

**Procedures for the Establishment and Continuance of  
Centers and Institutes**

**INTRODUCTION**

These procedures for the establishment and continuance of centers and institutes have been established in accordance with University policy.

A special unit with funding by an external agency and using any University resources or the name of the University is also governed by these procedures.

At CSU Stanislaus, a center is normally defined to be an organizational unit involving more than one College and which operates as a unit of the University.

At CSU Stanislaus, an institute is normally defined to be an organizational unit normally involving two or more departments within a College.

Units are required to comply with all applicable University policies in carrying out the functions of the unit and with the policies of the granting agency (if appropriate).

Units in existence at the inception of these procedures are not required to go through the establishment procedure; however, they are subject to the review procedures for continuation.

**THE ESTABLISHMENT OF A CENTER OR INSTITUTE**

**Proposal for the Establishment of a Center or Institute.** To seek approval for the establishment of a center or institute, the proposer should submit a written proposal that includes the following information:

- a. Purpose of the unit.
- b. Need for the unit.
- c. Nature and scope of activities to be performed.
- d. Curricular offerings, if any. Include an academic rationale for the need of this unit to offer courses or programs. Also provide evidence that academic departments affected by curricular offerings have been consulted and approve of the planned curricular offerings.
- e. Personnel, including administrator of the unit, advisory board members (if appropriate), faculty membership, staff, and student involvement.
- f. Organizational chart which illustrates the administrative reporting structure and the relationship with academic departments. Also include evidence of approval by academic departments which may participate in or be affected by the unit's activities.
- g. Fiscal resources, including the sources, duration, and a 3-year annual projected budget as well as a clear statement of expectations of financial contributions of the University's commitment during the duration of the unit's operation.

Funds from all grants and contracts which sponsor research, development, demonstration projects, community service, instruction, and training from any external source shall be housed in the CSU Stanislaus Foundation or in the University Accounting Office. No private accounts of funds used in the operations of a unit shall be permitted.

The CSU Stanislaus Foundation or the University Accounting Office shall provide periodic and annual reports on unit funds. These reports are required documentation for the review of the unit.

- h. Other resources, including space, equipment, and technological requirements, including a clear statement of expectations of the University's commitment during the duration of the unit's operation.
- i. Regulations of external governing or regulatory agencies (as appropriate).
- j. Disclosure (including compliance with campus policy on conflict of interest).
- k. Assessment Plan, including indicators of success and achievement of unit goals.

**Review of the Establishment Proposal.** For a center or institute to operate, it must have the approval of (a) the College Dean who shall consult with the appropriate College governance committee and with the appropriate Department Chair(s); (b) the Provost who shall consult with the University Educational Policies Committee and with the Provost's Deans Council; and (c) the President.

### CONTINUATION OF A CENTER OR INSTITUTE

**Annual Report.** The unit administrator shall report the activities and financial condition of the unit annually to the Provost or College Dean as appropriate. The report shall also contain any requests for University contribution of funds and shall be considered as part of the University's budgeting process.

**Continuation Review.** A unit shall be authorized for a period of operation for a maximum of five years.

Upon review of annual reports and a 5-year "Continuation Report," the Provost or College Dean shall recommend continuation or discontinuation to the UEPC. The Provost, on the advice of the UEPC and the Dean/Administrator, shall provide written authorization for continuation or for discontinuation.

If a unit is granted continuation, the unit will be authorized for a maximum of five years before another continuation review is required.

**Review Calendar.** The Associate Vice President for Academic Affairs shall maintain the unit review calendar (consistent with the University's regular 5-year program reviews) and will notify units that are subject to review the following academic year.

**Review Criteria.** The unit administrator, the UEPC, and the reviewing administrators shall consider the following criteria in preparing reports and recommendations:

- a. *Progress Towards Goals.* Progress has been made on its goals, and objectives have been achieved as evidenced by the assessment criteria of the establishment proposal.
- b. *Support of University Mission.* Evidence is provided that demonstrates that the unit contributes to the mission of the University.
- c. *Financial Independence.* Evidence is provided that demonstrates that the unit is financially viable.
- d. *Adherence to University Policies and Procedures.* Evidence is provided that demonstrates that the unit adheres to University policies and procedures with regard to curriculum, personnel, students, and finances.