

University of Houston

Academic Centers and Institutes – Annual Report Guidelines

A comprehensive report must be submitted to the planning unit head on January 15 of every year. Annual and formal (five-year) reviews shall evaluate the current and future viability of the Center/Institute. In addition, the reviews will assess the achievement of the defined metrics of the Center/Institute.

The self-study and committee review reports should address the sections below.

Reports are limited to fifteen (15) double-spaced pages, not including the cover page. All sections must use a 12-point font that is clear and legible. Figures, charts, tables, and figure legends and footnotes in these sections may use a smaller font size and may be single-spaced but must be clear and readily legible. Margins must measure one inch (1") or greater on all sides.

- A. Use the "Review of UH Academic Centers and Institutes" as a cover sheet.
- B. Provide goals and objectives of the Center/Institute.
- C. Explain how the center or institute serves the academic and research missions of the university and society at large, as appropriate (mission statement).
- D. Provide the list of five-year projected accomplishments (metrics) of the center or institute proposed in the "Guidelines for Establishing Academic Centers and Institutes" or the previous review. Describe how the metrics have been met.
- E. (1) List the personnel and units that participate in the center or institute.
(2) Provide information about the effectiveness of these interactions.
- F. (1) List the outside agencies or populations with which this center or institute interacts.
(2) Provide information about the effectiveness of these interactions.
- G. Describe the role of the center or institute within the University and in the local/regional/state/national/global community. Include the following as applicable:
 - (1) University populations served by the center/institute.
 - (2) Community populations served by the center/institute.
 - (3) Geographic region served by the center/institute.
 - (4) Other units with similar activities within the University, if applicable.
 - (5) The role of students in the center/institute, including the types of experiences and skills gained by those students.
- H. Anticipated Changes – Describe major changes anticipated during the next five years.
 - (1) Size (changes in number of personnel, space)
 - (2) Budget (include internal versus external support)
 - (3) Administrative structure and governance
 - (4) Mission and (new/updated) goals
 - (5) New/updated metrics

I. Current Measures of Performance – Provide the following information for each fiscal year included in this review period.

- (1) Personnel – List affiliated faculty, staff, and students. Indicate percent of time associated with center/institute if appropriate.

Faculty:

Staff:

Provide numbers of: (a) Postdoctoral fellows, (b) Doctoral students, (c) Masters students, and Undergraduates.

- (2) Funding – Provide a table listing the sources, amount of funding received and indirect costs (IDC) recovered during each fiscal year, including in this review period, for the following categories.

Direct state appropriations:

Total external support from grants and contracts:

All other University support (e.g., overhead receipts, cost sharing, patent and licensing revenue, University allocations):

Gifts to the center/institute:

Total of all sources of support:

- (3) Contracts and Grants Awarded to Center/Institute – Provide a table listing the applicant, sponsors and amounts of funding requested/received for the following:

Number of Proposals:

Number of Awards:

Federal:

Corporate:

State:

Other:

Total Awards:

- (4) Expenditures – Provide a table listing the major categories and amounts of expenditures for the center or institute per year during each fiscal year.

- (5) Publications and Presentations – Attach a list detailing authors, title, date, and venue; include books, journal articles, proceedings, papers, reports, and presentations.

- (6) Describe the center/institute's community outreach and service.

J. Future Measures of Performance – Provide new five-year metrics.

Approved by the Committee on Academic Centers and Institutes on December 6, 2013

Review of UH Academic Centers and Institutes for FY__

Information and Contacts:

Center or Institute Name:

Year Established (mm/dd/yyyy):

Website Address (url):

Director:

Name and Title:

Campus Address:

Telephone:

Email Address:

Planning unit head for the center/institute (i.e., department chair, college dean, or SVPAA/P):

Name and Title:

Campus Address:

Telephone:

Email Address:

Submitted by:

Name

Signature

Date