

ORGANIZATION AND ADMINISTRATION OF CENTERS AND INSTITUTES AT CSU EAST BAY: POLICIES AND PROCEDURES

History:

Policy Memo AA 04-02 09/20/04 (updated 08/27/07) (updated 01/06/09)

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A. Purpose and Functions of Centers

To facilitate the accomplishment of its regular instructional function, the basic administrative organization of the university consists of colleges, departments, and interdisciplinary academic programs. However, there are other appropriate research, creative, and service functions that may be handled better by alternative administrative structures, such as centers or institutes. If center activities result in proposals for new degree or credit bearing courses, the normal process for course development, adoption, and approval should be followed as specified in University policy.

The University has established the following guidelines for the formation, operation, monitoring, review and dissolution of centers, in accordance with Executive Order 751. **The term "center" applies to any alternative administrative structure whether the unit is known as a "bureau," "institute," "research station," "field station," or any other preferred terminology. The "appropriate administrator," referred to in these guidelines, is the Associate Vice President of Research and Sponsored Programs, the Dean, or designee.**

B. Types of Centers

There are three types of centers:

1. University center. A university center is concerned with subject matter of sufficient breadth to involve disciplines from two or more colleges. Administration of a university center may be assigned to an individual college.
2. College center. A college center is concerned with subject matter confined primarily to disciplines organized within a single college.
3. Department center. A departmental center is concerned with subject matter confined primarily to a single discipline represented by an academic department.

C. Procedures for Formation of Centers

A center is formed by the development of a charter by interested faculty and administrators and by the ultimate approval of that charter by designated University officers (see Section D). A proposal to form a center should contain the following:

- the proposed name of the center appropriate to and descriptive of its purpose;
- a statement of the center's purpose, including its relationship to the mission of the University;
- what if any similar centers already exist in the region;
- the proposed organizational structure of the center, including:

E. Responsibility for Handling Center Funds

All funds must be received and expended in a manner consistent with the center's charter and with the regulations of the department, college, and university. Funds received in support of all center activities must be deposited in an appropriate university (e.g., CSUEB Educational Foundation for gifts) or CSUEB Foundation account. Implementation of these requirements is the responsibility of the appropriate university administrator. Center directors should provide financial information to the appropriate administrator (or unit financial manager) to allow for the timely preparation of management reports.

Directors must authorize all center expenditures. Collection and expenditure of funds must be handled through and are subject to the rules and regulations of the appropriate university or CSUEB Foundation accounting entity. Centers should provide sufficient resources to offset the costs incurred for center activities, including administrative and overhead costs, in accordance with campus cost recovery policies. Compensation of center directors and the assignment and compensation of faculty and staff supporting centers must be consistent with university policies and procedures.

F. Responsibility for Center Activities

The appropriate administrator will be responsible for reviewing and approving center activities and written materials to ensure that they:

- contribute to fulfillment of the mission of the CSU and the campus;
- are in conformity with all applicable laws and regulations and with all campus policies including the campus risk management policy;
- are consistent with the charter of the center;
- do not compromise the autonomy of the University;
- adhere to University policy governing research;
- adhere to any terms agreed upon between the Center and donors.

Center activities that necessitate the formation of an alliance or partnership with an external unit or agency must receive prior approval of the appropriate administrator before such activities are undertaken.

G. Authority and Responsibility of the Director

The director shall be responsible for:

managing all space, physical arrangements, production of brochures and materials, and other support of programs and scholarly projects;

APPENDIX A: GUIDELINES FOR PREPARING A PROPOSAL FOR A NEW CENTER OR INSTITUTE:
CSU EAST BAY

This checklist provides guidance preparing a proposal for a new Center or Institute. The checklist will be used by Committee on Research (CR) in its review of your proposal. Please review the Center and Institute policies and procedures guidelines, which provide more detail on proposal development, so it is in agreement with CSUEB policy.

1. documentation showing clear support from the academic unit(s) involved
2. letter of endorsement from the appropriate college dean or other official
3. statement of purpose
4. description of how the center supports the mission of CSUEB
5. include identification of similar centers in the region, and how the proposed center differs
6. description of planned activities
7. identification of advisory board members
8. organizational structure of the center (include a figure)
9. operating procedures
10. name of the starting director
11. description of faculty and student involvement