

Attachment 2A

**REQUEST FOR NEW ADMINISTRATIVE, RESEARCH⁵
OR PUBLIC SERVICE UNIT**

1. **Name of Institution:** _____
2. **Title of Proposed Unit:** _____
3. **CIP Code (6-digits)**_____
4. **Proposed Date for Initiation of Unit:** _____

Purpose: Objectives, Mission, and Priorities

5. Unit Objectives and Contributions

What are the goals and objectives of the new unit?

What is the relationship of the unit to the university's mission and priorities? Is the unit involved in instruction and, if so, to what extent?

What specific and measurable contribution will the unit make to statewide priorities and needs?

What is the demand for the unit's services? What clients or population will the unit serve?

6. Organization

Describe the proposed administrative, research or public service unit's organizational structure. How is the unit organized to meet its objectives?

Outcomes⁶

7. Unit Outcomes

What targets have been set to assess the success of the unit in achieving its objectives? These performance measures might include:

- Expected research and/or public service products
- Ratio of external to internal funding for the unit
- Impact of this unit on the nation, state, region, and local area organizations, businesses or communities.
- Collaborative research product that promotes the Illinois economy

⁵ Temporary approval may be sought through reasonable and moderate extension for creation of a new, formally organized research or public service unit that has a temporary mission of up to five years. Following that time period, the institution must seek permanent approval if the unit continues operation.

⁶ These quality indicators should be sufficiently specific so that at the end, after the third year of the unit's creation, the institution can provide a progress report on its success in achieving initial outcomes in its annual Results Report.

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8. Resources

Indicate the number of students, businesses, industries, and/or other clients to be served by this unit. Include a description of faculty participation and student involvement in the unit if applicable. Table IV-2 should be completed (even if no new state funding is requested in the budget year) and should reflect all sources of funds, both state and non-state and reallocation. A narrative budget statement should be provided to explain Table IV-2 with the following information:

- Projected increments in total resource requirements (line 1) should be explained in terms of projected staff requirements, equipment and materials, and contractual services.
- New state resources required (line 6) in the budget year should be explained in terms of assumptions and factors used to construct line items seven through eleven. If resources requirements in the budget year include non-recurring costs (e.g., one-time equipment purchases), describe how these resources will be reallocated in subsequent years.

9. Quality Assurance Processes⁷

Please briefly describe the processes that will yield evidence to demonstrate the quality of the unit and address the following elements.

- Evidence that the unit supports the university's mission and statewide goals
- Evidence that the unit's product or outcomes achieve stated objectives
- Determination of organizational effectiveness
- Faculty and staff qualifications and reward structures
- Determination of adequate support staff, equipment, and other resources
- Use of results from evaluations to improve the unit's effectiveness

⁷ As the Academic Audit Process is developed, along with revision to review processes, this section will be further refined.