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**Proposal to the Senate Educational Policy Committee   
for the Formation of a Temporary Center or Institute**

1. **SPONSOR NAME AND EMAIL**:
2. **COLLEGE CONTACT** **NAME AND EMAIL** (for units housed within a College):
3. **TITLE OF PROPOSAL** (e.g., *Establish the Environmental Change Institute as a Temporary Institute)*:
4. **BRIEF DESCRIPTION AND JUSTIFICATION** (include in a description of the governance processes and documentation of acknowledgement by faculty and staff as outlined in Article VIII, Section 3 of the [*Statutes*](https://www.bot.uillinois.edu/governance/statutes). Explain benchmarks for when the temporary entity would seek Permanent status and, if known, approximate timeline):
5. **BYLAWS** (attach the proposed bylaws for the unit)
6. **LETTERS OF SUPPORT** (attach letters of support from campus affiliates and those that might be impacted)
7. **DESIRED EFFECTIVE DATE**:
8. **STATEMENT FOR THE ACADEMIC CATALOG** (if there is text in the Academic Catalog, <http://catalog.illinois.edu/>, that will need to be added or updated as a result of this request, please list the URL(s) of the page(s) and the text to update):

**CAMPUS CLEARANCES**

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Sponsor Name and Signature Date

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College Contact Name and Signature (if applicable) Date

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Graduate College Representative (if applicable) Date

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Provost Representative Date

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Educational Policy Committee Representative Date

**1. Unit Objectives and Contributions**

Describe specific objectives and measurable contributions the unit will make to the university’s mission, paying particular attention to the unit’s consistency with the university’s focus statement and priorities. Is the unit to be involved in instruction and, if so, to what extent?

**2. Need**

Explain how the unit will meet regional and state needs and priorities. What is the demand for the unit’s services? What clients or population will the unit serve? Identify similar units of administration, research, or public service in the state, at both public and private colleges and universities. Compare the proposed unit with these units and discuss potential impact upon them.

**3. Organization**

Describe the proposed unit’s organizational structure. Explain how the unit is organized to meet its stated objectives. Attach the unit’s bylaws (or equivalent governing document) and briefly outline the process used to establish them.

**4. Unit Outcomes**

Identify what targets have been set to assess the proposed unit’s success in achieving its objectives. Among others, specific performance measures might include: expected research and/or public service products; ratio of external to internal funding for unit; impact of this unit on national, state, regional, and local area organizations, businesses, or communities; and collaborative research product that promotes the Illinois economy.

**5. Quality Assurance Processes**

Briefly describe the processes that will yield evidence to demonstrate the quality of the unit. Address the following elements: evidence that the unit supports the university’s mission and statewide goals; evidence that the unit’s product or outcomes achieve stated objectives; determination of organizational effectiveness; faculty and staff qualifications and reward structures; determination of adequate support staff, equipment, and other resources; and use of results from evaluations to improve the unit’s effectiveness.

**6. Facilities (space, equipment, instructional materials)**

Describe the available facilities and equipment to develop and maintain high quality in this unit of administration, research, or public service including buildings, classrooms, office space, laboratories and equipment, and other instructional technologies. Summarize information about library resources including a list of key academic journals and other publications that will support this unit and be used by faculty, students, and staff.

**7. Resources**

Indicate the number of students, businesses, industries, and/or other clients to be served by this unit. Include a description of faculty participation and student involvement in the unit if applicable. Provide a narrative budget statement explaining the data in the associated Budget Table. Include detail describing revenues from governmental grants and contracts private gifts and grants, endowment/investment income, sales and services, and other sources; and expenditures including salaries of faculty, administrative staff, benefits, and other personnel related expenses for the proposed unit; library resources, services, equipment, and facilities.