Via e-mail

February 8, 2011

To: Leadership Council

From: Paul M. DeLuca Jr., Provost

Subject: Revised Guidelines for Establishing, Evaluating, and Changing Centers

Over the past year the UAPC has conducted a review of the center guidelines. At the January 2011 meeting, the Council adopted updated Guidelines for Establishing, Evaluating, and Changing Centers. The following information is posted on-line:

(i) the updated guidelines;
(ii) a template for proposals for new centers;
(iii) the official list of approved centers.

See http://www.apa.wisc.edu/UAPC/uapccenters.html

A significant change is that the new guidelines require that deans establish procedures for annual reporting from approved centers and that such centers undergo periodic evaluation. Under this requirement, center directors are to submit a brief (one page) report to the lead dean and other units involved in the center’s activities. The report should address mission and purpose, center activities and trend data, evaluation of center activities in view of the mission/purpose, an evaluation of challenges and opportunities, and any proposed changes. Each dean’s office should set expectations for annual reports that suit the needs of the school/college. Please review the guidelines for more information.

As before, the revised guidelines require that a review of the official list of approved centers be conducted every five years. We will conduct the next review of the official list of approved centers in the 2011-12 academic year. Watch for a request for information in late summer. At that time I will ask you to review the list, confirm that all of the centers on the list are active, and inform us of any changes. I’ll also ask you to provide some updated information on each active center such as UDDS, URL, name of the director, some information about space use. The last time we conducted the review of the list of centers was in 2004.

Please contact Jocelyn Milner (jlmilner@wisc.edu, 263-5658) if you have any questions about the guidelines or the planned review of the list of approved centers.

Copy: UAPC members