



California State University Monterey Bay

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Procedures for the Establishment and Oversight of Centers and Institutes

1.00 Establishing a Center or Institute

To establish a new center or institute (hereafter, center) at CSU Monterey Bay, a proposal must be submitted to the Dean or appropriate administrator of the relevant academic or administrative unit. Usually such a proposal would be developed by a department chair or potential director of the new center or institute.

The proposal must include the following elements:

1. Statement of purpose, including an explanation detailing why this cannot be achieved within the existing University structure
2. Administrative organization and structure, including description of roles and responsibilities
3. Proposed operating procedures, including but not limited to:
 - a. Nomination process and term of office for the center director and members of the advisory committee (see section 4.10 and 4.20 of the Policy on Centers and Institutes for guidelines)
 - b. Review and approval process for the center director and members of the advisory committee
 - c. Regular meeting schedule of the director and advisory committee
4. Associated faculty and staff
5. Required technical, clerical, and student assistance
6. Space needs
7. Source and amount of funding anticipated, including but not limited to:
 - a. Anticipated one-time start-up funds required
 - b. Anticipated on-going operational costs
8. Connection to CSU Monterey Bay and prospects for longer-term activities

Upon approval by the dean/appropriate administrator, the proposal is forwarded with a recommendation to the Provost and Vice President for Academic Affairs.

The Provost, in consultation with the Senior Leadership Team, reviews the proposal and makes a recommendation to the President for final approval. The establishment of the center, signed by the President, is retained and filed in Academic Affairs and in the office of the Dean.

2.00 Oversight of Centers

Each center is headed by a director or coordinator, usually a tenured or tenure-track member of the faculty, responsible for:

1. Oversight of day-to-day operations of center activities to ensure achievement of agreed upon goals
2. All space, physical arrangements, production of brochures and descriptive materials, and other scholarly activity within the center
3. Establishing and implementing a regular meeting schedule of the advisory committee and development of the agenda
4. Development and oversight of annual budget
5. Preparation and submission of annual report

The director reports directly to the chair or director of the academic or administrative unit in which it is lodged and is under the general oversight of the Dean/appropriate administrator responsible for all units reporting to them. For centers that are grant-funded, the University Corporation at Monterey Bay shall assume all pre- and post-award administrative responsibilities related to the funding in conjunction with the Office of Grants and Contracts.

All personnel matters are governed by University policies, procedures and guidelines. Personnel utilization or changes must be approved by the respective department chair(s).

2.10 Annual Report

The center director prepares an annual report of all center activities of the previous year and plans for the year ahead. The annual report is submitted June 1st of each year to the Dean/appropriate administrator with copies to: Provost, the Associate Vice President for Academic Planning and Institutional Effectiveness, the Corporation, and the center's advisory committee.

The report shall include information on the following:

1. Activities and involvement of faculty, staff, and students including examples of community service and how these activities facilitated connection to CSU Monterey Bay and its academic programs
2. Personnel—note any changes in the staffing of the center
3. Space used
4. Problems or concerns to be addressed
5. Fiscal year financial report summarizing the nature, source, and amount of funding (including grants, gifts, and contracts received) and operating expenses
6. Plans for future activities
7. Proposed budget for the upcoming year (revenue and expenditures), and identified sources of funding

2.20 Annual Review

The Dean/appropriate administrator reviews the annual report and comments on the performance, financial viability, and success of the center in meeting its stated goals and objectives. The annual report, with comments from the Dean/appropriate administrator, is forwarded to the Provost by July 1.

The Provost reviews the annual report and submits to the President a summary report on the state of all centers on campus by July 15. Copies of the Provost's summary report are forwarded to the Chair of the Academic Senate, the institute director/coordinator, the academic or administrative unit chair/director, and the Dean as an information item. The AVP submits the annual summary report of all centers to the Office of the Chancellor by the beginning of August each summer.

3.00 Termination of Centers and Institutes

Once a center is established annual reports and program reviews are essential for continuation. Centers not submitting annual reports or program reviews will be terminated.

Following consultation with the director of the center, the Chair to which it reports, and its Advisory Committee, a recommendation for termination may be made by the Dean to the Provost. The recommendation must state the reason(s) for discontinuation. After consultation with the Academic Affairs Council, the Provost makes a recommendation regarding the center's discontinuation to the President. The President's decision is final.