

## **Senate Policy 15-03**

### **Policy for the Establishment of Centers at CSUCI**

Centers will be established as follows:

The Committee for Centers (CFC) will create the definitions and procedures for the establishment of Centers at CSUCI.

Proposals for Centers will be submitted to the CFC.

Proposals will include:

- a clear mission statement that supports the university mission
- clearly stated objectives
- a clearly delineated organizational structure
- a clear description of short term and long term financing.

The CFC will:

- review the proposal
- bring approved proposals to the Faculty Senate for ratification
- send the proposal, the CFC's recommendation and the Faculty Senate's ratification to the Vice President for Academic Affairs

The Vice President for Academic Affairs will review the proposal, recommendation and ratification, attach his or her recommendation, and forward the proposal package to the President.

Final action to establish the Center shall be taken by the President.

Once established, a Center will:

Prepare an annual report that summarizes its programmatic activities and fiscal management. This report will be submitted to the Vice President of Academic Affairs.

Each annual report should include the following:

- the organization and structure of the Center
- the activities in which the Center has been involved at regional, statewide, national and/or international levels.
- the nature, sources and amount of funding it has received over the year
- its operating costs
- and its technical, clerical, student assistance and other expenditures.