

**SAN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**S22-1, University Policy, Establishment, Reporting,  
Continuation and Termination of Campus Centers and  
Institutes (CCI), Formerly Known as Organized  
Research and Training Units**

**Rescinds University Policy S05-13**

**Legislative History:**

On February 7, 2022, the Academic Senate approved the following policy recommendation presented by Senator White for the Curriculum and Research Committee.

**ACTION BY THE UNIVERSITY PRESIDENT:**

**Approved and signed by Interim  
President Steve Perez,  
San José State University on  
February 14, 2022.**

Whereas: CSU policy [AA 2014-18](#), Centers and Institutes: Guidelines, “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),” and charges each CSU campus to “establish a written policy on the managements of CCIs that incorporates the components outlined in this coded memo,” replaces Chancellor’s Executive Order 751, which necessitates an update of University Policy S05-13, and

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

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

Whereas: the President is "delegated the responsibility for the approval and oversight of CCIs" and whose "authority may be delegated," and

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

Resolved: That S05-13 be rescinded and the following new policy be adopted.

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

**Approved:** 01/31/2022

**Vote:** 11-0-0

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

**Absent:** None

**Financial Impact:** To be determined

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

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

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

1. Definition. As defined in the Chancellor's Office coded memorandum AA 2014-18, a Campus Center or Institute (CCI) is a formally approved interdisciplinary and/or collaborative unit that:
  - (i) is organized around a scholarly, creative, research, education, and/or public service activity ("CCI 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
  - (ii) 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.

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

2. In carrying out their programs, CCIs may seek and are encouraged to seek financial grants and provide funds and facilities for coordinated programs. Funds may be from contracts, grants, or gifts; but the value of the program to the campus--not the immediate availability of funds--shall be the criterion for establishing or continuing CCIs.
3. CCIs may be organized and established as either an institute or a center according to these definitions:
  - a. Institute. An institute is an agency established primarily for the coordination and promotion, on a continuing basis, of ascertained faculty. CCI Activity needs and interests organized around a broad interdisciplinary subject area. The breadth of the subject will be reflected in CCI Activity projects and programs which cut across college or campus boundaries. An institute, however, may also be proposed when needed by a single department to coordinate broad and varied CCI Activity programs across an interdisciplinary set of questions that encompass partnerships beyond that one department.
  - b. Center. A center is an agency established to promote focused CCI Activity interests of the faculty in a designated major area and may be within an institute, college or department. The depth of the subject will be reflected in CCI Activity projects and programs which address a focused set of questions that serve a designated area.
  - c. Public service activities and programs stemming from RSCA conducted within an institute or center, or from the professional interests of participating faculty may also be undertaken by CCIs.
  - d. Those entities that existed under S05-13 as an ORU or ORTU prior to the passage of this policy and are not named as an institute or center are allowed to maintain their title to enable ongoing name recognition by campus or external constituents, or to maintain alignment with their original or required mission or charter statements. Nevertheless, those entities are encouraged to update their mission, charter, and title to align with this policy.
  - e. Those entities that meet the definition of a CCI that have not previously obtained approval as an ORU or ORTU under the old University Policy S05-13, will be required to be subject to this policy.
  - f. This policy does not apply to state or federal centers governed by their authority or campus central administrative or service units.
4. The creation of CCIs should be proposed with clear and strong evidence that long range needs and interests of the faculty and the university will be served thereby.

- a. Functions of CCIs may include:
  - i. Providing opportunities for professional development of faculty and staff through teaching, research, scholarly and creative activities, and public service.
  - ii. Fostering and facilitating interdisciplinary efforts among disciplines, departments and across colleges.
  - iii. Providing a clearinghouse for information of interest to professionals, and conducting workshops and conferences for continuing education.
  - iv. Enhancing the curriculum by facilitating and supplementing the academic experience of students.
  - v. Other functions as stated in the organizational document, and approved following the process described below.
- b. Faculty and administrators may propose CCIs, but all proposals shall be reviewed and recommended by the administrative dean (if more than one college is involved, one administrative dean shall be named) to the Associate Vice President for Research (AVPR).
- c. Proposals shall include the CCI's financial plan including funding sources and any specific financial support. It is possible that it is in the best interests of an academic unit to provide support for a CCI based on the services it offers. In such a case, the administrative dean shall include a memo documenting the need and plan for such startup support.
- d. Proposals shall include a description of the organizational structures, community partnerships, and all related organizational documents. The CCI shall be headed by a director appointed by the administrative dean. Proposals may specify a faculty nomination process to recommend a director for consideration and appointment by the administrative dean. The management and review of a director resides with the administrative dean who may receive feedback from an Advisory Board (internal and/or external).
- e. The proposal shall include the names of those initiating the proposal, name of the CCI, a statement of the purpose of the CCI, and a table of organization. The AVPR will provide a checklist of necessary items to be included in the proposal.
- f. The AVPR shall review the proposal and consult with the chair(s) of the department(s) most directly affected by the proposal and with the administrative dean, as needed, regarding the merits of the proposal. The AVPR may request revisions to establish conformity of the proposed CCI with the standards established by this policy.
- g. When convinced that these standards have been met, the AVPR shall then submit the proposal to the Curriculum & Research Committee of the Academic Senate. The Curriculum & Research Committee shall consider the

proposal and make recommendations to the Vice President for Research and Innovation (VPRI). The VPRI, in consultation with the Provost, shall review the proposal with accompanying recommendations. CCI proposals accepted by the VPRI are presented to the President for final decision. The President's decision shall be in writing to the administrative dean, with a copy to the VPRI, Provost, AVPR, and the Curriculum and Research Committee and shall include the original copy of the proposal with approval signature (or not).

- h. CCI proposals not accepted by the VPRI will be returned to the administrative dean with written feedback with a copy to the Curriculum and Research Committee. Revised proposals (if any) shall be reviewed by the AVPR. The AVPR shall then submit the modified proposal to the VPRI for further consideration and assessment. The VPRI, in consultation with the Provost, shall review the revised proposal with accompanying recommendations. Depending on the outcome of the VPRI's assessment of the revised proposal, he/she will take action as outlined above.
5. A CCI shall be administered by a director who shall be appointed by the administrative dean. The director may be nominated by the faculty members of the CCI for consideration. If a director nomination process is chosen for the CCI, the initial director shall be selected by the administrative dean until faculty membership is established. Operating procedures, including the selection, retention, service period, and annual evaluation of the director, shall be outlined in the CCI proposal and will be in compliance with all applicable policies. The name of the director shall be submitted to the AVPR who annually will inform the CSU.
6. The administrative dean is responsible for the oversight of the fiscal health of each CCI under his/her supervision.
- a. Limited state support, commonly in the form of office or resource space, time for the director, or other startup functions, is a decision prerogative of the administrative dean.
  - b. CCIs may not handle money directly. Administration of finances, except for that support coming out of the state budget, for all CCIs will be handled by SJSU auxiliaries in accounts in the name of the CCI.
  - c. Each director shall be responsible for the CCI account(s). The CCI account(s) shall consist of funds derived from unit activities including conferences, publications, and donations.
  - d. Distribution of any indirect costs earned by the CCI shall follow the current Division of Research and Innovation policy and SJSU Research Foundation process and be determined prior to receipt of grant or contract funding.

7. Directors of established CCIs shall submit annual reports to the administrative dean, who shall review, sign, and forward the report to the AVPR. These reports are due to the AVPR on September 30th of each year. The report shall cover the preceding fiscal year describing accomplishments and future plans of the CCI, full accounting of income and expenses from all accounts (operating funds and any auxiliary accounts), and conflict of interest statements, updates, and management plans for disclosed conflict of interest statements. At intervals of no more than seven years, each unit shall be examined by the Graduate Studies and Research (GS&R) Committee of the Academic Senate. The purposes for which the CCI was initially established and the emergence of further or changed value to the campus shall be reviewed. The capacity of CCIs to become and remain financially self-sustaining is assessed. Although it is desirable to become self-sustaining, it is possible that it is in the best interests of an academic unit to provide support for a CCI based on the services it provides to the faculty and students. In these cases, the administrative dean should include a memo documenting the need for such support for consideration during the seven-year review.
8. Proposals of substantive modifications to the CCI shall be made by the CCI director as part of the annual or seven-year reports (e.g., name, focus, location) and shall be reviewed by the AVPR. If acceptable, the AVPR shall submit the proposed modifications to the VPRI for consideration and assessment. The VPRI, in consultation with the Provost, shall review the modifications. Depending on the outcome of the VPRI's assessment of the modifications, he/she will take approval action as outlined above.

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

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

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

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

(2) At the request of the AVPR.

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