

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

**SUBJECT: OPERATION of Presidentially Chartered Centers, Institutes or Bureaus**

**1.0. PURPOSE**

To establish procedures for the daily and annual operation of Presidentially Chartered Centers, Institutes, and Bureaus (hereafter collectively referred to as "Centers").

**2.0. ORGANIZATIONS AFFECTED**

Any unit in Academic Affairs which has a Center as defined in 5.1.

**3.0. REFERENCES AND RELATED POLICIES**

"Establishment or Revision of a Presidentially Chartered Center, Institute, or Bureau;"

"Review of Presidentially Chartered Centers, Institutes or Bureaus"

**4.0. POLICY**

Each Center as defined in 5.1 must follow all current, relevant policies of the University and show continued progress in meeting its mission and goals. Each Center will undergo a formal review approximately every six years or as otherwise scheduled to obtain renewal of its Charter. The Provost, a designee, or the President may initiate a special review at any time.

**5.0. DEFINITIONS**

5.1. **Center.** A Center is an entity chartered by the President of the University for a designated purpose. The 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 is required to provide an annual report and a formal detailed review process occurs every six years. The operation of the center is not reviewed by either an external funding agency or by the Program Review Subcommittee of the University Educational Policy Committee. (see 6.1.4.)

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 volunteer capacity.
- 5.1.8. The Center is not designated solely 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 Director of the Center will:

- 6.1.1. Operate and be responsible for the Center on an ongoing basis and only in ways that reflect positively on the campus.
- 6.1.2. Assure that the Center operates in accordance with all current University policies.

As indicated in the wording required to appear in Presidentially Chartered Centers, such accord includes 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 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 "agency" account).

The center will operate in accordance with the procedures described in the document, "Operation of Presidentially Chartered Centers, Institutes and Bureaus." [i.e., this document]

- 6.1.3. Prepare the annual report for presentation to the College Dean/School Director or other administrator to whom the Director reports.
- 6.1.4. 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 (see the document, "Review of Centers, Institutes or Bureaus").

6.2. The administrator responsible for the Center (often a College Dean/School Director) will:

- 6.2.1. Provide active oversight as needed to assure that the Center is achieving its mission in effective and appropriate ways and operates in accordance with all current University policies.

- 6.2.2. Receive and evaluate the Center's annual report, and conduct any appropriate follow-up action deemed necessary for the Center's success in achieving its mission.
- 6.2.3. Forward to the Provost or designee a copy of the annual report of the Center (and any memo to the Director concerning corrective actions, etc., based on discussion of the annual report with the Director).
- 6.2.4. Initiate formal requests to the Provost or designee to appoint a new director, associate director or Board member, to renew current appointees or to implement any other significant changes related to the Center that occur between its periodic formal review.
- 6.2.5. Participate in the Center's periodic formal review (see the document, "Review of Centers, Institutes or Bureaus").
- 6.3. The Provost or designee will:
  - 6.5.1. As needed, work to assure success of the Center.
  - 6.5.2. Review the annual reports and respond in writing to the administrator responsible for the Center when necessary.

## **7.0 PROCEDURES**

### **7.1. Preparation of the Annual Report.**

To assure the continuing viability of each Center and to inform, in a timely and effective manner, appropriate members of the campus community of its accomplishments and status, the Director of each Center will prepare an annual report. Depending on the size of the Center, the annual report may be brief, but nevertheless will serve as the major written document on which administrative decisions will be made between the more elaborate formal review required every six years (the set of annual reports should be included as an appendix in the review every six years). The annual report or its contents also can serve as the basis of a marketing document.

The annual report should include at least the following topics:

- 7.1.1. Brief (1-2 sentences) statement of the Center's mission (from the most recent, approved version of the charter).
- 7.1.2. Goals and objectives of the year covered by the annual report.
- 7.1.3. Summary of the year's major activities, including personnel changes.
- 7.1.4. Summary of major budget activity (e.g., major expenditure items; major revenue items, especially if a new source).
- 7.1.5. Summary evaluation statement of the Center's success in meeting its mission, goals and objectives during the year.
- 7.1.6. Goals and objectives for the coming year (which may only involve changes in its objectives).

7.2. Transmittal and Evaluation of the Annual Report.

- 7.2.1. The Director will transmit the annual report to the administrator responsible for the Center by June 30 of the year covered by the report.
- 7.2.2. The administrator responsible for the Center will receive and evaluate the Center's annual report, and conduct any appropriate follow-up action deemed necessary for the Center's success in achieving its mission.
- 7.2.3. The administrator responsible for the Center will forward to the Provost or designee a copy of the annual report of the Center (and any memo involving corrective actions, etc., based on discussion of the annual report with the Director) within one month of the end of the fiscal year covered by the report

[A College Dean/School Director with several Centers may choose to send a collective letter of transmittal for all of the reports (with any memos written to specific Center Directors provided as an attachment).]

- 7.2.4. The Provost or designee will review the reports and respond in writing to the administrator responsible for the Center when necessary.

7.3. Appointments

- 7.3.1. Requests to appoint a new Director are made by the administrator responsible for the Center to the Provost, who forwards the recommendation to the President for approval.
- 7.3.2. Requests to appoint a new Board Member are made by the administrator responsible for the Center to the Provost for final approval.