

Creating a New Center

Centers are subject to approval by the Chancellor following review by the Executive Vice Chancellor for Academic and Student Affairs and the Executive Vice Chancellor for Administration and Finance. A proposal for a new center must include a program plan, 5-year budget, and bylaws.

Relevant Policy. [Campus Administrative Policy 1040: Establishment of Centers and Institutes](#)

Program Plan

- Mission/Vision/Goals
 - What is the purpose of the center and how does it connect to the [campus mission and vision](#)?
- Activities
 - What will the center do? How will it achieve the mission/goals?
- Rationale
 - Why is a center needed? What are the advantages? Why can this not be successful as a program within a school/college/unit?
- Organizational Structure/Leadership
 - Who are the members of the leadership team and what are the key faculty and/or staff roles?
- 5-Year Budget
 - Use standard budget template
 - For assistance, contact Tobin Bliss, Assistant Vice Chancellor for Fiscal Planning
Tobin.Bliss@cuanschutz.edu | 303.724.8907

Bylaws

- Governance structure, control provisions, director terms, leadership, voting procedures, committees, and procedures for amendments
- Use bylaws template for guidance
 - For assistance, contact Jenny Willits, Sr. Associate University Counsel
Jenny.Willits@ucdenver.edu | 303.724.8951

Questions about proposal development or the approval process?

- Contact Jill Taylor, Associate Vice Chancellor for Academic Affairs
Jill.Taylor@cuanschutz.edu | 303.724.1660

Anschutz Medical Campus mission and vision statements:

MISSION: With innovation, agility and excellence, we improve humanity by preventing illness, saving lives, educating health professionals and scientists, advancing science, and serving our communities.

VISION: To provide the finest team-based healthcare, science and education in the world by serving as collaborative architects who respond quickly to the changing needs of society, and engage and honor the community around us through lenses of diversity, equity and inclusivity.