In accordance with UPS 100.700, Institutes and Centers are established in Academic Affairs to enhance scholarly and creative activities, to provide professional development opportunities, to build relationships with industry and the community, to aid in obtaining external support, and to complement the University Mission and Strategic Plan. Institutes and Centers do not offer courses that carry academic credit.

- **Institute** – An Institute is a major unit that coordinates scholarly and creative activities having more than one interest or function. An Institute enhances and supports broad-based research efforts and will usually encompass research activities at multiple levels (e.g. across departments, schools, or colleges), and may also include agencies and organizations outside of the University. An Institute may also engage in public service activities stemming from its research program. In addition, an Institute may be composed of several Centers.

- **Center** – A Center is a smaller unit that coordinates and promotes scholarly and creative activities focused on a specific topic or issue. A Center may require the efforts of faculty from one or several departments either within a single college or multiple colleges that contribute to the Center’s mission from different perspectives. A Center furthers research, scholarly and creative activities, educational enhancement, and public service in a designated field and may provide research facilities for other units and departments. A Center may be one of several forming an Institute.

Proposals for the formation of Institutes and Centers are initially reviewed by involved department(s), department chair(s), and college dean(s) for support. Supported proposals shall then be submitted to the Office of Academic Programs via the Office of Assessment and Educational Effectiveness for review and to ensure that proposals are complete. Completed proposals are then forwarded to the Provost and Vice President for Academic Affairs.

Supported proposals are forwarded by the Provost and Vice President for Academic Affairs to the Council of Deans for review. If the Provost and Vice President for Academic Affairs and Council of Deans provide a positive recommendation for an Institute or Center proposal, that Institute or Center is then approved.

The following topics should be covered in the proposal:

1. **Name**: The name should be descriptive of the center’s/institute’s core activities. Choose a center/institute name that will not impinge on the territory of an existing center or institute. Existing centers and institutes are listed at [www.fullerton.edu/assessment/centers_and_inst/](http://www.fullerton.edu/assessment/centers_and_inst/).

2. **Proposal Sponsor(s)**: Who will sponsor the center/institute’s operation, initially and in the longer term? What is the center/institute’s mechanism for sustainability?

3. **Mission and Purpose**: What is the mission or purpose of the center/institute? What are its goals and objectives? To what apparent needs and opportunities will this center/institute
respond? What is its association with the mission and goals of the University? Will the center/institute have any involvement in developing academic courses or degree programs?

4. **Membership:** Who will participate in center/institute activities? What are the requirements of the membership?

5. **Leadership and Organization:** What is the leadership structure of the center/institute (e.g. director)? What formal roles will other university faculty/staff/administrators have (e.g. advisory committee or governance committees)? Who are the specific individuals, and what role is each person expected to play? To whom will this center/institute report?

6. **Involved Departments and/or Colleges:** What departments and/or colleges are involved in the center/institute? What is the nature of the departments/colleges’ involvement? Who are the key faculty/staff that represent these departments/colleges?

7. **Short-Term Plans:** What focus, activities or accomplishments are envisioned for the center/institute in the first 1-3 years of operation?

8. **Long-Term Plans:** What focus, activities or accomplishments are envisioned for the center/institute in 5-10 years?

9. **Budget:** What sources of revenue are available now? What is the forecast for the near term? What major expenditures are anticipated?

10. **Personnel, Space and Equipment Requirements:** Will the creation of this center/institute require additional hiring? Will there be a need for dedicated or specialized space for operations? Will there be a need for additional or specialized equipment? If so, have these plans/needs been addressed with the college dean(s) and provisioned?

11. **Brief Paragraph Description for Catalog:** All CSUF research centers and institutes are listed and described in the official university catalog. Centers and Institutes are reviewed periodically by the University. The CSU Chancellor’s Office also requires annual reporting on research centers/institutes.

12. **Bylaws:** In a separate document, please describe the bylaws of the center/institute. The bylaws describe matters that are vital to the operation of the center/institute including but not limited to: 1) the operating procedures of the center/institute (e.g. meetings, decision making procedures); 2) rules and regulations pertaining to the center/institute; 3) governing structure; 4) duties of leaders and nomination/election procedures; 5) management of membership and duties of members; 6) amendment procedures of the bylaws.

For questions, please contact the Office of Assessment and Educational Effectiveness at x2593 or assessment@fullerton.edu.