LETTER OF NOTIFICATION – 4

ESTABLISHMENT OF NEW ADMINISTRATIVE UNIT

(Instruction, Research, or Service Institute/Center fully supported by non-state funds)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn

Associate Provost

3. Phone number/e-mail address

(501) 450-3126

jona@uca.edu

4. Name of proposed institute/center

5. Proposed location

6. Distance of proposed unit from main campus

7. Reason for proposed action

8. Mission and role for proposed institute/center

9. Provide current *and* proposed organizational chart.

10. Identify non-state funding sources and expected length of funding.

11. Provide copy of financial agreement or Memorandum of Understanding (MOU).

12. Projected annual budget

13. Termination date of funding from the non-state sources

14. Termination date of center/institute operation when funding ends

15. If location is off campus, provide copy of email notification to other institutions in the area of proposed unit and location and their responses; include your replies to the institutional responses.

16. Provide additional information if requested by ADHE staff.

If requested.

|  |  |
| --- | --- |
| President/Chancellor Approval Date: |  |

|  |  |
| --- | --- |
| Board of Trustees Notification Date: |  |

|  |  |  |
| --- | --- | --- |
| Chief Academic Officer: |  |  |
|  | signature | date |

[UCA form updated 2016-01-06]