

**Proposal for a KSU Center or Institute**  
(Please respond in four pages or less)

1. Name of Center or Institute
2. Location of Center
  - a. College
  - b. Department
  - c. Physical Location
3. Provide a mission statement and strategic plan. These documents should indicate the Center or Institute distinctiveness. In addition, these documents should describe their congruence with the university's strategic plan and with any department or college strategic plans that may apply.
4. Needs the Center or Institute would meet (list): Research/Service/Continuing Education or Academic Credit Program (Institute only)
5. Staff of Center or Institute (indicate full time/part-time and expected role)
6. Financial Support
  - a. Current Budget
    - i. Institutional
    - ii. Other
  - b. Anticipated Revenue (Source)
  - c. In-Kind Support
7. A three to five year plan for operation and development
8. Assessment Plan for: (yearly)
  - a. Service
    - i. Campus Community
    - ii. External Community
  - b. Research
    - i. Publications
    - ii. Reports
    - iii. Professional Presentations
  - c. Continuing Education
    - i. Workshops
    - ii. Seminars
  - d. Funding: Sponsorships
    - i. Endowments and Gifts
    - ii. Sales, Service Fees and Income Generating Activities
  - e. Leadership Position on Campus
  - f. Public Recognition, Honors, and Awards
  - g. Stakeholder Satisfaction
  - h. Responsiveness to State Needs and Changing Conditions
  - i. Visibility at KSU and External Community

Approval Sign-Off Sheet:

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

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Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost and Vice President, Academic Affairs

Date \_\_\_\_\_

\_\_\_\_\_  
President

Date \_\_\_\_\_