

California State University, Fullerton Guidelines for Establishing Campus Centers and Institutes

In accordance with UPS 100.700, Campus Center and Institutes (CCIs) 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. CCIs 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. Several Centers may form an Institute.

Proposals for the formation of CCIs 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 Research and Sponsored Projects (ORSP) to ensure that the proposals are complete. ORSP will then forward the completed proposals to the Provost/Vice President for Academic Affairs.

The Provost/Vice President for Academic Affairs then forwards supported proposals to the Council of Deans and PRBC for review. If the Provost/Vice President for Academic Affairs, Council of Deans, and PRBC provide a positive recommendation for a CCI proposal, that CCI is then approved.

The following topics should be covered in the proposal:

1. **Name**: The name should be descriptive of the CCI’s core activities. Choose a CCI name that will not impinge on the territory of an existing CCI. Existing CCIs are listed at http://www.fullerton.edu/doresearch/centers_institutes/index.php.

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

3. **Mission and Purpose:** What is the mission or purpose of the CCI? What are its goals and objectives? To what apparent needs and opportunities will this CCI respond? What is its association with the mission and goals of the University? Will the CCI have any involvement in developing academic courses or degree programs?
4. **Membership:** Who will participate in CCI activities? What are the requirements of the membership?
5. **Leadership and Organization:** What is the leadership structure of the CCI (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 CCI report?
6. **Involved Departments and/or Colleges:** What departments and/or colleges are involved in the CCI? 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 CCI in the first 1-3 years of operation?
8. **Long-Term Plans:** What focus, activities or accomplishments are envisioned for the CCI 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 CCI 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 CCIs are listed and described in the official university catalog. CCIs are reviewed periodically by the University. The CSU Chancellor's Office also requires separate annual reporting on CCIs.
12. **Bylaws:** In a separate document, please describe the bylaws of the CCI. The bylaws describe matters that are vital to the operation of the CCI including but not limited to: 1) the **operating procedures** of the CCI (e.g. meetings, decision making procedures); 2) **rules and regulations** pertaining to the CCI; 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 Research and Sponsored Projects at x4728 or orsp@fullerton.edu.