

PROPOSAL FOR CREATION OF AN INSTITUTE

Date: _____

Department/Division: _____

School/College/Unit: _____

1. Operating Procedures and Policies

Provide a description of the structure, roles and responsibilities of any participating units, advisory committee structure, and the processes for appointment or reappointment.

2. Budget

Provide a description of amounts and sources of anticipated income. Anticipated financial arrangements between the institute and other units, if any, should also be described. A projected budget covering the first three years of operation should be included and should detail expenditures and income expected.

3. Faculty and Staff

- a. Provide a description of the faculty and staff necessary to initiate its programs and maintain its operations for the first three years.
- b. Provide a list of participating faculty, their home units, and their roles in the institute.
- c. Provide a description of the formal arrangements through which faculty will participate with the institute; will be evaluated for promotion, tenure, and salary increases; and the extent to which each affiliated faculty member will have his or her salary contained in its budget.

4. Physical Resources

Provide a description of the physical resources that the institute will occupy and utilize during its first three years.

5. Degree Programs

- a. Institutes that offer or plan to offer a degree program must have clear, formal agreements with home units of faculty that guarantee their availability to teach courses needed by students in the program.
- b. Include recommendations, if appropriate, for the creation of courses or degrees and how they are integral to the functioning of the institute.

6. Letters of Support

Include letters of support from affected departments, schools, colleges, other units, and the administrator who will have oversight responsibilities.