



# Administrative Procedure

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**Subject:** ESTABLISHMENT, OPERATION, AND DISSOLUTION OF PRESIDENTIALLY-CHARTERED CENTERS, INSTITUTES, OR BUREAUS

1.0. PURPOSE:

To establish procedures for the establishment, revision, operation, or dissolution of a Presidentially-chartered Center, Institute or Bureau (hereafter referred to as Presidential Center), and to establish operating procedures and guidelines for their review.

2.0. ORGANIZATIONS AFFECTED:

Any unit in Academic Affairs that seeks recognition for a Presidential Center, operates a Center, or seeks to terminate a Center.

3.0. REFERENCES:

3.1. [Executive Order 751, Centers, Institutes, and Similar Organizations on campuses of the California State University.](#)

4.0. POLICY:

Faculty and/or administrators in Academic Affairs may request recognition by the President of a center, institute, bureau or similar organization affiliated with California State University, Los Angeles (Cal State L.A.) for the purpose of offering non-credit instruction, information, or other services beyond the campus community, to public or private agencies or individuals, as authorized under Executive Order 751. Any organized Academic Affairs entity whose services are limited to the campus are not subject to this policy.

4.1. Criteria for “Presidential Charter” status. The “Presidential Charter” status is limited to organized Academic Affairs entities that meet all of the following criteria.

4.1.1. A Presidential Center facilitates the conduct and dissemination of research, performs public service, or provides special training.

4.1.2. Each Center must demonstrate that it contributes to fulfilling the mission of Cal State L.A.

4.1.3. Each Center must be affiliated with an academic unit within the Division of Academic Affairs, which may be an administrative office, college, department, division, or school.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

4.1.4. The activities of each Center must be consistent with the current academic and professional standards pertaining to its respective area of scholarship, subject to peer review.

4.1.5. Each Center must adhere to all applicable laws and regulations and with the California State University and Cal State L.A. campus risk management policies.

4.2. Organized Academic Affairs entities that provide services as described in 4.0. and that meet the criteria in 4.1. must seek Presidential Charter recognition.

5.0. DEFINITIONS:

5.1. Center Oversight Administrator--The campus administrator to whom the Provost and Vice President for Academic Affairs has delegated responsibility for oversight of Center operations, including periodic review and ongoing monitoring for compliance with campus policies and procedures; currently the Associate Vice President for Academic Affairs and Dean of Graduate Studies.

5.2. Senior Center Administrator--The senior administrator at the level of Provost, Associate Vice President, or Dean, who supervises the unit within which a Center operates and who maintains both its fiscal and administrative supervisory controls.

5.3. Center Approving Authority--The campus administrator at the level of Department Chair or higher to whom the Center Director reports and to whom fiscal and administrative approval authority for operations has been delegated by the Senior Center Administrator.

5.4. Center Director--The faculty member or administrator who leads and operates the Center's activities and programs (hereafter referred to in this document as the "requester").

6.0. RESPONSIBILITIES:

6.1. The President will:

6.1.1. Review the new or revised Presidential Center Charter document and either approve its charter designation for an effective period of operation or return to the requester without approval.

6.1.2. Approve the appointment of the Center Director and the Advisory Board Chair.

6.2. The Provost and Vice President for Academic Affairs, or designee, will:

6.2.1. Review the new or revised Presidential Center Charter document and either recommend its approval to the President or return to the requester without approval.

- 6.2.2. Recommend to the President the appointment of the Center Director and the Advisory Board Chair.
- 6.2.3. Approve the appointment of the Advisory Board members.
- 6.2.4. Monitor the progress of the Center.
- 6.2.5. Designate the Center Oversight Administrator.
- 6.3. The Center Oversight Administrator will:
  - 6.3.1. Review all of the Center's actions requiring higher-level approvals, including the new or revised Presidential Charter document, appointments of the Center Director and Advisory Board, and disposition of assets in the event of a Center's dissolution, and either recommend its approval to the Provost and Vice President for Academic Affairs or return to the requester without approval.
  - 6.3.2. Monitor the progress of the Center.
- 6.4. The Senior Center Administrator will:
  - 6.4.1. Review all of the Center's actions requiring higher-level approvals, including the new or revised Presidential Charter document, appointments of the Center Director and Advisory Board, and disposition of assets in the event of a Center's dissolution, and either recommend its approval to the Center Oversight Administrator or return to the requester without approval.
  - 6.4.2. Provide oversight of Center operations, including fiscal controls and personnel administration.
  - 6.4.3. Monitor the progress of the Center.
- 6.5. The Center Approving Authority will:
  - 6.5.1. Review and approve or deny all requests for expenditure of funds.
  - 6.5.2. Provide oversight of Center operations, including budgetary controls and personnel administration.
  - 6.5.3. Monitor the progress of the Center.
- 6.6. The Center Director will:
  - 6.6.1. Manage the activities of the Center to ensure compliance with its mission and goals as described in the Charter.

- 6.6.2. Manage the Center's accounts in a fiscally responsible manner specifically ensuring against incurring expenditures in excess of available revenues and/or allocations from other sources.
- 6.6.3. Ensure adherence to all of the applicable laws and regulations and to the California State University and Cal State L.A. campus risk management policies.

7.0. PROCEDURES:

7.1. Establishment or Revision of a Center, Institute, or Bureau:

- 7.1.1. A faculty member or Academic Affairs administrator, in the role of the requester, drafts the new or revised Presidential Charter and requests that it be routed for approvals up to the level of the President. The Charter must include the Center's mission, goals, and objectives; a description of the Center's planned activities; description of the projected budget of the Center, including proposed sources of funding; description of the management, staffing, and Advisory Committee; and an assessment plan. The format for Presidential Charters is given in Appendix 8.1.
- 7.1.2. The requester drafts a budget for the proposed entity, including a Business Plan narrative that demonstrates how the proposed activities will be funded and sustained.
- 7.1.3. The Center Oversight Administrator facilitates the routing of the Charter document throughout the approval process.
- 7.1.4. The President notifies the Center Oversight Administrator when the Center is approved for an effective period of operation, usually six (6) years, with instructions to notify the Center Director through the normal administrative channels.
- 7.1.5. The approved Charter document with original signatures and all subsequently approved amendments or revisions are archived in the Office of the Center Oversight Administrator.

7.2. Management of Resources:

- 7.2.1. Activities may be funded through externally-funded grants or contracts, gifts or donations, or fee revenues generated through the delivery of Center services.
- 7.2.2. Cal State L.A. University Auxiliary Services, Inc. (UAS) or the CSULA Foundation will act as depository and fiscal agent, and provide appropriate accounting and related services for non-state funds obtained by the entity, except for CERF funds generated through workshops, courses, or programs offered through Extended Education. Compliance with all existing campus policies and

procedures pertaining to each fund source will be monitored by the Senior Center Administrators as part of their oversight role.

7.2.3. All UAS agency accounts designated as Presidential Center accounts must include instructions for disposition of remaining funds and immediate closure of accounts in the event the Center is terminated.

7.2.4. Administration of personnel and fiscal operations for the Presidential Centers are subject to Administrative Procedures 200-299 and 300-399.

7.3. Review of Presidential Centers:

7.3.1. Annual Reviews

7.3.1.1. Annual reports prepared by the Center Director will be submitted to the Senior Center Administrator no later than thirty (30) days following the close of the fiscal year.

7.3.1.2. Annual reports must include, at minimum, descriptions and evaluation of Center activities; descriptions of activities planned in the next year; an analysis of the Center's financial accounts; staffing plans for the Center Director, Advisory Committee Chair, and Advisory Committee Members; and recommendations, including an Action Plan, to justify continuation of inactive Centers. The format for these reports is given in Appendix 8.2.

7.3.1.3. The Senior Center Administrators review the reports and forward their recommendations to the Center Oversight Administrators, who forwards them to the President.

7.3.1.4. The President's response to the recommendations is sent to the Center Oversight Administrator with instructions to notify the Center Director through the normal administrative channels.

7.3.2. Six-Year Review

7.3.2.1. All Presidential Centers, Institutes, and Bureaus will undergo a formal Program Review every six years. The purpose of this review is to determine whether or not the entity will be approved to continue operating for a specified period of time, with or without conditions.

- 7.3.2.2. The Center Director will prepare a self-study report describing the Center's operations during the previous six years. Self-study reports must describe, at minimum, the Center's mission, goals, and objectives; descriptions and evaluations of the Center's activities since its last review; its future plans for Center activities; analysis of the Center's fiscal resource management; description and analysis of its management and staffing; and recommendations. The Center's current Charter document must be included as an appendix. The format for the self-study reports is given in Appendix 8.3.
- 7.3.2.3. The Senior Center Administrator will appoint a Review Committee to conduct the review of all Centers reporting to that administrator. The Committee will consist of five members, including four faculty and one academic administrator.
  - 7.3.2.3.1. In the case of Centers reporting to College Deans, the faculty of the College elects three faculty from within the College, and the Dean appoints one faculty from outside the College and one academic administrator.
  - 7.3.2.3.2. In the case of Centers reporting to administrators who are not College Deans, the Nominations Committee of the Academic Senate is asked to appoint the four faculty, and the Senior Center Administrator appoints the academic administrator.
- 7.3.2.4. The Senior Center Administrator determines whether to invite external reviewers to assist with the review and, if invited, the resulting external reviewers' written reports are considered by the College committees in their deliberations.
- 7.3.2.5. The Review Committees submit their recommendations to the Senior Center Administrators, who then review the reports and forward their recommendations to the Center Oversight Administrator, who forwards them to the President.

7.3.2.6. The President's decision regarding the Presidential Charter is given to the Center Oversight Administrator with instructions to notify the Center Director through the normal administrative channels.

7.3.3. Ad Hoc Review

7.3.3.1. In the event that an Ad Hoc Review of a Presidential Center, Institute, or Bureau is requested outside of the formal Six-Year Program Review cycle, the procedures described in 7.3.2. will be followed.

7.4. Dissolution of a Center, Institute, or Bureau:

7.4.1. The Center Director or any of the higher-level administrators may initiate a request to terminate a charter.

7.4.2. A request to terminate a Presidential Center may be initiated when the Center is determined to be inactive for at least one fiscal year, when an organized unit elects to cease its operation, or when the Center Director or any higher-level administrator determines that the Center no longer meets the criteria specified in 4.1.

7.4.3. When a request to terminate a Presidential Center, Institute, or Bureau is approved by the President, the following actions will occur.

7.4.3.1. The Senior Center Administrator will request that the unit serving as depository and fiscal agent for the Center—the Business Financial Services Office, UAS, or the CSULA Foundation—implement its normal procedures to close out all of the Center's accounts, including following the appropriate set of instructions for disposition of all remaining funds.

7.4.3.2. In addition, the Senior Center Administrator will request that:

7.4.3.2.1. The University follow its normal procedures to dispose of any unclaimed equipment or other materials obtained by the Presidential Center from University sources, and to reallocate its space.

7.4.3.2.2. UAS follow its normal procedures to dispose of any equipment or other materials obtained through external fund sources.

7.4.3.2.3. The CSULA Foundation follow its normal procedures to dispose of any equipment or other materials obtained through donated funds.

8.0. APPENDICES:

8.1. Format for New or Revised Center Charter Document.

8.2. Format for Annual Report.

8.3. Format for Six-Year Self-Study Document.



## Appendix 8.1.

### Format for New or Revised Center Charter Document

- I. Title Page
  - A. Proposed Title
  - B. Name and University Affiliation of Proposal Originator (“Requester”)
  - C. Signatures up to the Level of Senior Center Administrator
- II. Rationale, Mission, Goals and Objectives
- III. Description of Center’s Planned Activities
- IV. Budget and Budget Narrative; include descriptions of all proposed funding sources
- V. Management and Staffing
  - A. Management Plan
  - B. Proposed Center Director (include Curriculum Vitae)
  - C. Other Faculty, Staff, and Students (if any); include description of duties and Curriculum Vitae
  - D. Description of Role of Advisory Committee and Proposed Advisory Committee Chair and Membership
- VI. Assessment Plan

## Appendix 8.2.

### Format for Annual Report

- I. Title Page
  - A. Title
  - B. Name and University Affiliation of Annual Report Author
  - C. Signatures up to the Level of Senior Center Administrator
  
- II. Summary of Center Activities
  - A. Brief History of Center
  - B. Description and Evaluation of the Year's Activities; if Requester is asking that an inactive Center be extended, provide a rationale and justification for the request
  - C. Description of Activities Planned in the Following Year
  
- III. Summary of Fiscal Operations
  - A. Summary of all Revenue Sources and Center Accounts
  - B. Description of Expenditures, by Account
  - C. Projections of Future Year's Expected Revenue and Expenditures
  
- IV. Management and Staffing
  - A. Management Structure
  - B. Center Director, Faculty, Staff, and Students (if any); include descriptions of duties and Curriculum Vitae
  - C. Description of Role of Advisory Committee and Proposed Advisory Committee Chair and Membership
  
- V. Recommendations
  
- VI. Appendices (as appropriate)

Format for Six-Year Self-Study Document

- I. Title Page
  - A. Title
  - B. Name and University Affiliation of Self-Study Author
  - C. Signatures up to the Level of Senior Center Administrator
- II. Summary of Center Activities
  - A. Brief History of Center
  - B. Description and Evaluation of the Center Activities since the last review; if Requester is asking that an inactive Center be extended, provide a rationale and justification for the request
  - C. Description of Activities Planned in Future Years
- III. Summary of Fiscal Operations
  - A. Summary of all Revenue Sources and Center Accounts
  - B. Description of Expenditures, by Account
  - C. Projections of Future Expected Revenue and Expenditures
- IV. Management and Staffing
  - A. Management Structure
  - B. Center Director, Faculty, Staff, and Students (if any); include descriptions of duties and Curriculum Vitae
  - C. Description of Role of Advisory Committee and Proposed Advisory Committee Chair and Membership
- V. Recommendations
- VI. Appendices
  - A. Current Approved Charter Document
  - B. Other Items, as appropriate