

**CHARTER**  
**THE INSTITUTE OF SOCIAL AND BEHAVIORAL SCIENCES**  
**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 (AA 150-60 of April 28, 2000) and the directives of the College of Social and Behavioral Sciences hereafter referred to as the College, the Institute of Social and Behavioral Sciences shall be named, organized, and administered as follows:

**I. Name**

The name of this organization shall be: The Institute of Social and Behavioral Sciences.

**II. Purpose and Functions**

The purpose of the Institute of Social and Behavioral Sciences, hereafter referred to as the Institute, is to (1) coordinate the operations of all centers housed in the College, including the tracking and compilation of financial and activities data; and (2) facilitate scholarly projects and professional services/activities by members of the faculty of the College, both for the professional growth of the faculty, students and staff, and for the benefit of the larger community served by the University.

The function of the Institute shall be to manage and direct those activities appropriate to the purpose of the Institute that cannot normally be conducted by individual faculty members. Centers, laboratories, bureaus, and other organizations that may be required to carry out specific programs may be established under the Institute.

The work of the Institute shall cover any area appropriate to the professional interest of the faculty of the College and shall include research and publications, special courses, contract services, seminars, and lectures, meetings, workshops, and clinics, as well as other such activities as may be appropriate to the purpose of the Institute.

**III. Membership**

Membership is open to all interested faculty, staff, and students of the College and University and other persons who have demonstrated scholarly interest in the study of the social and behavioral sciences and/or have contributed to the development of theory, knowledge and practice in these areas.

**IV. Organization of the Institute**

**A. Supervising University Unit**

The Institute shall operate under the College of Social and Behavioral Sciences and serve as a college-wide institute. It will function as part of the Office of the Dean of the College.

## **B. Organizational Structure**

The Institute shall be managed by an Executive Operations Director in consultation with the College Dean. On occasion, an ad hoc Community Advisory Board(s) also may be created to assist with specific projects.

### **1. Executive Director**

The Executive Director shall be appointed every 3 years by the Dean of the College. The Executive Director shall be directly responsible to the Dean. Additional administrative and management positions may be established as needed by the Executive Director in consultation with the Advisory Board and with the approval of the Dean. If deemed appropriate, the Dean may function as Executive Director.

### **2. Advisory Board**

The Advisory Board shall be composed of the Directors of the centers housed in the College, a representative of the College's Administrative Committee, the College Grants Officer, and the College Associate Dean. The Advisory Board shall be convened by the Executive Director or the Dean 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, but shall meet at least once 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. Administration: Executive Director**

Under the oversight of the Dean of the College, the Executive Director shall be responsible for the general operation and administration of the Institute. Responsibility for the direct operation of a specific program may be delegated, as may other responsibilities of the Executive Director as necessary.

The Executive 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 made by the Executive Director must have approval of the College Dean. The Executive Director is also responsible for the preparation of the Institute's annual report, as required by University policy and ensuring all College centers prepare annual reports.

### **2. Administration: Advisory Board**

The 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 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 College and University.

### **3. Administration: Dean**

The Dean of the College 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, 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 donations, grants and contracts from private organizations, as well as by proceeds from courses, workshops, meetings, clinics, and other fund-raising activities of the Institute. The Institute will be supported from extra-mural sources or through normal university budget processes in the same manner as other centers and institutes, according to applicable University policy.

The Executive Director, with the approval of the Dean, will be responsible for all financial functions of the Institute and for maintaining its financial soundness. All unrestricted funds provided to the Institute by the Dean of the College will be disbursed by the Executive Director, consistent with the administrative structure described above. Such disbursement shall be consistent with the stated purposes and functions of the Institute.

### **B. Operations**

In consultation with the College Dean, the Executive Director will be responsible for all financial operations of the Institute and for maintaining its financial soundness. All decisions concerning resources must have approval of the Dean. All surplus funds accruing from the operations of the Institute will be disbursed by the Dean. Such disbursements shall be made for purposes consistent with the College'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 College 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. Office space will be provided by the Dean or through extra-mural funds allocated through grants and contracts for this purpose. "Virtual Space" including a dedicated website and a dedicated phone line will be provided by the College. The use of resources shall be subject to review and must be approved by the Dean.

## **VI. Annual Report**

### **A. Proposed Activities**

Each year by a date established by the Dean of the College, the Executive Director shall submit to the Dean of the College (a) an annual report that conforms to the established format and (b) a business plan for the coming academic year. The Executive Director will then meet with the Dean to review all proposed activities, publicity, plans, advisory board changes, and budget projections for proposed Institute 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 Executive Director shall forward to the Provost or the Provost's designee a copy of the completed annual report.

### **C. Contents of Annual Report**

The annual report shall include a financial statement, an activities statement for the previous year and a summary business plan for the upcoming academic year.