

*Provost's Council
approved on 4-14-09*

Academic Affairs
CHARTER
INSTITUTE FOR COMMUNITY HEALTH AND WELLBEING

In keeping with the guidelines and procedures outlined in Organization and Administration of Centers (AA 150-60 of April 28, 2000) and consistent with the mission of the University, the **INSTITUTE FOR COMMUNITY HEALTH AND WELLBEING** shall be named, organized, and administered as follows:

I. Name

The name of this institute shall be: **INSTITUTE FOR COMMUNITY HEALTH AND WELLBEING**

II. Purpose and Functions

The purpose of the **INSTITUTE FOR COMMUNITY HEALTH AND WELLBEING**, hereafter referred to as the Institute, shall be to promote the mission of California State University, Northridge through enhancing the wellbeing and healthful lifestyles of our community. The basic approach of the Institute is to cultivate a seamless collaborative of campus and community partners; to help these partners thrive as change agents for developing and sustaining healthy and productive lifestyles and communities. The Institute's primary functions are to:

1. Promote activities that are compatible with the educational and professional mission of the University, including academically-related experiences and learning-centered laboratories for students.
2. Promote the professional activities of faculty and students including faculty professional practice, scholarly work, clinical services, conference presentations, and educational workshops.
3. Facilitate working relationships among community members, faculty, and students involved in the work of affiliated centers.
4. Cultivate educational and revenue-producing relationships among affiliated centers, community organizations, and individuals.
5. Work in partnership with the community by identifying and building capacity to mutually address personal development and professional service needs within the community.
6. Provide educational services to augment personal development and professional services. These activities may include clinics, courses, lectures, workshops, seminars, performances, publications, consultation, grants, contracts, and exhibitions designed to foster a seamless blending of human and physical resources related to community health and wellbeing.
7. Strengthen the position of centers in submission of grant applications by affiliation with the broader collaborative of the Institute for Community Health and Wellbeing.
8. Provide agile and efficient administrative and operational support to campus centers and programs, thereby enhancing current and future initiatives. The Institute will serve as an

administrative and financial umbrella for existing centers. However, it will respect the mission and autonomy of campus centers and programs with regard to their content and pedagogy.

9. Provide opportunities for individuals and families to access client-focused and culturally-relevant services and education.

III. Membership

Membership is open to all interested faculty, organizations, administrators, staff, students, clinicians, researchers, educators, civic leaders and policymakers who come from communities within the region. The Institute's membership is intended to reflect the diversity of professional health and social service disciplines within the University and from its institutional partners.

IV. Organization

A. Supervising University Unit

The Institute shall be an Academic Affairs-wide organization for community health and wellbeing programs and activities. The Institute will operate under the direction of the Office of the Provost; however, consultation must also take place with college deans concerning programs and initiatives that engage college faculty and staff.

B. Organizational Structure

The Institute shall be administered and managed by a Director and assisted by an Advisory Board. Ad hoc project committees may be created to assist with specific projects. Such committees will be appointed by the Institute Director in consultation with the advisory board. These committees will meet as needed to promote such activities as the development of new initiatives, coordination and assessment of program services, multi-disciplinary projects, and grant proposals.

1. Director

The Director shall be appointed by the Provost for a renewable period of three years and shall be directly responsible to the Provost. Additional administrative and management positions as well as specific project committees may be established as needed by the Director in consultation with the Advisory Board and with the approval of the Provost. The Director is responsible to the Provost who will review the performance of the Director and the Institute annually. The Director will be responsible for ensuring that the activities of the Institute are consistent with the purposes and goals of the Institute, the policies of the University and the shared values of community partnerships.

2. Advisory Board

The Advisory Board shall be composed of appointed individuals who reflect the diversity of professional health and social service disciplines from the University and its institutional partners. The Advisory Board shall be appointed by the Director with the approval of the Provost. The Director will convene the advisory board as deemed appropriate, to provide

counsel on matters of policy, development, and to assure that the Institute's activities are consistent with its purposes and functions. The Board shall meet at least twice per academic year. The Institute shall operate within the policies of the University and shall be governed under bylaws and operating rules which shall be established by the Advisory Board.

C. Administration

1. Director

Under the oversight of the Provost and in collaboration with The University Corporation, (TUC) the Director shall be responsible for the general operation and administration of the Institute. Responsibility for the direct operation of a specific program/project may be delegated, as may other responsibilities of the Director, as necessary. The Director, with support from TUC, shall be responsible for managing funds, staffing programs and administrative operations, and for arranging for space, equipment, and other resources and facilities required to support and promote the work of the Institute.

2. Advisory Board

The Advisory Board shall serve as a scholarly and administrative resource. The Advisory Board shall be responsible for monitoring program-related and fiscal activities of the Institute and assuring that all its activities and operations are consistent with its purpose and functions and with the policies and academic programs of the University. The Advisory Board will also be responsible for reviewing a draft of the annual report prior to its submission to the Provost. The Board shall also recommend general guidelines and activities that will benefit the Institute and its mission. The foundational membership of the Advisory Board will be participating college deans. The remainder of the Board will consist of representatives from the faculty, campus administration, college centers, students, and the community.

3. Provost and Vice President of Academic Affairs

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

V. Finances

A. Source of Funds

The Institute's administrative costs will be supported by Academic Affairs so that affiliated centers can be self-supporting operations funded by donations, grants and contracts from public and private organizations, as well as by proceeds from fee-for-service activities.

B. Operations

In consultation with the Provost, the Director will be responsible for all financial operations of the Institute and for maintaining its financial soundness. Thus, all budgets and funds will be managed by the Institute Director. All decisions concerning resources must have approval of the Provost. All surplus funds accruing from the operations of the Institute will be disbursed by the Provost. Such disbursements shall be made for purposes consistent with the University's regular funding, as well as to promote the professional and scholarly activities of the faculty, staff, and students, and to promote the relationships between the University and larger community served by the University.

C. Management of Resources

Funds, equipment and other physical property purchased with funds of the Institute will be managed according to the policies and practices of the University. The Business and Administrative Services Enterprise, in cooperation with the appropriate University financial entities will provide financial accounting and reporting services. The use of resources shall be subject to review and must be approved by the Provost.

VI. Annual Report

A. Submission of Annual Report

By August 15 of each year, the Director shall issue a written annual progress report to the Provost and Vice President for Academic Affairs and the Associate Vice-President of Graduate Studies, Research, and International Programs. The Advisory Board will review the annual report prior to submission, as appropriate.

B. Contents of Annual Report

The annual report shall include a summary of the Institutes 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. The plan shall set forth the measurable goals and objectives of the Institute for the next year (or longer). The Director will then meet with the Provost to review all proposed activities, publicity, plans, advisory board changes, and budget projections for proposed Institute projects. The Provost will review additional activities proposed during the academic year, as necessary.

VII. Period of Operation

The Institute will be dissolved no later than June 30, 2014, unless this Charter is renewed prior to that date upon application to the Provost. Similarly, all projects and component organizations of the Institute shall operate for fixed periods and shall be automatically dissolved at the end of the period unless renewed by the Director and Provost, in consultation with the Advisory Board.

Submitted By: _____

Date: _____

Approved: _____

Date: _____