

Organization & Administration of Centers

Policy No.: 150-60

Effective: 8/15/17

POLICY:

To facilitate the accomplishment of its regular instructional function, the basic administrative organization of the university consists of colleges, departments, and interdisciplinary academic programs. These arrangements are appropriate to the primary mission of the university. However, there are other appropriate research, creative, and service functions that may be handled better by alternative administrative structures, such as centers or institutes in both academic and non-academic areas of the university.

The university has established the following guidelines for the formation, operation, monitoring, review and dissolution of centers. The term “center” applies to any alternative administrative structure whether the unit is known as a “bureau,” “institute,” “research station,” “field station,” or other preferred terminology. The “appropriate administrator,” referred to in these guidelines, is the Provost and Vice President for Academic Affairs, the Dean, or designee, or the appropriate division Vice President in the case of centers that report outside of Academic Affairs.

A. Delegation of Authority

The establishment and continuation of Campus Centers and Institutes (CCI) is subject to the approval of the campus President. Such oversight may be delegated to the Provost and Vice President of Academic Affairs.

B. Campus Centers and Institutes (CCIs) Defined

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; 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 may not be exclusively internal.

C. Purpose & Function of Centers:

CCIs do not confer degrees or offer for-credit academic degree instruction, except in the role of offering support to units with such authority. Activities of CCIs will vary and may include:

1. Providing opportunities for professional development for 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 conducting 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 (i.e., "Charter"), and approved following the process described in section E below.

D. **Types of Centers:**

There are 3 types of CCIs:

- **University Center:** A university center is concerned with subject matter of sufficient breadth to involve disciplines and/or services from two or more colleges or other administrative units. Administration of a university center may be assigned to an individual college or administrative unit head as determined by the appropriate Vice President.
- **College/Division Center:** A college or division center is concerned with subject matter and/or services confined primarily to disciplines or services organized within a single college or division.
- **Department Center:** A departmental center is concerned with subject matter and/or services confined primarily to a single discipline or service area represented by an academic department or other non-academic area of the university.

An "umbrella" center may be established at the college or division level to administer and/or coordinate activities of two or more chartered centers. Umbrella centers must be actively chartered and must report on all financial and programmatic activities of programs and projects housed within it.

E. **Procedures for Formation of Centers:**

A center is formed by the development of a charter and by the ultimate approval of that charter by designated University officers. A proposal to form a center should contain the following:

- the proposed name of the center appropriate to and descriptive of its purpose;
- a comprehensive statement of the center's purpose, including its relationship to the mission of the University;
- the organization of the center, including identification of the "appropriate administrator" who shall be responsible for oversight of the center as discussed in this policy;
- a description of the responsibilities of the director of the center;
- a statement of how the director will be selected;

- a statement of how the advisory group, if one is desired, will be selected;
- a statement regarding the source of funds and resources to support center activities;
- a statement of the manner in which funds, which may accrue to the unit, will be accounted for and handled, and of the purposes for which any surplus will be expended;
- a statement of the use and management of resources required for the center, including space, personnel, and funding, and the proposed sources of those resources;
- a statement identifying the responsible party for the center's annual report;
- a management plan for the collection, access, storage, and transmission of Level 1 (Confidential) and Level 2 (Internal) data, if appropriate;
- the period of operation; without renewal a center charter cannot extend beyond June 30th of the fifth year following the center's establishment.

F. Approval Process:

Charter or re-charter proposals will be submitted for review and approval using the following process:

- The proposal must be reviewed and approved by the appropriate administrator.
- The proposal must be reviewed and approved by the Provost's Council.
- Re-charters require the approval of the Provost and Vice President of Academic Affairs.
- All new center charters require the approval of the President or designee.

G. Responsibility for Handling Center Funds:

All funds must be received and expended in a manner consistent with the center's charter and with appropriate university policies. Funds received in support of all center activities must be deposited and managed in appropriate university accounts. Compensation of center directors and the assignment and compensation of faculty and staff supporting centers must be consistent with university policies and procedures. Implementation of these requirements is the responsibility of the appropriate center administrator.

H. Responsibility for Center Activities:

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

- contribute to fulfillment of the mission of the campus;
- are consistent with generally accepted tenets of scholarship, if applicable;
- are in conformity with all applicable laws, regulations, and policies;
- are consistent with the charter of the center;

I. Authority and Responsibility of the Director:

The Director shall be responsible for:

- submitting an annual report;
- oversight of center's activities;
- the operation and management of the center and the financial soundness of the center;
- managing the budget, including the review and approval of all expenditures;

- the approval of all payments of salaries, wages, or consulting fees; Directors cannot approve their own salaries;
- making temporary substitutions of personnel in programs and obtaining prior approval from the appropriate administrator;
- managing all space and other physical resources, if applicable;
- managing the collection, access, storage and transmission of Level 1 (Confidential) and Level 2 (Internal) data, per the CSU and CSUN Information Security policies and standards, if applicable.

J. Annual Report:

Annually by September 15th, the Director shall provide a written progress report, including a financial statement of operations, to the appropriate administrator for review and approval.

The Annual Report must include a summary of activities; a list of associated/affiliated faculty; a list of alliances/partnerships with external units and/or agencies; a list of grants and contracts applied for and secured; a list of reports, publications, and/or working papers produced by faculty associated with the center; a management plan for the collection, access, storage and transmission of Level 1 (Confidential) and Level 2 (Internal) data; and a financial report of revenues and expenditures in the format provided. The summary of activities should provide enough detail of the center's programs and activities sufficient to make clear the nature of the various projects and the extent of faculty involvement in those activities.

K. Center Resources:

Centers will be supported from external sources or through normal University budget processes. Reassigned time for center personnel may be used to the extent it is consistent with University and CSU policies, with the approval of the Dean of the school in which such personnel have their academic appointments. In the case of a University center, reassigned time requires the approval of the Provost and Vice President for Academic Affairs. Reassignment of employees reporting outside of Academic Affairs requires approval of the appropriate division Vice President. All space allocations are subject to review by the appropriate administrative officer.

L. Expiration and Dissolution of Centers:

A center's charter must contain a termination date, which cannot extend beyond June 30th of the fifth year following its establishment or most recent renewal. In the absence of any action to renew the charter, it will expire on the termination date and its resources will revert to the next largest administrative unit for appropriate disposition.

Notwithstanding the specified termination date, a center may be dissolved at any time through the same process outlined in Section F above for approvals. In the event a center's operation should become inimical to the interests of the University, the President or designee, after appropriate consultation, may terminate it at any time.

M. Renewal of Centers and Requests for Approval of Charter Modification:

Centers whose charters have expired may not continue activities. Centers seeking re-charter must:

- submit a proposal 45 days prior to the charter termination date;
- provide updated information on each point listed in Section E of this document;
- include a justification for the proposed renewal and a new date of termination if renewal is approved;
- circulate the re-charter proposal for approval in the same manner as proposals for original charters, as described in Section F above.

Criteria for renewal include:

- evidence relating the extent to which the center fulfilled its original and subsequent objectives, and the extent to which operation of the center has conformed to these guidelines;
- information on the extent to which the center is not redundant or performing activities provided by other units within the University. Redundancy is a criterion for non-renewal of the center charter. At any time a charter modification is desired, approval must be obtained from all parties identified in Section F above.

N. Reporting of Centers and Institutes to the CSU Chancellor's Office:

All centers and institutes at CSUN will be listed in a directory on the Office of Research and Graduate Studies website and will be maintained and overseen by the Associate Vice President of Research and Graduate Studies. The directory will indicate location of center and the date of expiration of the charter. Annually, the AVP of RGS will request Deans to verify the accuracy of the directory and changes will be incorporated as necessary. The AVP of RGS will provide a list of Campus Centers and Institutes to the CSU Chancellor's Office when such a list is requested.

POLICY HISTORY:

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APPROVED BY THE PRESIDENT