

Centers, Institutes and Similar Entities

Policy Number:	AA 09-008
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D. Development Period

All Centers, both Academic/Student Program and Research, are initially established for a developmental period not to exceed three years, at which time a comprehensive review is undertaken to examine performance and consider the potential future and direction of the Center.

E. Annual Report of Center Activities

The President is charged with overseeing Centers, with such oversight conducted through appropriate unit supervisors (e.g., school administrators, division vice presidents) and the Office of Sponsored Programs. All Centers report directly to a unit supervisor (usually a dean or vice president), who therefore serves functionally as supervisor for the Center Director in his/her Center capacity. Unit supervisors are responsible for working closely with Center Directors to ensure continued alignment of Center activities and funding with overall unit goals and resources. The Director is subject to all relevant unit and university policies and procedures and his/her performance is considered as part of the annual report of the Center.

By September 15th each year, the Director shall provide to the unit supervisor for review and comment a 3-5 page summary of the Center's activities and accomplishments, primary expenditures, and issues of concern over the previous calendar year, along with plans for the next calendar year. The unit supervisor and Director are encouraged to make available a copy of the annual review to the department, school, and interested parties outside of the school.

A copy of the annual report must be sent by September 30th to the Provost, for inclusion in the official record and submission to the CSU Office for the required annual report.

F. Comprehensive Five-Year Reviews of all Centers

In addition to annual reports from the Center to the unit supervisor, comprehensive reviews of Centers are required every five years by a formal review team whose members are selected by the unit supervisor, in consultation with the Provost, who is responsible for maintaining the official schedule of review timelines.

Review teams may consist of campus administrators, faculty, staff, students, alumni, advisory board members or community members as appropriate. The chair of the team shall be selected by the unit supervisor, and the comprehensive review team shall produce a final report (5-7 pages plus attachments) that addresses at a minimum the following:

1. The activities of the Center since the last review;
2. The successes and failures of the Center in meeting the goals of the last five-year plan;
3. The criteria by which the Center is to be evaluated over the next five years vis-a-vis a proposed plan for the next five years;
4. How the Center expended its resources and any concerns over such expenditures, current or anticipated;

The draft report may be reviewed with the Director and others as appropriate, and should include specific recommendations for action by appropriate campus entities, including a recommendation to the appropriate unit supervisor and the Provost for continuation or closure of the Center.

A copy of the comprehensive review must be sent within 30 days of final report to the Provost.

G. Closure of a Center

Occasionally, the continued operation of a Center may not be sustainable due to changes in funding, institutional priorities, retirements, departures, faculty interest, or other factors. Proceedings to close a Center may be initiated by the unit supervisor or the Provost, in consultation with the President. Closure actions may be based on a determination of a lack of or inappropriate activity, reduced or non-existent external funding, or structural changes within affected departments, schools, or other university units.

All personnel, operational and fiscal matters associated with the closure of a Center must be approached with careful attention to integrity, liability, and the University's reputation. Any outstanding fiscal matters are the responsibility of the supervisor of the unit to which the Center reports.

H. Additional notes:

1. Centers are identified in all formal correspondence (including grant and contracts) as "California State University Maritime Academy* [Center name]."
2. Centers that receive federal or state funds will be subject to additional compliance policies and reporting as required by federal and state regulations, the campus administration, and by the Office of Sponsored Programs.
3. Until a Center is approved, employees or entities of the University or its auxiliaries may not represent themselves, in electronic, written or verbal form, as representing an approved Center.
4. Templates for proposing a Center, as well as templates for annual or five-year reports, may be obtained from the Dean of Sponsored Programs and Extended Learning.

***As noted in the Preamble, Centers is used throughout this document to reference Centers, Institutes or Similar Entities. The most appropriate term for the entity would be inserted here. The University's style guide with reference to University names and indicia is to be followed as well.**

I. Related Documents

[CSU Coded Memorandum AA-2014-18](#)