Title:	Centers and Institute Policy
Policy Owner:	Academic Senate
Policy Contact:	Michael Rowley, Senate Secretary
Effective Date:	Origination: 09/2004 Effective: 05/16/2024 Last Approved: 06/2012 Last Revised: 08/2023 Next Review: 09/2026

PURPOSE

In accordance with California State University (CSU) and state policies and procedures, this policy establishes guidelines for the formation, operation, monitoring, review, and dissolution of Centers and Institutes at California State University, East Bay (CSUEB).

POLICY STATEMENT

As defined by CSU policy, "A CCI is a formally approved interdisciplinary and/or collaborative unit that:

1. is organized around a scholarly, creative, research, education, and/or public service activity that combines the interests and expertise of individuals, departments or administrative units, and may draw on expertise of others external to the campus or the Academy; and

2. may offer services to constituents beyond the campus community, e.g. individuals as well as private and public entities. While CCIs by their nature and location serve the campus community, their focus is not exclusively internal."

Campus Center and Institutes are also known as Centers and Institutes (C&Is). A collective of activities may be umbrellaed under either a Center or an Institute. Both may be collaborative across departments or colleges, but in general centers tend to be smaller in organizational size and structure, while institutes are often larger with more formalized structure and sustainable funding.

POLICY SCOPE

As described in the CSU Policy, "CCIs do not confer degrees or offer for-credit academic degree instruction, except in the role of supporting units with such authority. Depending on the function of a CCI, the activities will vary and may include:

1. Providing opportunities for professional development of faculty and staff through teaching, research, scholarly and creative activities, and public service.
2. Fostering and facilitating interdisciplinary efforts among disciplines, departments and across colleges.
3. Providing a clearinghouse for information of interest to professionals, and conduct workshops and conferences for continuing education.
4. Enhancing the curriculum by facilitating and supplementing the academic experience of students.
5. Other functions as stated in the organizational document, and approved following the process described below."

Establishment of Centers and Institutes

To establish and maintain a C&I the applicant and their appropriate administrator(s) must initiate and adhere to the following actions:

- Submit a complete Center and Institute Charter Application,that includes, but is not limited to the following:
    - Designation of the lead appropriate administrator
    - Components of an overall business plan as described in the application (e.g., organizational structure and organizational documents)
    - Designation of a director or the process for selecting and evaluating the director
    - A financial plan for sustainability (1-3 yrs.), including a draft budget forecasting revenue and expenditures
- Once approved, submit an annual report, including a fiscal report for the period of July 1-June 30, before August 31 each year to the AVP of the Office of Research and Sponsored Programs (President's designee) through the designated portal. At a minimum the annual report will include the following:
    - Activities list, including community engagement activities
    - Publications and reports,
    - Financial Fiscal Year Financial Summary with all sources of income detailed, including state funds, as well as budget and expenditure information.
- For continuance of an approved center, submit a charter renewal application no later than Aug. 31 of the year prior to the charter expiration year.

Charter Review and Approvals

For the formation of a C&I the CSU policy requires that a charter proposal be submitted by the applicant and reviewed and approved by the campus president or designee(s). For purposes of this policy the president has designated the Associate Vice President of the Office of Research and Sponsored Programs (AVP ORSP) as the designee for overseeing the charter application and charter renewal processes.

- C&I charter and renewal proposals are initially reviewed by the appropriate administrators of the department(s) involved, i.e., department chair(s), and college dean(s) for support.

- Supported proposals will be reviewed by the AVP ORSP or designee, the Committee on Research, the Executive Committee, the Academic Senate, the Provost, and the President.

Chancellor's Office Reporting

Each year the Office of the Chancellor will make a request for the campus to submit an annual list of active C&Is to a designated recipient for the purpose of updating the systemwide website.

EXCLUSIONS

This policy does not apply to systemwide affinity groups, state or federal centers governed by their authority, nor to campus central administrative or service units.

DEFINITIONS

Appropriate Administrator – The Management Personnel Plan (MPP) Employee designated by the President or Chancellor to administer this policy or portions of this policy. In reference to this policy, the appropriate administrators may be the Provost, the Associate Provost Faculty Affairs, Associate Vice President of Research and Sponsored Programs, the College Dean, or designee, as applicable, except where specifically stated.

Campus Center and Institute (CCI) – Also known as a C&I, "A CCI is a formally approved interdisciplinary and/ or collaborative unit that is organized around a scholarly, creative, research, education, and/ or public service activity that combines the interests and expertise of individuals, departments or administrative units, and may draw on expertise of others external to the campus or the Academy; and that may offer services to constituents beyond the campus community, e.g. individuals as well as private and public entities. While CCIs by their nature and location serve the campus community, their focus is not exclusively internal. CCIs provide clear benefits to the CSU and are a part of the university's overall mission. "

C&I - see Campus Center and Institute (CCI) above.

Center – Applies to any alternative administrative structure under which a collective of research or other activities is performed. Generally smaller than an "Institute" and may be less structured, but the two terms are often used interchangeably.

College Center – A college center is concerned with subject matter confined primarily to disciplines organized within a single college.

Department Center – A departmental center is concerned with subject matter confined primarily to a single discipline represented by an academic department.

Institute– Applies to any alternative administrative structure under which a collective of research or other activities is performed. Generally larger than a "Center," and having a

more formalized organizational infrastructure, but the two terms are often used interchangeably.

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.

PROCEDURES
When final Insert a link to the C&I Procedures

ENFORCEMENT
To facilitate the review process, CCIs must submit a complete charter renewal application no later than Aug. 31 of the year prior to the charter expiration year. An entity acting as a center with a suspended or expired charter or without a charter is in violation of this policy and may be subject to consequences including, but not limited to, revocation of prior approvals, including reassigned time or funding approvals. If due to unforeseen circumstances a charter renewal application submitted in a timely manner is unable to be fully reviewed before the expiration date, the appropriate administrators may approve an extension of the expiration date at their discretion.

RELATED INFORMATION
N/A

POLICY REVIEW
Three Years

AUTHORITY
Centers and Institutes; Guidelines Replacing Executive Order (EO) 751