

**University Policy Statement
California State University, Fullerton**

UPS 100.700

**FORMATION AND OPERATION OF
UNIVERSITY INSTITUTES**

- I. Proposals for the formation of research and special interest University Institutes shall provide information concerning the Institute's purposes, membership, operating procedures, space requirements, equipment requirements, as well as special needs.
- II. Proposals for the implementation of University Institutes will be submitted to the Provost and Vice President for Academic Affairs. Forms are available in that office.
- III. Requests are reviewed first by the Council of Deans. If their recommendation is positive, the proposal will be reviewed by a University Institutes Committee, which has the following membership:

Provost and Vice President for Academic Affairs
Vice President for Administration
Chair, University Priorities Committee
Chair, University Research Committee
- IV. If the committee recommends approval, the sponsoring group shall then provide bylaws to the Institutes Committee for its approval.
- V. The University Institutes Committee will forward institute proposals and bylaws with its recommendations to the University President for consideration. Final authority to approve establishment of University Institutes rests with the President.
- VI. Only full-time probationary or tenured members of California State University, Fullerton faculty or full-time administrators may be directors or chairs of institutes at California State University, Fullerton.

- VII. The Office of the Associate Vice President, Research and Development will coordinate all efforts seeking external funding support for University Institutes.
- VIII. Each University Institute shall prepare an annual report, which includes summaries of both programmatic activity and fiscal management. This annual report shall be submitted to the Provost and Vice President for Academic Affairs and the University Institutes Committee no later than September 1. In the event that an annual report is not received, the Institute will cease to function as an institute until an annual report is received.
- IX. Activities, which require a government security clearance, may not be carried out under the sponsorship of any University Institute, nor may any University facilities be used to conduct such activities.
- X. Institutes shall not offer courses that carry credit. A University Institute may advertise courses offered for credit in the regular or extension programs of the University. A University Institute may also advertise courses offered for credit under the auspices of other institutions provided such advertising clearly indicates the name of the offering institution, and that any credit earned is through that institution. Except as provided above no University Institute shall be authorized to receive any fee from any source for facilitating the offering of any course for credit by, or through, other institutions.
- XI. The University Administration and the University Institutes Committee shall respect requests for pre-publication confidentiality of institute materials, which are submitted, to them.
- XII. The University Institutes Committee, after consultation with the Institute in question, may make recommendations for the dissolution of a University Institute to the University President, who has the final authority in such decisions.

EFFECTIVE DATE: April 24, 1978
Supersedes previous policy and
FCD 78-13 and UPS 100.700 dated 4-6-76