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| A yellow and black logo  Description automatically generated | **New****Center, Institute, or Unit** **Proposal Form** |

 **Completion Instructions:**

Once the CIU Initial Concept proposal has been approved, work with the VP of Research, division VP and/or college dean or their designee to finalize the proposal using this template.

Submitters are encouraged to consult with the individuals listed in each section heading to ensure appropriate considerations are included in the proposal.

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| Proposed Title for CIU |  |
| Primary Focus | [ ]  Research[ ]  Other |
| Oversight Level | [ ]  Institutional[ ]  Divisional[ ]  College |
| Type of Unit | [ ] Research Center [ ] Institute [ ] Other Support Unit |

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| Overview & Need |

1. Description of the Unit
	1. Describe the purpose, mission, and goals for the new CIU.
	2. Describe the disciplinary fields or research areas that will be addressed.
2. Rationale for CIU Oversight
	1. Explain why the proposed oversight for this CIU, specifically why the CIU should be located at the university level or within a college or division.
	2. Describe how the CIU supports KSU’s mission and/or strategic priorities.
	3. Attach an organizational chart that shows how the CIU would fit within the division or college.
3. Description of Need
	1. Describe the need for a new CUI, specifically, what problem or need will be addressed by this new CIU?
4. Market Analysis
	1. Strengths – what campus resources already exist that can support this CIU?
	2. Weaknesses – what is currently not present on campus that could support this CIU that is typically found at other universities? What support and/or resources does KSU not have that that might leave KSU “behind”?
	3. Opportunities – what is the opportunity to KSU if this CUI is established NOW?
5. Existing Supports
	1. What physical or hybrid resources or support structures currently exist that will support the work of this CIU?
	2. What educational resources current exist to support the work of CIU?
	3. What additional resources, if any, are planned to support the work of the CIU?

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| Funding, Resources, and Communications |

1. Funding (VP of Research, Division Business Manager, AVP for Academic Strategy, etc.)
	1. Describe the level of funding being requested and identify what the funding will be used for across the next five years (existing and new positions, resources (equipment, research funding, etc).
	2. Allocate where the funding for the new CIU will come from over the next five years.

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| Year | University Amount | Sponsored Activity Amount | Gifts Amount |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |
| Year 4 |  |  |  |
| Year 5 |  |  |  |
| Total Amount Requested |  |  |  |

1. Space Needs (VP for Operations, Executive Director, Operations, Special Projects and Space Planning, etc.)
	1. Describe the needed for this CIU. (# of offices, conference rooms, lab space, etc.)
2. Staffing (AVP for Faculty and Academic Services, VP of Human Resources, etc.)
	1. Describe how the CIU will be staffed and the types of positions requested. (Leadership positions, administrative support, positions, committees, etc.)
	2. Please provide the names and a paragraph with the biographical information outlining the qualifications for this individual to serve as a CIU director or co-director.
	3. What changes are being requested relating to the use of existing positions (title changes, position modifications, job responsibilities, changes in academic homes, dual teaching agreements, etc.) and staff?
	4. What criteria will be used to identify/appoint faculty/staff to this CIU? Will the positions be rotational or fixed?
3. External Relations & Strategic Communications (VP External Affairs, VP for Strategic Communications and Marketing, etc.)
	* 1. What information needs to be presented to internal and external constituents through a marketing campaign or through external and government relations?
		2. How might the proposed change impact workforce development needs?

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| Enrollment, Curriculum, & Student Success (if applicable) |

Enrollment (AVP Enrollment Services), Curriculum (Ex Dir of Curriculum Development), Student Success (AVP Student Success)

1. Describe any impact on institutional enrollment (degree, non-degree, minors, certificates etc.) the proposed change might have.
2. Describe any direct or indirect impacts of the CIU on academic programming (degrees, certificates, minors etc.
3. Describe how this proposed change will benefit student success.

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| Strategic Improvement Plan |

Once the CIU is approved submitter or CIU Leader must work with the institutional effectiveness team to develop a strategic improvement plan that will identify how each goal of the CIU will be measured and the targets associated with annual and five-year performance expectations.