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**Center and Institute Proposal Form**

**Guidelines**

* Answer each question completely.
* The length of this proposal should be approximately ten pages.
* The focus of this proposal should be on the organizational unit (and not on existing academic programs that will be moved under the umbrella of the proposed organizational unit).
* The proposal must go through the necessary college and department approvals before submission to the Office of Academic Affairs.
* The proposal should be submitted along with the budget table accounting for projected expenses and revenues in the first five years of implementation and a letter of support from the Dean’s office. The letter of support should state that the proposal has received the appropriate college and department/school approvals.
* Depending on the time of submission and review meeting schedules, it can take up to one year after the Office of Academic Affairs receives this proposal for the proposal to go through the multiple internal and external review procedures.
* Note: this document will be submitted to the Board of Regents (BoR) and the Nebraska Coordinating Commission for Postsecondary Education (CCPE), and will become a public document.

**Descriptive Information**

* Name of institution proposing the Center or Institute: The University of Nebraska at Omaha
* Name of the programs involved:
* Other programs offered in this field by this institution:
* Administrative unit for the Center or Institute:
* Physical location, if applicable:
* Date approved by governing board: TBD
* Proposed date (term/year) the center or institute will be initiated: TBD
1. **Purpose and Context for the Center or Institute**
* Provide a short (one or two pages) description of the center or institute, its purposes and why it should be established.
* Address the following:
	+ History, goals, and compliance with criteria in Section 2.11 of the Bylaws of the Board of Regents which states:

“Multi-Departmental Academic Centers for Research, Teaching, and/or Service” require approval by the Board of Regents as stated in section 2.11 of the Bylaws of the Board of Regents if they meet all of the following criteria:

1. Interdisciplinary breadth encompassing commitment of funding and faculty time from more than one department.
2. An identifiable budget.
3. Evidence that the multi-departmental center will more effectively achieve stated academic objectives than traditional departmental, school, or college structures.”
4. **Need and Demand for the Organizational Unit**
	* Why is the proposed center or institute needed?
		+ The focus on the organizational unit (and not on existing academic programs that will be moved under the umbrella of the proposed organizational unit).
		+ Justification for a center can include: partnerships with external organizations, enhanced university research and outreach programs, addressing emerging multi-disciplinary educational needs, and other emerging problems and issues.
5. **Adequacy of Resources**
	* What resources are required to implement and maintain the proposed center or institute for the first five years and long term? Specifically address:
		+ Number of faculty and staff required
		+ Physical facilities needed
		+ Instructional equipment and informational resources
	* Differentiate between currently available resources, and additional resources needed.
	* Provide any necessary explanations to complement the CCPE-approved budget table submitted.
	* Please ensure consistency between the CCPE-approved budget tables, the footnotes in the budget tables, and the proposal narrative.
6. **Organizational Structure and Administration**
* Describe the administrative structure of the proposed center or institute. Address the following:
	+ Leadership
	+ Faculty
	+ Staff
	+ Committees
	+ Participating departments/units
1. **Partnerships with Businesses**
	* List relevant partnerships with businesses
	* Discuss potential business collaborations anticipated
2. **Collaborations with Higher Education Institutions and Agencies External to the University**
* List partnerships with other colleges, universities, and agencies, and describe the nature of the partnerships.
1. **Constituencies to be Served**
* Identify constituencies (internal and external entities and/or people) to be served by the proposed center or institute.
1. **Anticipated Outcomes, Significance, and Specific Measures of Success**
* Describe the intended impact of establishing the proposed center or institute.
* Identify quantitative measures to assess success, including a timetable for initial and periodic evaluation.
1. **Centrality to Role and Mission of the Institution**
* To what extent does the proposed center or institute support UNO’s Mission Statement and Strategic Plan? [Click here](http://www.unomaha.edu/strategic-plan/index.php) for more information.
1. **Consistency with the University of Nebraska’s Five-Year Strategy**
	* To what extent does the proposed center or institute support the University of Nebraska’s Five-Year Strategy? [Click here](https://nebraska.edu/-/media/unca/docs/offices-and-policies/documents/strategic-plans/university-of-nebraska-five-year-strategy.pdf?la=en) for more information.
2. **Potential for the Center or Institute to Contribute to Society and Economic Development**
3. **Consistency with the Comprehensive Statewide Plan for Postsecondary Education**
* How does the proposed center or institute support relevant statewide goals for education? [Click here](https://ccpe.nebraska.gov/sites/ccpe.nebraska.gov/files/CompPlan.pdf) to read the Comprehensive Statewide Plan for Postsecondary Education.

Note that chapters 3, 4, 8, 9, and 10 are responsive to CCPE guidelines consistent with statutory provisions in LB816 (1999) which states (excerpted):

“The commission shall establish criteria for the review, monitoring, and approval or disapproval of programs. The governing boards of the public institutions shall be responsible for assuring the quality and effectiveness of programs offered by their institutions. The commission’s criteria shall be designed to (a) meet educational needs and (b) assure efficiency and avoid unnecessary duplication.” Criteria shall include:

1. Centrality to the role and mission of the public institution;
2. Consistency with the comprehensive statewide plan;
3. Evidence of need and demand; and
4. Adequacy of resources to support proposed new programs.

The criteria shall not infringe on the prerogative of the governing boards to make decisions on the quality of staff and the design of curriculum.”