

MRU Reporting Requirements and Review Process

July 2017

The [2014 Compendium](#) describes the reporting and review requirements for MRUs (Section V, pp. 29-37; Appendix H, pp. 77-79). This document summarizes the three types of reporting required: annual reports, five-year reviews, and 15-year “sunset” reviews. All reports are due the third Thursday of September each year, unless alternative arrangements have been requested and agreed to by all involved parties.

Annual Report

- Each MRU must submit an annual report, except in years when the MRU is undergoing a five-year or 15-year review (see below).
- The annual report includes a narrative and supplementary data tables using the required templates provided by the office of Research and Innovation (R&I). The annual report should describe the MRU’s activities and contributions over just the prior academic year.
- Annual reports are due the third Thursday of September, unless alternative arrangements have been requested and agreed to by all involved parties.
- The data table templates are designed so that the MRU will add new data to its existing tables each year. Thus, over the course of the five years leading up to its next five- or 15-year review, the MRU will have compiled most of the data for that review through its annual reporting.
- The MRU will be notified when the report is accepted or if additional information is needed in order to accept it.
- For additional information, please see the *Compendium*, V.B.2. MRU Leadership and Appointments, Administrative Operations, and Annual Reports, pp. 33-34.

Five-Year Review

- Each MRU must undergo a program review every five years conducted by the systemwide Academic Senate.
- The five-year review provides a longer-term perspective of the MRU, ensures that recommendations from prior reviews have been successfully implemented, and evaluates proposed directions for the subsequent five-year period aimed at meeting the needs in the field and/or addressing multicampus/systemwide goals and impact.
- An MRU scheduled for a review in the coming academic year will be notified at least a month in advance of the reporting deadline. The five-year report is due the third Thursday of September, unless alternative arrangements are requested and agreed to by all involved parties.
- The MRU five-year report must use the templates provided by R&I. It includes a narrative and supplementary data tables that describe the MRU’s activities and contributions over just the previous five years. The five-year report submission replaces the normal annual report that would have been due at the same time.
- The review process will include an interview with the MRU leadership by the Academic Senate committee conducting the review – the University Committee on Research Policy (UCORP), augmented with a member from the University Committee on Planning and Budget (UCPB) and the Coordinating Committee on Graduate Affairs (CCGA).
- At its discretion, the MRU may include with its submission letters of support from external experts.

- The Academic Senate produces a report that summarizes the review findings and recommendations. The report is submitted to the Vice President for Research and Innovation (VPRI), who makes a final determination of the status of the MRU.
- Review outcomes may be either 1) MRU continuation without reservation; 2) MRU continuation with required changes; or 3) MRU status discontinuation (disestablishment). The determination is typically communicated to the MRU within a month of the end of the academic year during which the review was conducted.
- For additional information, please see the *Compendium*, V.B.3. Procedure for Five-Year Reviews, pp. 34-35; Appendix H. Guidelines for Five-Year Reviews of MRUs, pp. 77-79.

Fifteen-Year Review

- An MRU that has been in existence for 15 years or more is subject to a 15-year (or “sunset”) review in lieu of the five-year review. The review is conducted by the systemwide Academic Senate.
- The 15-year MRU review includes a required “proposal for continuation,” justifying the scholarly or scientific merit of the MRU, and its alignment with systemwide and campus research priorities. This proposal for continuation, along with the contributions of the MRU over the prior 15 years, will serve as the basis for the 15-year/sunset review.
- An MRU scheduled for a review in the coming academic year will be notified at least a year in advance of the reporting deadline. The 15-year report/proposal is due the third Thursday of September, unless alternative arrangements are requested and agreed to by all involved parties.
- The MRU 15-year report/proposal must use the templates provided. The supplementary data tables should cover *just the previous five years*. The 15-year submission replaces the normal annual report that would have been due at the same time.
- The review process will include an interview with the MRU leadership, and external assessments as determined in consultation with the Academic Senate.
- The Academic Senate produces a report that summarizes the review findings and recommendations. The report is submitted to the VPRI, who makes a final determination of the status of the MRU.
- Review outcomes may be either 1) MRU continuation without reservation; 2) MRU continuation with required changes; or 3) MRU status discontinuation (disestablishment). The determination is typically communicated to the MRU within a month of the end of the academic year during which the review was conducted.
- For additional reporting information, please see the *Compendium*, V.B.5. Sunset Reviews of MRUs, pp. 36-37.

Contacts and Additional Information

- A sample review timeline is attached.
- All MRU reporting materials should be submitted to the VPRI at UCRI@ucop.edu. Questions about the review process or requirements can be sent to this email address as well.
- The guidelines and templates for MRU reporting will be posted online at <http://ucop.edu/research-initiatives/>.
- For more on the formal rules governing MRUs, see: *Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units* (2014). http://www.ucop.edu/institutional-research-academic-planning/_files/compendium_sept2014.pdf