8, 2007.
- Presentation of the draft charter to the VCAA & the Vice Chair of the GFO for approval to proceed to campus review.
- ORS circulates the draft charter to all UWB faculty and announces a 30-day period during which it will be available for campus-wide review and comment.
- A summary of the anonymous feedback is presented to the proposal developers for possible revision before consideration by the AC and EC.
- The summary of the anonymous feedback and any revisions to the charter are submitted to the AC and EC for formal review and consideration.
- After the AC and EC complete consideration, their recommendations are communicated to the proposal developers who are given a final opportunity to revise the charter.
- The final charter is submitted to the VCAA for formal review and consolidation.
- If approved by all bodies, VCAA submits the program plan & charter to the Chancellor for final review and approval.

If the proposal fails to meet with approval at any stage during the process, detailed feedback regarding the basis for the decision will be given to the proposal developers, who will have the opportunity to resubmit a new charter that is responsive to the concerns after a period of 6 months.

**Procedures for Current Centers**

To be reauthorized, all Centers existing prior to adoption of this policy will develop charters that conform to the requirements of this policy within one year after formal adoption of the policy. These charters will establish timelines for review and reauthorization as defined below.

**Review and Reauthorization**

Approval for each new center or each existing center that is reauthorized will be for an initial period of five years, at the end of which time the center authorization will expire unless formally reauthorized. This calendar will be kept in the Office of Research Support, where reauthorization proceedings will be initiated.

Reauthorization may be granted after a review of the center's activities and accomplishments. Review criteria for reauthorization include, but are not limited to: 1) success in the accomplishment of the unit's goals; 2) maintenance of fiscal solvency; and, 3) the unit's support of the mission of its parent unit (program, campus, tri-campus). An updated business plan/charter must accompany each new reauthorization. The Office of Research Support will coordinate a review of this material by the GFO Executive Council, the Academic Council and, the Vice Chancellor for Academic Affairs. The result will be a single recommendation forwarded to the Chancellor regarding reauthorization.