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**MEMORANDUM**

**CODE: AA-2014-18**

**Replaces Executive Order 751**

TO: Presidents  
Provosts and Vice Presidents of Academic Affairs  
Vice Presidents of Student Affairs

FROM: Ephraim P. Smith   
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: Centers and Institutes: Guidelines Replacing Executive Order 751

This coded memorandum establishes guidelines for campuses and auxiliaries to develop and maintain policies and procedures related to the oversight and reporting of all Campus Centers and Institutes (CCIs). CCIs provide clear benefits to the CSU and are a part of the university's overall mission. This coded memorandum does not apply to systemwide affinity groups, state or federal centers governed by their authority, campus central administrative or service units. Each campus shall establish a written policy on the managements of CCIs that incorporates the components outlined in this coded memo and is consistent with other applicable CSU and campus policies

**Delegation of Authority**

The president of each campus is delegated the responsibility for the approval and oversight of CCIs in accordance with existing CSU policy (see ICSUAM 1000.0, Delegation of Authority to Obligate the University, CSU Policy Manual for Contracting and Procurement). This authority may be delegated.

**CSU Campuses**  
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East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
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Presidents  
Provosts and Vice Presidents of Academic Affairs  
Vice Presidents of Student Affairs  
October 20, 2014  
Page 2

## **Campus Centers and Institutes Defined**

Naming CCIs is under the purview of each campus. A CCI is a formally approved interdisciplinary and/or collaborative unit that:

1. is organized around a scholarly, creative, research, education, and/or public service activity that combines the interests and expertise of individuals, departments or administrative units, and may draw on expertise of others external to the campus or the Academy; and
2. may offer services to constituents beyond the campus community, e.g. individuals as well as private and public entities. While CCIs by their nature and location serve the campus community, their focus is not exclusively internal.

## **Functions**

CCIs do not confer degrees or offer for-credit academic degree instruction, except in the role of supporting units with such authority. Depending on the function of a CCI, the activities will vary and may include:

1. Providing opportunities for professional development of faculty and staff through teaching, research, scholarly and creative activities, and public service.
2. Fostering and facilitating interdisciplinary efforts among disciplines, departments and across colleges.
3. Providing a clearinghouse for information of interest to professionals, and conduct workshops and conferences for continuing education.
4. Enhancing the curriculum by facilitating and supplementing the academic experience of students.
5. Other functions as stated in the organizational document, and approved following the process described below.

## **Formation & Structure**

The formation of a CCI requires a proposal that is reviewed and approved by the campus president or designee. Campus policy shall outline the requirements of the CCI proposal, which shall include the financial support, organizational structure and organizational document(s).

## **Reporting**

All CCIs report to the president or designee to whom an annual report shall be submitted. Campus policy shall address the content of the annual report, which may include activities, publications, and reports completed through the CCI, as well as a financial report (sources of

Presidents  
Provosts and Vice Presidents of Academic Affairs  
Vice Presidents of Student Affairs  
October 20, 2014  
Page 3

income, budget and expenditure information) for the most recent fiscal year. CCIs may have multiple sources of funding, which may include state funds. All sources of funds as well as the use of funds shall be identified on the annual report.

Upon request, each campus shall submit an annual list of active CCIs to the Assistant Vice Chancellor for Research Initiatives and Partnerships to update the systemwide website.

### **CCI Review**

CCIs shall be reviewed at least once every seven years. Campus policy shall address the content and process of review.

Campuses shall establish a process for suspension or dissolution of CCIs. CCIs that are suspended or dissolved are not required to file annual reports or undergo reviews.

The campus president or designee may suspend or dissolve campus CCIs and shall adopt policies to support a consultative process in support of such action.

The AVC for Research Initiatives and Partnerships (AVCRIP) will act as the liaison in the Chancellor's Office for Campus Centers and Institutes (CCIs), providing support through the president's designee at each campus. The AVCRIP will be responsible for maintenance of systemwide policy and guidance related to CCIs.

### **Other Applicable Policies**

This coded memorandum does not supersede any other applicable policies that apply to CCIs, including the Integrated CSU Administrative Manual (ICSUAM 13680.0), coded memoranda, or any other applicable CSU policies.

c: Timothy P. White, Chancellor  
Steven Filling, Chair, Academic Senate, CSU  
Eric Forbes, Assistant Vice Chancellor, Student Academic Support  
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Sheila Thomas, Assistant Vice Chancellor and Dean of Self- Support Strategy and Partnerships/Extended Education