

University of Northern Iowa

Center Review Committee Responsibilities and Timeline

UNI Center Review Committee Responsibilities		
1	Accept and review concept proposals for new centers and institutes twice a year. Recommend that proposer be allowed to submit full proposal or not.	
2	Accept and review full proposals for new centers and institutes twice a year. Recommend to provost that center be established or not.	
3	Accept and review annual reports by existing centers/institutes. Recommend that center continue or recommend that center go through a more extensive review process.	
4	The approval process would be on a semi-annual schedule (October 31 and March 1)	
5	Review process of existing centers would be in March and April of each year.	
Centers Review Important Dates		
<i>Report:</i>	<i>Due Date:</i>	<i>Current Deadlines</i>
Annual Reviews:	October 31 of every year (See Note 1)	Friday, November 1, 2019
7-Year Reviews:	March 1 of the reporting year (see schedule)	Friday, March 6, 2020
New Center	Preliminary Proposal: Oct 1 or Mar 1, annually	
	Full Proposal: Oct 1 or Mar 1, annually	
Note 1.		
Centers are exempt from filing an Annual Review in the year after submitting a 7-Year Review unless otherwise directed by the committee.		
Note 2.		
Full proposals submitted for new Centers should be submitted no later than 12 months after the preliminary proposal is submitted.		

Timeline for Centers Review: Annual Reviews and 7-Year Review	
<i>For FY20 Centers Review</i>	
Date/Date Range	Activity
November 1, 2019	Center Annual Reports Due
Week of Nov 11-15, 2019	Committee Meeting (Annual Review Rubric reviewed, center's assigned to subcommittees)
Week of Nov 11-15	RSP sends reminder to Centers RE: 7-Year Review
Nov 15 through Dec 6	Subcommittees review reports, meet as a subcommittee to discuss, if necessary, select a spokes person
January 8, 2020	Committee Meeting (Annual Reviews, 7-Year Review Rubric); RSP send out clarification requests to Centers
January 31, 2019	Center Director Responses Due Back
February 3, 2020	RSP distributes responses to subcommittees
February 5, 2020	Committee Meeting (develop final committee feedback to annual reviews, discuss 7-Year Review)
February 10-14, 2020	RSP distribute final Annual Review comments to Center Directors
March 6, 2020	Center 7-Year Reviews Due
March 2-March 6, 2020	7-Year Reviews distributed to Committee
March 9-March 20, 2020	Individual reviews of the 7-Year Reviews
March 26, 2020	Committee Meeting (7-Year Review); RSP send out committee questions/clarification requests
April 17, 2020	Responses from Center Directors for 7-Year Review questions/clarifications due
April 20, 2020	Final Committee Meeting (Discuss 7-Year Reviews, overall process)
April 27-May 1, 2020	RSP distribute final 7-Year Review feedback to Center Directors
May 11-15, 2020	RSP send out thank you to all Centers, remind them of reporting for upcoming year, resources available
June/July, 2020	RSP prepare and submit Form D to Provost and BoR