

CHARTER
CENTRAL AMERICAN RESEARCH AND POLICY INSTITUTE
OF THE
COLLEGE OF HUMANITIES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

In keeping with the guidelines and procedures outlined in Organization and Administration of Centers (AA 150-60 of August 15, 2017) and the directives of the College of Humanities, the Central American Research and Policy Institute shall be named, organized, and administered as follows:

I. Name

The name of this organization shall be Central American Research and Policy Institute (CARPI), hereafter referred to as the Institute.

II. Purpose and Functions

The purpose of the Central American Research and Policy Institute (CARPI), is to research policy and knowledge supporting social, economic, cultural, and civic development of the Central American community in the United States. In addition, it will work towards establishing an ongoing transnational relationship with entities in the United States and in the Central American region around issues of common concern, such as migration, economic development, cultural identity, and academic research.

III. Membership (if applicable)

N/A

IV. Organization of the Center

A. Supervising University Unit

Central American Research and Policy Institute shall be operated under the College of Humanities.

B. Organizational Structure

The Institute shall be managed by its Director and the Chair of the Department of Central American and Transborder Studies.

1. Director

The Director of the Institute is recommended by the Chair of the Department of Central American and Transborder Studies and will be approved by the Dean of the College of Humanities for a renewable period of one year. The Director shall be directly responsible to the Dean of the College of Humanities. Up to this point, no additional administrative and management position have been established. Should any additional administrative and/or management positions be established, these will be established by the Dean of the College of Humanities in consultation with the Director of the Institute. Should the Director of the Institute be unable to perform his or her duties, and/ or if deemed appropriate, the Chair of the Department of Central American and Transborder Studies may function as Director.

2. Advisory Board

The Institute is supported by an Academic Advisory Board comprised of five members, including the Institute's Director, two faculty members affiliated with California State University, Northridge, and two faculty from US universities with standing collaborative programs with CARPI. The Advisory Board members will be appointed by the Chair of the Department of Central American and Transborder Studies for a renewable period of one year.

C. Administration

1. Administration: Director

Under the oversight of the Dean of the College of Humanities, the Director shall be responsible for the general operation and administration of the Central American Research and Policy Institute but may delegate responsibilities for direct operation of any specific programs, as well as 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 Institute. All decisions concerning staffing and expenditures will be made by the Director in consultation with the Chair of the Department of Central American and Transborder Studies and the Advisory Board, and must have the approval of the College Dean. The Director is also responsible for the preparation of the Center's annual report, as required by university policy.

In addition, the Director, in consultation with the Advisory Board, is responsible for ensuring that the Institute's activities are consistent with both the mission and policies of California State University, Northridge, the College of Humanities, and the Department Central American and Transborder Studies.

The Center must operate in conformity with all CSU and CSUN policies. The Director must put processes in place to ensure that all employees, faculty, staff, students, and volunteers working as part of the Center/Institute understand and conform with CSU and CSUN policies, including policies related to Protected and/or Level 1 Data. If Center activities include any access, storage, and/or transmission of Level 1 Confidential Information or Protected Data, the Director must obtain a CSUN Information Security Risk Assessment.

2. Administration: Advisory Board

The Advisory Board shall serve as a resource for the Institute. The Director will serve as Chair of the Advisory Board and will set the agenda for meetings in consultation with all members of the board. The advisory board will meet once every semester, or twice every academic year. The Advisory Board will elect a secretary from its body. The secretary will be responsible for ensuring minutes are prepared for each meeting and distributed in a timely manner to all members of the board. The Advisory Board will be responsible for assuring that all activities of the Institute are consistent with its mission and goals, as well as with the policies and academic programs at CSUN. In addition, the board will serve as a resource for linking the Institute's research and academic work to the transnational community that it serves.

3. Administration: Dean

The Dean of the College of Humanities 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 Center contributes to the fulfillment of the CSU and CSUN missions, the mission of the College of Humanities, and the Department of Central American and Transborder Studies, and are consistent with acceptable standards of scholarship, the charter of the Institute and goals of the College, and otherwise conform to applicable laws, regulations, and policies of the University.

V. Finances

A. Source of Funds

The Institute will be a self-supporting operation funded by grants, donations, and contracts from public and private sources and any proceeds generated by the Institute's activities. Any surplus shall be spent on

the Institute's programs, projects, events, and scholarship. The Director will work with the Advisory Board and the College of Humanities Director of Development to obtain further funding.

B. Operations

In consultation with and approval of the College Dean of the College of Humanities, the Director of the Institute will be responsible for all financial operations and transactions of CARPI as well as for maintaining its financial soundness.

C. Management of Resources

In consultation with the Advisory Board, the Director of the Institute will be responsible for the management of the Institute's resources. The use of resources shall be subject to review by the Advisory Board and must be approved by the College Dean.

VI. Annual Report

A. Proposed Activities

Each year by a date established by the Dean of the College, the Director shall submit to the Dean of the College an annual narrative and financial report that conforms to the established format and University policy. 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. The Advisory Board will review the annual report prior to submission, as appropriate.

B. Submission of Annual Report

By September 15 of each year, the Director of the Institute shall issue a written report to the Dean of the College of Humanities, who will then present it to the appropriate administrative representative(s), to the Provost or their designee a copy of the completed annual report.


C. Contents of Annual Report


The annual report shall include a) financial report of revenues and expenditures in the format provided; and, b) narrative report that includes a summary of activities for the previous year; a list of associated/affiliated faculty; a list of alliances/partnerships with external units and/or agencies; a list of Advisory/Community Board members; a list of grants and contracts applied for and secured; a list of products and outputs, including published work, creative activity, etc.; and, a management plan for the collection, access, storage, and transmission of Level 1 (Confidential) and Level 2 (Internal) data. The

summary of activities should provide enough detail of the Institute's programs and activities sufficient to make clear the nature of the various projects and the extent of faculty involvement in those activities.

VII. Period of Operation

The Institute will be dissolved no later than December 31, 2026, 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 Advisory Board and the Dean.

Submitted By:  Date: 29-Oct-2021
Dr. Douglas Carranza, Director

Approved:  Date: 01-Nov-2021
Dr. Jacklyn Stallcup, Interim Dean, College of Humanities

Presented to Provost's Council on November 2, 2021

Approved:  Date: 11/15/21
Dr. Mary Beth Walker, Provost and VP of Academic Affairs

Approved:  Date: 24-Dec-2021
Dr. Erika Beck, President