



Date: May 19, 2015

Re: CLAS Center Review Process

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Links: Review Process Web Page, <http://centers.asu.edu/review>
This page includes Center/Institute Review Guidelines
(http://graduate.asu.edu/forms/center_institute_review_guidelines) as well
as some examples of model self-study packets.

Process

Center reviews are ultimately the responsibility of the Provost. These reviews are internal to the university and do not require outside reviewers. Associate Dean for Research, Cheryl Conrad, will receive the centers' self-study and will review the packet with the appropriate CLAS divisional dean. The recommendation and review packet will be forwarded to the provost for the final recommendation. The outcome could be continuance, discontinuance or specific requested actions.

Selection of Centers for Review

Full Center Review: After consultation with the deans, the Provost's representative will send notice to the directors of the centers or institutes who will receive a full review that year. Typically, full reviews are requested every five years, but the deans may request a comprehensive self-study at any time. In most cases, the deans will follow the established every five year schedule.

Short, Annual Review: For centers/institutes not submitting a large review, a short, annual report will be due at the same time. This annual report should address the previous fiscal year (Fiscal Year 2015) and be no more than 2 pages long. The annual report is for the college only, and will not be forwarded to the provost.

Notice of Reviews

For this year, we expect the notice to be sent in August, with the centers/institutes providing full reviews to submit their self-study packet to the deans by December 15, 2015. The deans will review the packet along with the current goals and objectives of the center and send their recommendations to the provost's representative in the spring and we should expect to receive the provost's recommendation by May.