

7 **Policy Recommendation:**
8 **Establishment, Reporting, Continuation and**
9 **Termination of Campus Centers and Institutes (CCI),**
10 **Formerly Known as Organized Research and**
11 **Training Units**

12 **Rescinds University Policy S05-13**

13 Whereas: CSU policy [AA-2014-18](#), Centers and Institutes: Guidelines, “establishes
14 guidelines for campuses and auxiliaries to develop and maintain policies and
15 procedures related to the oversight and reporting of all Campus Centers and
16 Institutes (CCIs),” and charges each CSU campus to “establish a written policy
17 on the managements of CCIs that incorporates the components outlined in this
18 coded memo,” replaces Chancellor’s Executive Order 751, which necessitates
19 an update of University Policy S05-13, and
20

21 Whereas: AA-2014-18 grants the “naming of CCIs under the purview of each campus,”
22 and
23

24 Whereas: annual reports to the University are required and annual list of active CCIs shall
25 be submitted to the Chancellor’s office via the Assistant Vice Chancellor for
26 Research Initiatives and Partnerships to update the system-wide website upon
27 request, and
28

29 Whereas: the President is “delegated the responsibility for the approval and oversight of
30 CCIs” and whose “authority may be delegated,” and
31

32 Whereas: the University has created the Division of Research and Innovation; be it
33 therefore
34

35 Resolved: That S05-13 be rescinded and the following new policy be adopted.
36

37 Rationale: Our current policy is not in alignment with the CSU Chancellor’s Office
38 policy AA-2014-18 to direct the oversight of Campus Centers and
39 Institutes (CCIs) at the University level. Because the changes to the policy
40 were so significant, C&R elected to rescind the old policy and replace it
41 with the new policy rather than showing line by line edits.
42

43 **Approved:** 01/31/2022

44 **Vote:** 11-0-0

45 **Present:** Richard Mocarski (seat A), Thalia Anagnos (seat B), Marc d'Alarcao (seat
46 C), Gigi Smith (seat D), Faranak Memarzade (seat E), Cara Maffini (seat
47 F), Katy Kao (seat G), Wei-Chien Lee (seat H), Stefan Frazier (seat I),
48 Brandon White (seat J, chair), Marie Haverfield (seat K),Chloe Cramer
49 (seat L)

50 **Absent:** None

51 **Financial Impact:** To be determined

52 **POLICIES AND PROCEDURES**
53 **ESTABLISHMENT, REPORTING, CONTINUATION AND TERMINATION OF CAMPUS**
54 **CENTERS AND INSTITUTES (CCIs), FORMERLY KNOWN AS**
55 **ORGANIZED RESEARCH AND TRAINING UNITS**
56

57 Research, scholarship, creative activity, education, and public service are recognized as vital
58 components of the academic mission of San José State University. These can involve the lone
59 scholar, the collaborative effort of a team, or a large but coordinated group. Because of the
60 diverse ways in which these activities may be carried on, centers and institutes established
61 within the university are recognized as efficient means to fulfill these functions. To facilitate the
62 process and coordinate the effort, the following basic procedural and operational policy related
63 to centers and institutes has been developed.
64

65 Separate centers and institutes, with their own budgets and administrations, may be organized
66 within the university when there is a clear indication that they will aid the research, scholarship,
67 creative activity, education, or public service of participating members of the faculty and that
68 their activities will continue on a reasonably permanent basis.
69

70 1. Definition. As defined in the Chancellor's Office coded memorandum AA2014-18, a
71 Campus Center or Institute (CCI) is a formally approved interdisciplinary and/or
72 collaborative unit that:
73

74 (i) is organized around a scholarly, creative, research, education, and/or public service
75 activity ("CCI Activity") that combines the interests and expertise of individuals,
76 departments or administrative units, and may draw on expertise of others external to the
77 campus or the Academy; and
78

79 (ii) may offer services to constituents beyond the campus community, e.g. individuals as
80 well as private and public entities. While CCIs by their nature and location serve the
81 campus community, their focus is not exclusively internal.
82

83 CCIs were previously referred to as Organized Research and Training Units at San José
84 State University.
85

86 2. In carrying out their programs, CCIs may seek and are encouraged to seek financial

87 grants and provide funds and facilities for coordinated programs. Funds may be from
88 contracts, grants, or gifts; but the value of the program to the campus--not the immediate
89 availability of funds--shall be the criterion for establishing or continuing CCIs.
90

91 3. CCIs may be organized and established as either an institute or a center according to
92 these definitions:
93

94 a. Institute. An institute is an agency established primarily for the coordination and
95 promotion, on a continuing basis, of ascertained faculty. CCI Activity needs and interests
96 organized around a broad interdisciplinary subject area. The breadth of the subject will
97 be reflected in CCI Activity projects and programs which cut across college or campus
98 boundaries. An institute, however, may also be proposed when needed by a single
99 department to coordinate broad and varied CCI Activity programs across an
100 interdisciplinary set of questions that encompass partnerships beyond that one
101 department.
102

103 b. Center. A center is an agency established to promote focused CCI Activity interests of
104 the faculty in a designated major area and may be within an institute, college or
105 department. The depth of the subject will be reflected in CCI Activity projects and
106 programs which address a focused set of questions that serve a designated area.
107

108 c. Public service activities and programs stemming from RSCA conducted within an
109 institute or center, or from the professional interests of participating faculty may also
110 be undertaken by CCIs.
111

112 d. Those entities that existed under S05-13 as an ORU or ORTU prior to the passage of
113 this policy and are not named as an institute or center are allowed to maintain their title
114 to enable ongoing name recognition by campus or external constituents, or to maintain
115 alignment with their original or required mission or charter statements. Nevertheless,
116 those entities are encouraged to update their mission, charter, and title to align with
117 this policy.
118

119 e. Those entities that meet the definition of a CCI that have not previously obtained
120 approval as an ORU or ORTU under the old University Policy S05-13, will be required
121 to be subject to this policy.
122

123 f. This policy does not apply to state or federal centers governed by their authority or
124 campus central administrative or service units.
125

126 4. The creation of CCIs should be proposed with clear and strong evidence that long range
127 needs and interests of the faculty and the university will be served thereby.
128

129 a. Functions of CCIs may include:

130 i. Providing opportunities for professional development of faculty and staff through
131 teaching, research, scholarly and creative activities, and public service.

132 ii. Fostering and facilitating interdisciplinary efforts among disciplines, departments and
133 across colleges.

134 iii. Providing a clearinghouse for information of interest to professionals, and conducting
135 workshops and conferences for continuing education.

- 136 iv. Enhancing the curriculum by facilitating and supplementing the academic experience
137 of students.
- 138 v. Other functions as stated in the organizational document, and approved following the
139 process described below.
- 140
- 141 b. Faculty and administrators may propose CCIs, but all proposals shall be reviewed and
142 recommended by the administrative dean (if more than one college is involved, one
143 administrative dean shall be named) to the Associate Vice President for Research
144 (AVPR).
- 145
- 146 c. Proposals shall include the CCI's financial plan including funding sources and any
147 specific financial support. It is possible that it is in the best interests of an academic
148 unit to provide support for a CCI based on the services it offers. In such a case, the
149 administrative dean shall include a memo documenting the need and plan for such
150 startup support.
- 151
- 152 d. Proposals shall include a description of the organizational structures, community
153 partnerships, and all related organizational documents. The CCI shall be headed by a
154 director appointed by the administrative dean. Proposals may specify a faculty
155 nomination process to recommend a director for consideration and appointment by the
156 administrative dean. The management and review of a director resides with the
157 administrative dean who may receive feedback from an Advisory Board (internal
158 and/or external).
- 159
- 160 e. The proposal shall include the names of those initiating the proposal, name of the CCI,
161 a statement of the purpose of the CCI, and a table of organization. The AVPR will
162 provide a checklist of necessary items to be included in the proposal.
- 163
- 164 f. The AVPR shall review the proposal and consult with the chair(s) of the department(s)
165 most directly affected by the proposal and with the administrative dean, as needed,
166 regarding the merits of the proposal. The AVPR may request revisions to establish
167 conformity of the proposed CCI with the standards established by this policy.
- 168
- 169 g. When convinced that these standards have been met, the AVPR shall then submit the
170 proposal to the Curriculum & Research Committee of the Academic Senate. The
171 Curriculum & Research Committee shall consider the proposal and make
172 recommendations to the Vice President for Research and Innovation (VPRI). The
173 VPRI, in consultation with the Provost, shall review the proposal with accompanying
174 recommendations. CCI proposals accepted by the VPRI are presented to the
175 President for final decision. The President's decision shall be in writing to the
176 administrative dean, with a copy to the VPRI, Provost, AVPR, and the Curriculum and
177 Research Committee and shall include the original copy of the proposal with approval
178 signature (or not).
- 179
- 180 h. CCI proposals not accepted by the VPRI will be returned to the administrative dean
181 with written feedback with a copy to the Curriculum and Research Committee.
182 Revised proposals (if any) shall be reviewed by the AVPR. The AVPR shall then
183 submit the modified proposal to the VPRI for further consideration and assessment.
184 The VPRI, in consultation with the Provost, shall review the revised proposal with

185 accompanying recommendations. Depending on the outcome of the VPRI's
186 assessment of the revised proposal, he/she will take action as outlined above.
187

- 188 5. A CCI shall be administered by a director who shall be appointed by the administrative
189 dean. The director may be nominated by the faculty members of the CCI for consideration.
190 If a director nomination process is chosen for the CCI, the initial director shall be selected
191 by the administrative dean until faculty membership is established. Operating procedures,
192 including the selection, retention, service period, and annual evaluation of the director, shall
193 be outlined in the CCI proposal and will be in compliance with all applicable policies. The
194 name of the director shall be submitted to the AVPR who annually will inform the CSU.
195
- 196 6. The administrative dean is responsible for the oversight of the fiscal health of each CCI
197 under his/her supervision.
- 198
- 199 a. Limited state support, commonly in the form of office or resource space, time for the
200 director, or other startup functions, is a decision prerogative of the administrative dean.
201
- 202 b. CCIs may not handle money directly. Administration of finances, except for that support
203 coming out of the state budget, for all CCIs will be handled by SJSU auxiliaries in
204 accounts in the name of the CCI.
205
- 206 c. Each director shall be responsible for the CCI account(s). The CCI account(s) shall
207 consist of funds derived from unit activities including conferences, publications, and
208 donations.
209
- 210 d. Distribution of any indirect costs earned by the CCI shall follow the current Division of
211 Research and Innovation policy and SJSU Research Foundation process and be
212 determined prior to receipt of grant or contract funding.
213
- 214 7. Directors of established CCIs shall submit annual reports to the administrative dean, who
215 shall review, sign, and forward the report to the AVPR. These reports are due to the AVPR
216 on September 30th of each year. The report shall cover the preceding fiscal year
217 describing accomplishments and future plans of the CCI, full accounting of income and
218 expenses from all accounts (operating funds and any auxiliary accounts), and conflict of
219 interest statements, updates, and management plans for disclosed conflict of interest
220 statements. At intervals of no more than seven years, each unit shall be examined by the
221 Graduate Studies and Research (GS&R) Committee of the Academic Senate. The
222 purposes for which the CCI was initially established and the emergence of further or
223 changed value to the campus shall be reviewed. The capacity of CCIs to become and
224 remain financially self-sustaining is assessed. Although it is desirable to become self-
225 sustaining, it is possible that it is in the best interests of an academic unit to provide
226 support for a CCI based on the services it provides to the faculty and students. In these
227 cases, the administrative dean should include a memo documenting the need for such
228 support for consideration during the seven-year review.
229
- 230 8. Proposals of substantive modifications to the CCI shall be made by the CCI director as
231 part of the annual or seven-year reports (e.g., name, focus, location) and shall be
232 reviewed by the AVPR. If acceptable, the AVPR shall submit the proposed modifications
233 to the VPRI for consideration and assessment. The VPRI, in consultation with the

234 Provost, shall review the modifications. Depending on the outcome of the VPRI's
235 assessment of the modifications, he/she will take approval action as outlined above.
236

237 The GS&R committee shall submit its review to the AVPR to recommend (or not) the
238 continuation of a CCI with or without conditions. A recommendation to continue the unit
239 shall be acknowledged in writing by the AVPR to the administrative dean, with a copy to
240 the VPRI and the University Curriculum and Research Committee.
241

242 If the CCI director requests, or if the Provost, administrative dean, AVPR or the GS&R
243 Committee recommends termination of a CCI, the recommendation shall be forwarded to
244 the VPRI with a copy to the AVPR and the administrative dean. The VPRI will make an
245 assessment in consultation with the Provost, the administrative dean, and the AVPR. If the
246 VPRI accepts the recommendation, the VPRI will make the recommendation of termination
247 to the President who will make the final decision to continue or terminate the unit. The
248 President's decision shall be in writing to the administrative dean, with a copy to the VPRI,
249 Provost, AVPR, GS&R Committee, and the Curriculum & Research Committee. The AVPR
250 will notify the CSU of the termination of the CCI.
251

252 9. CCIs with gross receipts of less than \$10,000 per year, and less than \$5,000 in
253 expenditures per year, and having a balance of funds of less than \$10,000 will file a short
254 annual report with the AVPR. They will not be reviewed by the GS&R Committee, except in
255 the following cases:
256

257 (1) They exceed one of the above amounts in three consecutive years.
258

259 (2) At the request of the AVPR.
260

261 10. No CCIs shall deliver SJSU curriculum (regular or special session), offer regular
262 academic curricula, confer degrees, or offer for-credit academic degree instruction,
263 without involvement of supporting units with such authority (e.g. university curricular
264 review processes). However, CCIs may advise on curricular matters, and faculty
265 members holding CCI appointments may supervise students who seek academic credit
266 for research or training supported by an academic unit.
267