CHARTER

W.E.B. DUBOIS-FANNIE LOU HAMER INSTITUTE FOR ACADEMIC ACHIEVEMENT

OF THE

COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

In keeping with the guidelines and procedures outlined in Organization and Administration of Centers (AA 150-60 of February 11, 2013) and the directives of the College of Social & Behavioral Sciences, the W.E.B. DuBois-Fannie Lou Hamer Institute for Academic Achievement shall be named, organized, and administered as follows:

I. Name

The name of this organization shall be W.E.B. DuBois-Fannie Lou Hamer Institute for Academic Achievement.

II. Purpose and Functions

The W.E.B. DuBois-Fannie Lou Hamer Institute for Academic Achievement (hereinafter referred to as the Institute) will provide multiple opportunities for faculty, staff, and students to share their expertise and experiences related to increasing the recruitment and retention of students from economically disadvantaged communities to the CSUN campus and to exploring and implementing strategies that will support their successful matriculation and more timely graduation. In these efforts, the Institute will work closely with the Student Services Center/ EOP in the College of Social and Behavioral Sciences and other campus entities with specific programs that support this population.

The Institute will provide students identified as academically “at risk” with activities designed to complement the resources provided by the University. These activities will be largely based in the communities from which these students have been recruited and will build upon a model of personal empowerment through (1) community work as role models with students in grade K-12 who are “at-risk” and (2) volunteer work at community based organizations.
The Institute shall work to establish a viable network of support for “at-risk” students of color at CSUN that include families of students, churches, businesses, social organizations, and other groups concerned with the loss of potential of underrepresented youths.

The Institute will promote student research and involvement in experiences that promote their scholarly development and prepare them for graduate school.

The Institute will seek funding external to the College to implement community-based programs that provide a bridge between the campus and the communities from which the students of color come to CSUN. These programs will serve to affirm the campus’ willingness to partner to make its resources available to external communities and empower students who participate by providing them with concrete experiences of their potential to make a difference.

III. Organization of the Institute

A. Supervising University Unit

The Institute shall operate under the College of Social & Behavioral Sciences.

B. Organizational Structure

The Institute shall be managed by:

1. Director

The Director shall be appointed annually by the Dean of the College. The Director shall 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. If deemed appropriate, the Dean may function as Director.

2. Faculty/ Staff/ Student Advisory Board

The Faculty/ Staff/ Student Advisory Board shall be appointed in consultation with the Dean of the College of Social & Behavioral Sciences. The board shall be composed of the president of the Black Faculty and Staff Association and another member elected by that body, the Chair of the Africana Studies Department and another member elected by that body, and the president of the BSU, as the umbrella organization for Black clubs and organizations on campus. The Advisory Board shall meet at least once
during the academic year. The terms of the Advisory Board members will correspond to their selection as representatives.

3. Community Advisory Board
The Community Advisory Board(s) will be established for specific projects, if needed, to provide advice on community needs, interests, and problems. Members shall be selected based on their involvement in issues and activities related to the particular project being undertaken by the Institute. The Director will select these members with guidance from the Faculty/ Staff/ Student Advisory Board. This Board will serve for the duration of the particular project(s). There may be more than one Board depending on the variety of projects underway. All Community Advisory Board appointments are subject to review by the Institute Director and the College Dean.

C. Administration

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

2. Administration: Director
Under the oversight of the Dean of the College, the 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 Director as necessary. The Director shall be responsible for allocating funds, staffing programs, handling 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 Director must have approval of the College Dean. The Director is also responsible for the preparation of the Institute’s annual report, as required by University policy. The report shall be submitted by September 15th of each year to the College Dean, and copied to the Provost Council, and to the Provost and Vice President for Academic Affairs.

3. Administration: Faculty/ Staff/ Student Advisory Board
The Faculty/ Staff/ Student Advisory Board shall serve as a scholarly and administrative resource and will be responsible for periodically monitoring program-related and fiscal activities of the Institute. It shall be responsible for assuring that all activities are consistent with the purposes of the Institute and with the policies and academic programs of CSUN. The Faculty/ Staff/ Student Advisory Board shall also be
responsible for reviewing a draft of the annual report prior to its submission to the Dean, Provost’s Council and the Provost. The Faculty/Staff/Student Advisory Board shall also recommend general guidelines and activities that will benefit the Institute and its mission and in general, serve as a resource to the Institute.

4. Administration: Community Advisory Board(s)
The Community Advisory Board shall review Institute activities to provide advice on specific projects being undertaken. The Community Advisory Board may be asked to review a draft of the Institute’s annual report as well as recommend activities that will benefit an Institute project. In general, the Community Advisory Board shall serve as a resource for the Institute, in its goals to link academic work to community issues and concerns.

IV. Finances

A. Source of Funds
The Institute will be a self-supporting operation funded by donations: grants and contracts from public and private organizations as well as other fund raising activities of the Institute. The Institute can also be supported through extra-mural sources as well as normal university 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 Institute and for maintaining its financial soundness.

C. Management of Resources
Funds, equipment, and other physical property purchased with funds of the Institute will be managed according to the policies and usual practices of the University. The use of resources shall be subject to review and must be approved by the Dean.

V. 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 (a) an annual report that conforms to the established format and (b) a business plan for the coming academic year. The 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 Faculty/Staff/Student Advisory Board will review the annual report prior to submission, as appropriate.

**B. Submission of Annual Report**

By September 15 of each year and at the request of the Dean, the Director shall forward to the Provost or their designee a copy of the completed annual report. Prior to submission, the report shall be reviewed by the Faculty/Staff/Student Advisory Board and Community Advisory Board(s), as appropriate.

**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.

**VI. Period of Operation**

The W.E.B. DuBois-Fannie Lou Hamer Institute for Academic Achievement will be dissolved no later than June 30, 2019, 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, in consultation with the Advisory Board and the Dean.

Submitted By: [Signature]  
Date: SEP 08 2014

Approved: [Signature]  
Date: SEP 08 2014

Presented to Provost’s Council on 9/2/14

Approved: [Signature]  
Date: 9-2-14

Approved: [Signature]  
Date: 5-4-15

Approved: [Signature]  
Date: 5-4-15