As a result of the fourth cycle of DePaul University's Academic Program Review Process (Cycle 4), the participants in the process enter into the following agreements. The participants understand that this document will be available to be made public once all the signatures are in place.

**Actions agreed upon for the coming academic year (2002-2003)**

1. *Develop a review process for the director.* For the coming year, the dean agrees to conduct the director’s review and take responsibility for the term issue. However, since this is also an issue common to all Centers & Institutes, the Centers & Institutes Advisory Board will work with the AVP for Academic Affairs and the Dean’s Council to develop formal policies regarding review process for directors of Centers & Institutes, including length of term (see ‘university-level’ issues section below).

2. *Develop procedures regarding Executive Committee members.* The Center agrees to make recommendations to the dean regarding the terms, rotational process, and appointment of members to the Humanities Center Executive Committee. The dean acknowledges that it is the responsibility of the Center to determine these procedures and agrees to consider their recommendations.

3. *Enhance assessment of events.* The Center will develop and distribute an event evaluation form, varying the type of assessment as appropriate to the specific event. The Center will also create online materials and evaluation materials for the Critical Race Theory Seminar. The center will use these assessments to objectively evaluate the success of its programs.

4. *Encourage support from other colleges for Fellows Program.* The Center notes that a successful faculty fellows program depends on support from the deans, i.e., providing release time to faculty participants (LA&S already provides funding for programming and other aspects of the Fellows Program).
   a. The Center director will meet with deans of Education, Music, Law, SNL, and Theatre at least once during the coming year to discuss the work of the center and the importance of the fellows program in sustaining intellectual community among faculty interested in the Humanities.
   b. The AVP for Academic Affairs agrees to discuss the issue with the EVP for Academic Affairs.

5. *Apply for grants.* The Center will continue to work with Development and OSPR on the following grants: NEH, IHC (Stanford), NEH Summer (Selinger), Rockefeller (Stanford), Rockefeller Fellows Program (application due Feb 1).

6. *Create an Advisory Board.* The dean agreed that the Center should move forward in the coming year with the task of creating an Advisory Board. The dean will ask Brian Montgomery in the LA&S Development Office to work with the Center’s director to identify possible members. The Center will consider the role of the Advisory Board members—how they will actively work on behalf of the center to make contacts within the Chicago community and to possibly contribute money to the center. The Center agrees to proceed carefully in recruiting possible members, aware that the Humanities Center is just one of many other centers that want members of the community to serve on their Boards.
Issues for continued conversation

1. **External funding for programming vs. operational expenses.** Since external dollars support programming activities but not the base operating budget, the Center’s staff and other resources are stretched as the Center increases the number of new externally-funded projects. The Center and the Dean agreed that it is important to continue conversations regarding this aspect of funding for the Center. The Dean requests that as they move through the yearly budgeting cycle within the College, the Center give an indication of upcoming commitments so that those activities may be taken into consideration on a yearly basis when funding decisions are made.

2. **Institutional matching funds.** Under the terms of the General Memorandum of Agreement for all Centers & Institutes (see ‘university-level issues’ section below), Academic Affairs will develop an institutional matching fund for projects that meet the Steans Challenge. The Humanities Center will consider this avenue for possible funding, since the its some of its activities are related to the Goal III community-outreach objectives. In addition, the dean noted that there may be the possibility of matching funds from the College of LA&S, which the dean will explore with OSPR.

3. **Staffing model.** The Center would like to continue conversations with the Dean regarding the Center’s staffing model. The Center would like the Director’s teaching load decreased so that the faculty director is half-time, and would like the Assistant Director’s title to be changed to Associate Director. The dean is reluctant to reduce the director’s teaching load, given the priorities set at the university level regarding teaching loads. The dean agrees to continue working with Human Resources to try to achieve the Assistant Director’s title change.

University-level Issues and Commitments

During Cycle 4, the Centers & Institutes’ individual self-studies raised several issues that have important implications for all Centers & Institutes, and which require action at the university level. These issues will be discussed in further detail at a meeting with the Centers & Institutes Advisory Board, the APRC Chair, the Associate Vice President and the Executive Vice President for Academic Affairs. Commitments and actions arising from that meeting’s discussion will be documented in a General Memorandum of Agreement for all Centers & Institutes.

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A hard copy of this document was signed by:

Center Director

Chair of APRC Subcommittee

Chair of APRC

Dean of the College

Associate V.P. for Academic Affairs

*The hard copy with signatures is on file in the Office of the Associate V.P. for Academic Affairs and is available upon request.*