The University of Alabama

Proposal Outline for New Academic Center or Institute

According to The University of Alabama Board of Trustees’ Rule 503, the establishment of new academic, research, service, and administrative units, including academic center and institutes, must be submitted for review and approval to the Chancellor and the Board of Trustees after review and approval at the campus level through a process approved by the President. The internal process includes dean’s review and recommendation to the Provost and the Provost’s review and recommendation to the President.

At a minimum, the proposal for a new academic (instructional) center/institute must include the following.

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| **Proposed Name of Center/Institute:** |
| **College in which Center/Institute to be Housed:** |
| **Academic Department (if applicable):** |
| **Contact Person:** |
| **Title:** |
| **Email:** |
| **Phone:** |
| **Date Proposal Submitted to OAA:** |
| **Date of Proposed Implementation:** |

1. **Background**
	1. Purpose and Description (Describe the purpose of the center/institute and how it is related to UA’s mission and goals.)
	2. Need/Rationale (Describe why this center/institute is needed at UA.)
	3. Demand (Estimate number of students, faculty, staff, and/or stakeholders to be impacted by center/staff.)
2. **Resources**
	1. Describe personnel, physical facilities, equipment, library holdings, etc. needed for this center/institute.
	2. Provide an annual budget showing the source of funds and an indication that there are sufficient human and physical resources to achieve the center/institute’s purpose.
3. **Organization**
	1. Describe the internal reporting relationship.
	2. Identify a director for the proposed center/institute.
4. **Review**
	1. Identify parameters for periodic review of center/institute.
	2. Establish a schedule of periodic review.
5. **Attachments**
	1. Letters of recommendation from dean and others within the college
	2. Curriculum plans for instructional programs (e.g. minors), if applicable