

To: Academic Deans

From: Marie E. Zeglen, Assistant Provost and Director of Institutional Planning and Research

Date: March 7, 2016

You are receiving this because one or more of the institutes and centers under your purview is due for its five-year evaluation. The University of Florida has established these periodic evaluations consistent with Board of Governors regulation 10.015.

Please note that the periodic *evaluation* requirement is distinct from the annual *reporting* requirement on the Board of Governors' "Expertnet." We will be communicating with you about that process in early fall.

Your evaluations can be completed on a secure website at:

<http://www.ir.ufl.edu/oirapps/centersandinstitutes/Evaluations.aspx>

The university's policy regarding these evaluations and the annual reporting requirement is also available at that site. Please complete the evaluations no later than **April 22, 2016**.

Most of you have probably received reports from your centers or institutes to be used in your evaluation and summary statement. As you can tell from viewing the website, the Board of Governors is requesting a 500-word summary of your evaluation of the center/institute. You will also be asked to indicate whether the center/institute should continue or be dissolved. You should maintain on file in your office the material supporting your evaluation summary and statement of continuation/dissolution.

At a minimum, you are required to evaluate the centers and institutes listed in the email. You may add others as you wish by emailing Carol Blankenship at cblankenship@ufl.edu with the name of the center and the person or people responsible for completing the online form.

The site is secure and will require a Gatorlink ID and password for access. The individuals who have access to the website are listed in the email. Instructions for the evaluations are included on the site. If you have questions regarding your submission(s), please contact Carol Blankenship at 392-0456 or cblankenship@ufl.edu.

Thanks for your help.

cc: Provost Joe Glover
Vice President David Norton
Sobha Jaishankar
Angel Kwolek-Folland