

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
DIVISION OF ACADEMIC AFFAIRS OPERATING PROCEDURE**

SUBJECT: ESTABLISHMENT OR REVISION of a Presidential Center, Institute or Bureau

(Also available at the web page: <http://www.calstatela.edu/academic/aa/gsr/CenterCreation.DOC>)

1.0. PURPOSE:

To establish procedures for the establishment or the revision of the charter of presidential centers, institutes or bureaus (hereafter collectively referred to as centers).

Note: The terms, center, institute and bureau are generally restricted at Cal State L.A. to those entities that are presidentially chartered or for those that primarily serve its students.

2.0. ORGANIZATIONS AFFECTED:

Any unit in Academic Affairs that may wish to establish a center as defined in 5.1.

3.0. REFERENCES AND RELATED PROCEDURES:

“Operation of Presidentially Chartered Centers, Institutes or Bureaus;”

“Review of Presidentially Chartered Centers Institutes or Bureaus”

Education Code 89704 and CSU Executive Order (E.O.) 255 [see section 9.0 below]

4.0. POLICY:

4.1. All centers as defined in 5.1. must be approved by the President.

4.2. As part of the approval process each center as defined in 5.1 must have a written, approved charter (the charter must follow the template found in Appendix “A”).

5.0. DEFINITIONS:

5.1. A center is an entity chartered by the President of the University for a designated purpose. These centers have the following characteristics:

5.1.1. The Center uses the University name.

5.1.2. The Center uses University space, either gratis or for an in-kind contribution.

5.1.3. The Center is not funded solely by a single grant.

5.1.4. The Center does not undergo a periodic (maximum of every five years) review of its entire operation by an external funding agency.

5.1.5. The Center reports to an administrator in Academic Affairs.

- 5.1.6. The Center generates or has available to it non-state funds.
- 5.1.7. The Center is staffed by a University employee, either on reimbursed time or by University faculty serving in a voluntary capacity.
- 5.1.8. The Center is not designated primarily to serve Cal State L.A. students.
- 5.1.9. The Center has some minimum amount of activity to justify designation as a formal center (determined via consideration of levels of fiscal and other support, amount and diversity of activities, etc.).

6.0. RESPONSIBILITIES:

- 6.1. The President:
 - 6.1.1. Approves the charter for the Center and indicate the charter's effective period.
 - 6.1.2. Approves the Center Director.
- 6.2. The Provost and Vice President for Academic Affairs:
 - 6.2.1. Reviews and may make recommendations on the charter to appropriate individuals (the administrators, chair, proposer).
 - 6.2.2. Makes a recommendation to the President concerning the charter and the Center Director.
 - 6.2.3. Approves recommendations for Advisory Board members.
 - 6.2.4. May designate an Academic Affairs-wide administrator to work with all centers as her designee (currently the Dean of Graduate Studies and Research).
- 6.3. The Oversight Administrator for an individual Center (usually a school dean) will:
 - 6.3.1. Review and make recommendations on the charter.
 - 6.3.2. Provide support for the Center as described in the charter.
 - 6.3.3. Recommend members of the Advisory Board.
 - 6.3.4. Recommend the person to serve as Center Director.
 - 6.3.5. Monitor the progress of the center.
- 6.4. The Department Chair will:
 - 6.4.1. Make recommendations about the charter for the Center if the center is under a departmental jurisdiction.
- 6.5. The Proposer of the Center will:
 - 6.5.1. Draft the charter for approval (the charter must follow the template found in Appendix "A").

6.5.2. Make recommendations to the department chair or the administrator responsible for this specific Center concerning the initial Center Director and Advisory Board members.

6.6. The Director of the Center:

6.6.1. When approved, will lead and operate the Center to achieve its mission and do so within resources and within guidelines established by the charter (all presidentially chartered centers operate according to university policies and any additional specifics found in the document, "Operation of Centers, Institutes or Bureaus").

7.0. PROCEDURE TO OBTAIN FORMAL APPROVAL OF A CENTER:

7.1. The proposer of the Center first should discuss ideas for the Center with the appropriate administrators (usually a school dean and also the Provost's designated Academic Affairs-wide administrator (currently the Dean of Graduate Studies and Research).

7.2. The proposer drafts the Charter (it must follow the template found in Appendix "A") and proposes (with documentation) a Center Director and a list of proposed advisory committee members.

7.3. If it is a departmental Center, the chair of the department reviews the Charter and, if he or she recommends approval, signs the Charter.

7.4. The administrator responsible for this specific Center (usually the school dean for a department or school-based center) reviews the final draft documents, including the resource needs as expressed in the Charter. If the administrator does recommend approval, he or she signs the Charter and forwards it with a cover memo to the Provost with a copy to the Provost's designated Academic Affairs-wide administrator (currently the Dean of Graduate Studies and Research). At the same time, the administrator makes suggestions to the Provost about the Director and the Advisory Board. If the administrator does not approve the proposal, it is returned with comments to the proposer.

7.5. The Office of the Provost and Vice President for Academic Affairs reviews the Charter for content and correct format (and also requests the Division of Information Resource Management to review any stated new computer and telecommunication needs).

If the Provost approves the proposal, he or she signs the Charter and forwards it to the President along with a recommendation concerning the Director. If the Provost does not approve the proposal, the Charter is returned to the appropriate administrator.

7.6. The President reviews the charter and the proposed Director, approves or denies the requests, and informs the Provost and Vice President for Academic Affairs of the outcome.

7.7. Upon approval by the President, the Provost and Vice President for Academic Affairs notifies the appropriate administrator that the center and the director have been approved.

7.8. After such notification, the administrator directly responsible for the center (usually a dean) appoints, in writing, the individual approved by the President to be the Director and the individuals approved by the Provost and Vice President for Academic Affairs to serve on the center's Advisory Board.

7.9. The Charter with original signatures and all subsequent official documents are archived in the Office of the Provost and Vice President for Academic Affairs or in that of the Provost's designated Academic Affairs-wide administrator.

December 27, 1999

Appendix "A"

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

DIVISION OF ACADEMIC AFFAIRS

Template To Create or Revise a Charter Document for a Presidentially Chartered Center, Institute or Bureau

Dear Colleague –

The following pages provide a template designed specifically to help you create the necessary charter document for a presidentially chartered center, institute or bureau (all collectively referred to hereafter as "centers"). This template should be used for either creation of the initial charter or any subsequent revision. However, even before you begin to complete it, let me encourage you to contact me to discuss your ideas for a center since it might save you time in the long run.

The template is in the required format and includes the required "boilerplate" paragraphs. To avoid your having to revise your submittal several times, please do **not** alter either the format or the boilerplate. Please use the actual headings and in the given order.

Square brackets [. . .] are used throughout the template as information for you; they and their contents should be removed in the final version that you submit.

This template is an appendix to the document, "Establishment or Revision of a Presidentialy Chartered Center, Institute or Bureau." Since it contains significant additional information, those considering creation of a presidentially chartered center, institute or bureau should read that document in its entirety before using this template. It is available at the following web address:

<http://www.calstatela.edu/academic/aa/gsr/CenterCreation.DOC>

Additional documents of use concern a center's operation

<http://www.calstatela.edu/academic/aa/gsr/CenterOperation.DOC>

and its formal periodic review:

<http://www.calstatela.edu/academic/aa/gsr/CenterReview.DOC>

Please don't hesitate to contact me at any time should you have any questions during preparation of your charter. We want to minimize everyone's paperwork yet still provide the necessary information in an expedient format. Also, your suggestions to improve the charter creation and revision process are always welcome.

When you have completed your almost final draft, please send it to me as a Word document attachment to help expedite preparing it for formal review.

Ted Crovello

Ted Crovello, Dean
Graduate Studies and Research

CHARTER

[Insert the name of your “center”; please do not significantly change the format or spacing of this page]

Charter Recommendations:

Proposer:

Name (typed) Signature Date

Department Chair:
(if applicable)

Name (typed) Signature Date

Oversight Administrator:

Name (typed) Signature Date

Provost and Vice President for
Academic Affairs:

Name (typed) Signature Date

Charter Approval

President:

Name (typed)

Signature

Date

(Unless Noted Otherwise On This Signature Page, The Charter Is In Effect As Of Its Approval Date)

[NOTES for the above recommendation-approval page:

The “Proposer” usually is the director, but not necessarily.

If the center is not within a department, please type “NA” on the “Department Chair” line.

The “Responsible Administrator” usually is a school dean.

The Proposer of the center should type in the names of all of the above people]

[General Notes for the entire charter document:

[A certain amount of redundancy has been built into the template instructions to permit easier completion.]

[This template is in the required format and includes the required wording of “boilerplate” paragraphs. To avoid your having to revise your submittal several times, please do not alter either the format or the “boilerplate.” Please use the actual headings and in the order given.]

[This template should be used for creation of the initial charter or any subsequent revision.

[Square brackets [. . .] are used throughout the template as information to you; they and their contents should be removed in the final version that you submit. “Center” will be used collectively within the square brackets comments to mean any presidentially chartered center, institute or bureau.]

General Mission Statement, Goals And Objectives

[State the center’s mission statement concisely and clearly. It should reflect the spirit of a presidentially chartered center (see Section 5 of the main part of this document for its definition).

Provide a separate paragraph for each of the center’s long-term goals and include one or more examples of the more immediate objectives related to the goal.

Please keep in mind that every center to justify its designation and continuation as a formal center must conduct some minimum amount of ongoing activity that advances the campus mission.]

Relation Of The Center To Campus, School And Department [if appropriate] Missions And Goals

[One informative paragraph could be sufficient]

The Director of the Center

Proposed Director of the Center

[Please give the name of the proposed Center Director, who must be a regular employee of the University, and a short paragraph stating his or her qualifications.]

Duties of Center Director

[Please place a paragraph here that describes the leadership role and related activities of the director. This will complement the required paragraph given below that focuses more on operations and responsibilities.]

The Director of the Center will a) operate and be responsible for the Center on an ongoing basis and in ways that reflect positively on the campus; b) assure that the Center operates in accordance with all current University policies; c) follow the procedures described in the document, “Operation of Presidentially Chartered Centers, Institutes and Bureaus;” d) prepare the annual report for presentation to the center’s Oversight Administrator to whom the Director reports; and e) write the self-study in the Fall Quarter of the year in which a formal review takes place and otherwise assure a timely, effective review process.

Mechanism of Appointment and Term of Office of Director

The Director shall be nominated by the [ADD title of administrator responsible for the center] and recommended to the Provost. The Director shall be appointed by the President of the University and serve at the pleasure of the President.

Advisory Board

Duties of the Advisory Board

[The Advisory board should have a clear set of expected duties (e.g., to help raise funds to support the center; to network with the community) . Please state them here.]

Mechanism of Appointment and Terms of Office of Members of the Advisory Board

The Director shall nominate members of the Advisory Board to the [ADD title of administrator responsible for the center, e.g., a school dean], who in turn may forward the recommendations to the Provost and Vice President for Academic Affairs for final approval. Members of the Advisory Board are appointed to [ADD specifics; usually it is “two-year, renewable”] terms and serve at the pleasure of the Provost and Vice President for Academic Affairs.

Adherence to University Policies and to Required Operating Procedures

All operations will follow all current policies of the university, including the following:

The California State University, Los Angeles University Auxiliary Services, Inc. shall act as depository and fiscal agent for the Center for non-state funds and provide appropriate accounting and related services, except for the following: all non-degree credit and noncredit certificate programs and all courses for continuing education credit will be offered through Continuing Education and funds will be deposited in the “CERF account.”

All awarded grants and contracts related to a Center must follow established campus procedures, including appropriate approvals at the proposal stage. All grant and contract funds received by a center from external sources must be processed through the UAS Office of Grants and Contracts (not through a center’s or other’s UAS “agency” account, etc.).

All operations also will follow any procedures and requirements described in the latest revision of the document, “Operation of Presidentially Chartered Centers, Institutes and Bureaus.”

Facilities

General Facilities

[Please indicate what facilities, equipment, etc. will be required, both in the beginning and on a longer basis. Also indicate which unit will provide the necessary space. Indicate specific locations if already known.]

Computer and Telecommunication Needs

[Please use a separate paragraph to describe any campus computer and telecommunication needs of the center, the former including hardware, software and network resources and university technician support. Also indicate if there are internal or external funding sources that will provide support for such items. The campus Division of Information Resource Management must review this information before the charter can be approved.]

Expenses and Funding

[Please describe to an appropriate degree the amount of fiscal support that will be needed, the likely uses (e.g., released time for the Director; phone costs; supplies; computers) and the committed and expected funding sources (both internal and external) to cover such expenses.]

Dissolution

The center and all its operations will cease upon notice of withdrawal of support by the President of California State University, Los Angeles. All equipment and supplies whether provided by state funds or external funds, will become the property of California State University, Los Angeles. Determination for transferring equipment purchased with grant or contract funds will be made by the appropriate campus administrator in accordance with current grantor regulations.

[Congratulations, you have finished your charter's draft! Before you print out your final draft copy, please be sure that you have deleted the first page of the appendix (the letter page from Ted Crovello) and all square brackets (and their contents!). Then please send it to me as a Word document attachment to help expedite preparing it for formal review.]