

## **Center and Institute Evaluation Committee**

### **Executive Sponsors**

Pamela Benoit, PhD, Senior Vice President of Academic Affairs and Provost

Christopher Brown, PhD, Vice President for Research

### **Co-Chairs**

Victor Darley-USmar, PhD Senior Associate Dean for Research (school-based centers and institutes)

Jason Nichols, OD MPH PhD, Senior Associate Vice President for Research, Provost Faculty Fellow, & Professor (university-wide centers)

### **Charge**

Pursuant to the University of Alabama System Board Rule 503 (Academic, Research, Service, and Administrative Units) and the University of Alabama at Birmingham Policy on Establishment of Centers and Institutes, there must exist a consistent structure for the processes of approving proposed new centers and institutes, and to provide for the periodic review of existing centers and institutes.

### **Committee Purview**

Center or institutes that fall under the charge of this committee are those that meet the definition of a center or institute, and are one of the types of centers or Institutes as set forward in the UA System Board Rule 503: <https://uasystem.edu/board/manual/500-series> Please note this includes centers which are formed within a single school. It does not include centers or institutes recognized **solely** as part of extramural funding activities and are term limited by the lifetime of the grant.

Board Rule 503 definition. A center or institute focuses and concentrates efforts, usually multidisciplinary in nature, toward meeting a specialized need or dealing with a current issue. Most centers and institutes provide an umbrella organization for efforts directed toward a common goal. Some provide a central, visible focal point to enable individuals from the state and community to take advantage of the research and service opportunities of the University.

Board Rule 503 types of centers or institutes. A center or institute falls into one of the following two categories based on the primary purpose of its program:

Instruction or research centers and institutes have, as a major focus, activities related to the instruction of students or the conduct of research.

Service centers and institutes have a major focus on activities related to the dissemination of information or the provision of service to the community.

The Center and Institute Evaluation Committee ('the committee') serves as the internal evaluation committee to recommend establishment, change or discontinuation of any type of Board Rule 503 defined center or institute for submission to the process outlined in the UAB Policy on Establishment of Centers and Institutes (<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=2>), i.e. proposals for creation, change, or dissolution of centers or institutes must be reviewed and approved by the appropriate dean, vice president, the Provost and the President. The President in turn may choose to

submit a proposal to the Board of Trustees for action on any center or institute upon recommendation of the committee.

The Center and Institute Evaluation Committee will also serve as internal evaluation committee to review and evaluate annual progress reports and provide the required periodic review of centers and institutes to determine if the center or institute should continue, which must occur at a minimum, every five (5) years. The annual progress reports are typically due mid-year for evaluation, such that subsequent end of year UA System reporting on centers and institutes can be anticipated and addressed. Decisions regarding major changes in centers or institutes (establishment, dissolution) will be made with sufficient timing to allow for engagement with the UA System and Board of Trustees, as required by Board Rule 503.

### **Membership**

The Center and Institute Evaluation Committee shall consist of the members of the Research Advisory Council (RAC), made up of the Associate Deans for Research from each school/college and are regular, non-rotational members of the committee. As UAB values shared governance, the Faculty Senate (FS) will be asked for FS/faculty representation. Additionally, university leaders may nominate senior members of faculty to the Vice President of Research and Provost for consideration to serve on the Center and Institute Evaluation Committee on a 3-year rotational basis. Other evaluators include appropriately credentialed experts from non-affiliated entities or peer reviewers as required by discipline or expertise on an ad hoc basis. The Center and Institute Evaluation Committee members do not receive honoraria or remuneration but may list their committee appointment on their curriculum vitae as an institutional service activity.



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Pam Benoit, PhD  
Sr. Vice President for Academic Affairs  
and Provost



Christopher S. Brown, PhD  
Vice President for Research

cc: Victor Darley-USmar, PhD  
Jason Nichols, OD MPH PhD