

SP 04-25 (Replaces SP 03-15)

POLICY FOR THE ESTABLISHMENT OF CENTERS AND INSTITUTES AT CSUCI

Centers and Institutes will be established as follows:

- The Committee for Centers and Institutes (CCI) will create the definitions and procedures for the establishment of Centers and Institutes with curricular or academic components or implications at CSUCI.
 - All Centers and Institutes shall support the CSUCI mission.
 - Mission-Specific Centers shall be defined as entities that have been developed with the specific and primary purpose of enabling the CSUCI faculty to support the mission of the university. Centers cut across disciplines and have co-curricular implications.
 - Institutes and other University Centers shall be defined as entities that are created with the intent to provide a necessary service, program, or disciplinary or interdisciplinary focus for the university and/or community.
- Proposals for Centers or Institutes will be submitted to the CCI.
- The CCI will establish the guidelines for proposals.
- The CCI will:
 - review the proposal
 - bring approved proposals to the Faculty Senate for ratification
 - send the proposal, the CCI's recommendation and the Faculty Senate's ratification to the Vice President for Academic Affairs
- The Vice President for Academic Affairs will review the proposal, recommendation and ratification, attach his or her recommendation, and forward the proposal package to the President.
- Final action to establish the Center or Institute shall be taken by the President.

Once established, a Center or Institute will:

- Prepare an annual report that summarizes its programmatic activities and fiscal management. This report shall be submitted to the Vice President of Academic Affairs. Each annual report should include but not be limited to the following:
 - the current organization and structure of the Center or Institute
 - the activities in which it has been involved at regional, statewide, national and/or international levels.
 - the nature, sources and amount of funding it has received over the year
 - its operating costs
 - its technical, clerical, student assistance and other expenditures.
 - a description of any significant changes to its mission or objectives

The CCI will communicate with the Academic Senate on the progress of existing Centers and Institutes.