UNIVERSITY OF MASSACHUSETTS LOWELL
ENGAGEMENT INSTITUTE GUIDELINES

Engagement Institute Mission

Engagement Institutes at the University of Massachusetts Lowell further the mission of the University and advance the community objectives set forth in the strategic plan- UMass Lowell 2020. An Engagement Institute has a long-term relationship with one or more universities or collaborating institutions external to UMass Lowell. A Memorandum of Understanding (MOU) or equivalent is required with each collaborating university of institution. Engagement Institutes differ from one another in focus, scope, and staffing, but each contribute in unique ways to the common goals of engagement with the community, nonprofit organizations, industry, business, and/or schools. These Institutes have a positive impact on society by enriching the intellectual, personal and cultural development of our students and the community, and fostering economic development of the region and the state. Communities of faculty and staff in Engagement Institutes provide a stimulating environment that encourages community-engaged scholarship that may involve corporate and community partnerships. Engagement Institutes may also contribute to the role of innovation in community transformation. Interdisciplinary collaborations and community partnerships are promoted by Engagement Institutes, both within the University and among institutions and agencies external to UMass Lowell.

Engagement Institute Criteria

- Engagement Institutes have a clear mission and goals that are aligned with the mission and goals of UMass Lowell and can identify strategies to advance the goals of the Engagement Institute
- A new engagement institute must add value to the University beyond what already exists
- Engagement Institutes have the potential to elevate UMass Lowell as a leader in their specific engagement and scholarship areas among peer institutions and have the capacity to enhance the reputation of the University
- Engagement Institutes strive for regional, national, and international recognition
- Engagement Institutes serve as an umbrella for a critical mass of activity related to a particular area of scholarship and/or community engagement
- Engagement Institutes show evidence of scholarly activity. All members of Institute contribute to community engagement and/or scholarship of the Institute
- Engagement Institutes successfully generate external funding to further the mission of the Institute
Engagement Institutes involve and benefit students by serving as a learning environment.

Engagement Institutes report to the Academic Deans within the Colleges/Schools in which the Institute is established to ensure integration with the academic mission and infrastructure.

Engagement Institutes maintain long-term, effective, and strong collaborations with institutions external to UMass Lowell that further the mission and goals of the Engagement Institute.

Guidelines for the Establishment of New Engagement Institutes

1. Organize a group of faculty who has expertise in the focus of the proposed Engagement Institute. Each member should have a background that will further the mission of the Institute and be able to demonstrate a history of scholarship, community engagement, funding, and/or publication in the focus of the Institute. Engagement Institutes that bring together scholars from several disciplines are preferred, as they have the capacity to enhance diversity and interdisciplinary opportunities. An Institute Director and Co-Director (if appropriate) should be identified.

2. The Engagement Team should meet to establish the mission and goals for the Institute, as well as determine space and administrative support needed to enhance sustainability.

3. A proposal for a new institute must be submitted to the appropriate Academic Deans, Chairs, and the Vice Provost for Research prior to a meeting with the Vice Provost for Research. The proposal must include:
   - The name of the proposed Institute
   - The faculty, University rank, Department and expected contribution to the Institute of each member, including strengths that the faculty bring to the Institute
   - Director or Co-Directors
   - The mission and goals of the proposed Engagement Institute.
   - The need for the Engagement Institute and an explanation of why an Institute structure is required to complete the planned activities. Include a description of the strength that establishing an Institute would bring to the University and the value that is added to the University by the Institute.
   - Interdisciplinary activities that provide evidence of the potential for collaboration of faculty within the Engagement Institute
   - A biosketch of each Institute faculty member, not to exceed 4 pages per member.
   - A record of past funding and the potential for attracting external funding, including sources of potential funding to further the goals of the Institute.
   - Resources that have been secured from external sources and a rationale for resources requested of UMass Lowell
   - MOU(s) or equivalent with institutions external to UMass Lowell
4. The appropriate Chairs and Academic Deans should be engaged in discussion about the Institute to seek support, including commitment regarding space, funding, and administrative support.

5. Following obtaining support from the appropriate Academic Dean(s), a meeting should be planned with the Vice Provost for Research to engage in a discussion related to the support required from administration, if the new institute is approved.

6. Inform the University community about the proposed formation of the new institute to encourage feedback and additional membership through web-based communications and by hosting a seminar for University faculty, administration, and staff related to the goals, proposed scholarship and/or community engagement, and plans to address the goals of the Engagement Institute.

7. Decisions about approval of the Institute will be made by the Vice Provost for Research with input from an Engagement Center and Institute Advisory Committee. The 5-7 faculty member Engagement Center and Institute Advisory Committee will be appointed annually by the Vice Provost for Research upon recommendations of the Deans of the Colleges.

Annual Engagement Institute Report

Engagement Institutes will be reviewed by the Engagement Center and Institute Advisory Committee every three years once the designation of Engagement Institute is formally approved. New Institutes may be asked to undergo full review in 1 or 2 years. Full reports are required for seed institutes, proposals for new institutes, and existing entities interested in being elevated to University Institute status. Existing University research or engagement institutes are encouraged to submit an annual report summarizing their activities and goals for purposes of University promotional activities.

The Annual Engagement Institute Report should include the following using the Annual Report template:

- The Institute Mission, noting any changes in mission, goals, or focus of activity that have occurred over the previous year
- Progress toward goals from the previous year
- Activities to forward Institute goals that are proposed for the following year
- List of all faculty, community partners, and staff involved in the Institute over the past year, including a summary of how each person contributed to the Institute’s goals. Each Institute member should describe contributions to the body of scholarship supported by the Institute and benefits derived from the Institute. List student involvement in the Institute and community and industry partnerships.
- Publications and professional conference presentations that are a part of the Institute’s programs for the previous year (please do not include articles or presentations prior to the past year). List articles that are published or in press only.
• A listing of new funding received, including source, amount, and title of project for the past year only.
• Total amount of current internal and external funding
• A listing of up to 10 highlights that reflect the accomplishments of the Institute over the previous year that should be promoted by the University internally and externally
• Copies of updated MOUs and new MOUs (or equivalent)

Three- Year Review of Existing Engagement Institutes

All Engagement Institutes will be reviewed by the Engagement Center and Institute Advisory Committee, Academic Dean(s), and the Vice Provost for Research every 3 years. Any annual reports from the previous three years will also be reviewed. A letter from the Director of the Engagement Institute to the Academic Dean(s) of the College and the Vice Provost for Research summarizing the accomplishments and work of the Institute over the previous 3 years should be submitted with the Annual Report in the Institute review year. The 3- year review will provide feedback on whether the Institute continues to meet Engagement Institute criteria. Those Institutes who are no longer meeting Engagement Institute criteria will be issued a warning letter from the Vice Provost for Research with recommendations for action to meet Engagement Institute status. The Engagement Institute with warning status will then undergo review in 1 year and action on continuation of Engagement Institute status will be determined by the Vice Provost for Research, with recommendations from the Academic Dean(s) and the Engagement Center and Institute Advisory Committee.

The purposes of the Engagement Institute 3 -year review are:
• To provide feedback to Engagement Institutes for self-evaluation
• To provide feedback to administration on the performance of Engagement Institutes
• To recognize active Engagement Institutes to justify future support or expansion
• To assess appropriate utilization of resources
• To assess inclusiveness of members across Departments and Colleges as appropriate, including new faculty involvement
• To assess involvement and contributions of members from institutions external to the University