

## **Policy on Centers, Institutes, and Similar Entities**

**Policy adopted by Academic Deans, January 23, 1991; Revised July 1998, October 2001, September 2005, May 2008**

The establishment of centers, institutes, and similar entities at San Diego State University supports and enhances the teaching, research, and service missions of the institution. In a complex environment, the activities conducted by these types of organizational units are important to the development of new initiatives. These units also serve to bring together students, faculty, and community members with common interests.

The term bureau shall not be used to describe these types of organizations.

Centers shall have the ability to sponsor academic programs, continuing education programs and/or conference/workshops and to prepare academic curriculum to be reviewed through the normal academic internal procedures of the College and University.

The term Institutes shall be applied to those organizational units that primarily conduct research and are involved in public service activities.

Similar Entities are affiliated with the University and are formed to offer non-credit instruction (with or without Extended Studies depending on what is appropriate), information or other services beyond the campus community, to public or private agencies or individuals. Such entities often facilitate the conduct and dissemination of research, perform public service, or provide special training.

The objective of this policy is to promote the orderly development of these units through a written policy consistent with CSU Executive Order No. 751. This policy requires that an approval process take place which acknowledges the responsibilities of individuals and colleges in the operation of these units. The policy also provides for the timely notification of other colleges prior to the establishment of new units.

Centers established as a response to research grant projects require approval by the dean as part of the grant submission process. Such centers shall be established if the grant is funded and will be reviewed at the termination of the funding cycle to determine if the center has the capability to continue to meet the mission of the academic program. Centers unable to persist in the support of the academic mission should be terminated or converted to an institute status to conduct the research activities it was designed to support.

### **The Approval Process**

1. All centers and institutes shall be college-based. With the approval of the Council of Deans, similar entities may be either college-based or Research Foundation-based.
2. There will be notification to the Council of Deans of the establishment of the unit prior to approval by the college dean(s).
3. Requests to establish such organizations must be approved by the sponsoring college dean(s) and by the Provost.
4. All resources necessary to establish or carry out the mission of the unit are the responsibility of the sponsoring College(s).
5. A change to the title of a center or institute requires the approval of the Academic Deans Council.
6. Deletion of a center or institute requires the approval of the Academic Deans Council.

### **Community Advisory Boards for Units**

In those cases where the unit establishes an Advisory Board that includes community members, special consideration should be given to the responsibility to maintain contact with community members in a manner consistent with the overall development goals of the University.

The Dean of the College will be involved in the selection of advisory board members and will consult with the Provost to avoid potential conflicts with other development activities. When appropriate, University Advancement will be consulted with when selecting board members.

## **SDSU Research Foundation**

The SDSU Research Foundation is requested to follow a similar procedure in the establishment of such units. In this case, the Vice President for Research shall bring forward proposals to the Council of Deans for approval of such units.

### **Annual Reporting Requirements**

On an annual basis and coincident with the preparation of the University Catalog, college deans shall report all active centers, institutes, and similar entities for inclusion into all appropriate University publications.

As part of the annual reporting process, some positive action (recommendation) must be taken to continue the center, institute, or similar entity for the next year. Where the sponsorship of academic programs is involved, a recommendation to discontinue and the plan for transferring program responsibilities is subject to approval by the Provost.

A report must also be submitted if a center, institute, or similar entity is being deleted.

Beginning in 2007/08, all approved centers, institutes, and similar entities will be placed on a five-year review schedule. The review will consist of an evaluation of center, institute, or similar entity activity and accomplishment. Following each review, a decision will be made whether to continue the respective center, institute, or similar entity for an additional five years.

### **Review Schedule**

The deadlines rotate each year with each college on a five year review schedule.

Arts and Letters	February 15, 2008
Business Administration	February 15, 2008
Education	February 15, 2009
Engineering	February 15, 2009
Health and Human Services	February 15, 2010
Professional Studies and Fine Arts	February 15, 2010
Sciences	February 15, 2011
Imperial Valley Campus	February 15, 2011

Attached is a copy of the form to use for the review (please limit to two pages). The review should be signed by the College Dean(s) and forwarded to Leslie Herrmann at [lherrman@mail.sdsu.edu](mailto:lherrman@mail.sdsu.edu)

This policy document is available on line at:

[http://www-rohan.sdsu.edu/~acserv/files/SDSU\\_Policy\\_on\\_Centers\\_Institutes.doc](http://www-rohan.sdsu.edu/~acserv/files/SDSU_Policy_on_Centers_Institutes.doc)

The form is available on line at:

[http://www-rohan.sdsu.edu/~acserv/files/CIR\\_Proposal.doc](http://www-rohan.sdsu.edu/~acserv/files/CIR_Proposal.doc)

May 2006

Revised November 2007

Revised July 2008

**SDSU Centers and Institutes Review Proposal**

College Dean(s) : \_\_\_\_\_ Date: \_\_\_\_\_

- I recommend continuance
- I recommend discontinuance

Provost approval: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Center or Institute: \_\_\_\_\_

Director or Co-Director(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Web site: \_\_\_\_\_

1. Accomplishments:

2. How does the center or institute contribute to fulfillment of mission of the CSU and the campus?

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3. Financial status:

Empty response box for item 3.

4. Principal rationale(s) for continuance or discontinuance of center or institute:

Empty response box for item 4.

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