

## Procedures for Reauthorizing Current Research Centers at UW Bothell

Following [UW policy](#), a performance review of the center activities should “occur no less than every five years to ensure that the research being conducted is high quality, compliant with state and federal regulations, aligned with the university’s goals and mission and is fiscally responsible.”

Five years after the initial authorization, the center director’s supervisor will request a report on center activities that includes:

1. Overview and Executive Summary
  - a. Include a brief description and main research focus of the center (include date of inception), mission, history, and describe any changes that have occurred since the original charter was approved
  - b. Description of how the center aligns with the mission of UW Bothell
  - c. Description of the center’s strengths, weaknesses, opportunities and threats
2. Center Organizational Structure and Space
  - a. Description of the organizational structure (or provide organizational chart)
  - b. Number of faculty members involved in the center’s research or administration
  - c. Types and number of students or collaborators involved from internal and external organizations
  - d. Staff FTE: professional, technical, and administrative
  - e. Description of advisory committees, external partners and campus partners
  - f. Description of current and planned grant support
  - g. Description of resource challenges
3. Facilities and equipment
  - a. Description and amount of space currently occupied, space challenges, and plans for expansion or a move to a new location
  - b. List of major equipment, equipment needs, and planned major equipment purchases
4. Center accomplishments over the preceding five-year period
  - a. Overview of the progress and quality of the research accomplished and in-progress with highlights of major achievements
  - b. Overview of how the research has been transformational to your field including any evidence of national and/or international reputation
  - c. Description of how the center has contributed to fostering collaborative research at UW Bothell and across the UW
  - d. New partnerships
  - e. List of major awards received; major publications or conference papers by faculty and students (include those in progress)
  - f. Evidence of public service and outreach and contribution at the state and federal level

5. Teaching and education
  - a. Number of students paid by center funds or participate because of a fellowship
  - b. Description of how the center integrates research and teaching and contributes to undergraduate and graduate education
  - c. Direct or indirect contributions of the center to graduate and undergraduate teaching programs of academic departments
6. Financial Data
  - a. Awards and expenditure totals (including types of award)
  - b. Five-year budget comparison
  - c. Budget projections
7. Five-year Goals
8. Sunset Plan
  - a. Describe the actions to be taken in the event the center does not reach its goals and/or is not reauthorized.

The AVC of Faculty Success will coordinate a review of this material by the GFO Executive Council, the VCAA Leadership Council, and the Vice Chancellor for Academic Affairs. The result will be a single recommendation forwarded to the Chancellor regarding reauthorization. The feedback generated by this process will be utilized by the Center Director and supervisor to enhance performance of the Center as necessary.