

CHARTER
CENTER FOR SURVEY RESEARCH
OF THE
COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES CALIFORNIA STATE
UNIVERSITY, NORTHRIDGE

In keeping with the guidelines and procedures outlined in Organization and Administration of Centers (A.A 150-60 of April 28, 2000) and the directives of the College of Social and Behavioral Sciences (CSBS), the Center for Survey Research (CSR) shall be named, organized, and administered as follows:

I Name

The name of this organization shall be Center for Survey Research.

II Purpose and Functions

The purpose of the Center for Survey Research, hereafter referred to as the Center, is to: (1) provide recognized organizations, unbiased and reliable source of survey data, (2) provide Faculty members with an organizational structure in the form of on-going and actual survey projects that engage in research techniques and the development of new skills in sample survey methodology, (3) provide graduate students and seniors with extensive "real-time" experience in sample theory, sample design, interview construction, survey control, statistical and computer data analysis, and interpretation of results, and (4) provide undergraduate and graduate students with "real-time" experiences on a paid or academic credit basis in survey interviewing and the general mechanisms of survey research. The Center's supreme and overriding purpose, consistent with the mission of the University, shall always be to enable students to realize their educational goals. As is the case with the University, its first priority is to promote the welfare and intellectual progress of students.

The specific function of the Center for Survey Research shall be to undertake surveys that have potential educational experiences for our students, faculty, and the community. The Center may from time to time hold seminars and meetings, issue publications, and provide lecture and teaching materials.

When appropriate. The work of the Center will bring together appropriate staff, students, and faculty from the College of Social and Behavioral Sciences, other CSUN Colleges or institutions in the California State University (CSU) system, or from other universities, agencies and organizations, to work on contract and grant-funded research and/or academic projects. The activities of the Center shall take place in coordination with other centers, the university, libraries, and other similar institutions.

III Membership

Membership in the Center shall be open to all interested faculty, staff, and students of the University, and other persons who have demonstrated scholarly interest in the conduct of survey research and/or have contributed to the development of theory, knowledge and practice in this area.

IV Organization of the Center for Survey Research

A. Supervising University Unit

The Center shall operate under the College of Social and Behavioral Sciences.

B. Organizational Structure

The Center for Survey Research shall be managed by a Director and assisted by a Faculty Advisory Board.

1. Director

The Director shall be appointed, annually, by the Dean of the College of Social and Behavioral Sciences, in consultation with the Center's Advisory Board. The Director shall report, and be directly responsible to, the Dean. Additional administrative and management positions may be established as needed, by the Director, in consultation with the Advisory Board and with the approval of the Dean.

2. Faculty Advisory Board

The Faculty Advisory Board (FAB) shall be appointed by the Center's Director and the Dean of the College of Social and Behavioral Sciences (CSBS), on an annual basis, in consultation with the Dean. The Advisory Board shall meet at least once each semester, or at the request of the Director or Dean, as deemed appropriate, to provide counsel on matters of policy, development, and to assure, that the Center's activities are consistent with its purposes and functions. Members of the FAB shall include the Dean, Associate Dean, and representatives of the faculty/staff with skills and interests associated with the Center's current projects. The Center shall operate within the policies of the University and the College, and shall be governed under bylaws and operating rules established by the Advisory Board.

C. Administration

1. Administration: Director

Under the oversight of the Dean of the CSBS, the Director shall be responsible for the general operation and administration of the Center. Responsibility for the direct operations of a specific program may be delegated, as may other responsibilities of the Director, as necessary. The Director shall be responsible for allocating funds, staffing programs, administrative operations, and for arranging for space, equipment, and other resources and facilities required to support and promote the work of the Center. All major decisions concerning staffing and expenditures made by the Director must have approval of the College Dean. The Director is also responsible for the preparation of the Center's annual report, as required by University policy.

2. Administration: Faculty Advisory Board

The Faculty Advisory Board shall serve as a scholarly and administrative resource. The Advisory Board shall be responsible for periodically monitoring program-related and fiscal activities of the Center and assuring that all its activities and operations are consistent with its purposes and functions and with the policies and academic programs of the College and University. The FAB also will be responsible for reviewing a draft of the annual report prior to its submission to the Dean of the CSBS, Provost's Council, and Provost. The Board shall also recommend general guidelines and activities that will benefit the Center and its mission.

3. Administration: Dean

The Dean of the CSBS will be responsible for reviewing and approving all Center activities and published material. This review and approval process shall ensure that activities and published material of the Center contributes to the fulfillment of the CSU and CSUN missions, are consistent with acceptable standards of scholarship, the charter of the Center and goals of the College, and otherwise conform to applicable laws, regulations, and policies of the University.

V Finances

A. Source of Funds

The Center shall be a self-supporting operation funded by donations, grants, and contracts from public and private organizations, as well as by proceeds from workshops, colloquia, meetings, conferences, and other fund-raising activities. The Center will be supported from extra-mural sources or through normal university and/or college budget processes in the same manner as other centers and according to applicable University policy.

B. Operations

In consultation with the College Dean, the Director will be responsible for all financial operations of the Center and for maintaining its financial soundness. All surplus funds accruing from operations of the Center will be disbursed by the Director in consultation with the Faculty Advisory Board and requires the approval of the Dean. Such disbursement shall be consistent with the stated purposes and functions of the Center.

C. Management of Resources

Funds, equipment and other physical property purchased with funds of the Center will be managed according to the policies and practices of the University. Office space will be provided by the Dean, Departments or through extra-mural funds allocated through grants and contracts for this purpose. The use of resources shall be subject to review by the Dean of the CSBS.

VI Annual Report

A. Proposed Activities

Each year, the Director shall submit to the Dean of the CSBS a proposed plan for the coming academic year as part of the annual report. The Director will then meet with the Dean to review all proposed activities, publicity, plans, advisory board changes, and budget projections for proposed Center projects. The Dean will review additional activities proposed during the academic year, as necessary.

B. Submission of Annual Report

By August 15th of each year, the Director shall issue a written progress report to the Dean of the CSBS, the Provost Council, and the Provost and Vice President for Academic Affairs. The Faculty Advisory Board and the Dean will review the annual report prior to submission as appropriate.

C. Contents of Annual Report

The annual report shall include a summary of the Center's programs and activities and an income statement and balance sheet for the previous year. Additionally, this report shall contain a narrative and budget plan for the next academic year.

VII Period of Operation

The Center will be dissolved no later than June 30, 2007, unless this Charter is renewed prior to that date upon application to the Provost. Similarly, all projects and component organizations of the Center shall operate for fixed periods and shall be automatically dissolved at the end of the period unless renewed by the Director, in consultation with the Faculty Advisory Board and the Dean.

Submitted by:


Harvey Rich / Jerald Schutte, Director

Date: 10-31-02

Approved:


Stella Theodoulou, Interim Dean

Date: 10.31.02

Provost Council

Date: _____

Louanne Kennedy, Provost

Date: _____