

POLICY STATEMENT APPROVED

AS-70-26

GUIDELINES FOR ORGANIZATION  
AND OPERATION OF CENTERS  
FOR RESEARCH AND SPECIAL PROGRAMS

INTRODUCTION

Facilities and procedures exist at California State College, Long Beach, to assist the individual faculty member in obtaining and administering grants or contracts for research, creative activities, and special programs. However, a group of faculty members, organized as a single unit, may wish to direct its collective efforts to a team project or to a series of related but separate projects. Such a group will not now find existing guidelines for matters such as organization, administration, college approval, budgetary practices and controls, and related concerns.

TERMINOLOGY

When applied to teams of scholars working in organized groups toward goals defined in common, such terms as center, institute, laboratory, clinic, and bureau tend to overlap in definition and implication from campus to campus. It may be that reasonable uniformity of nomenclature for such sets and subsets is desirable for organizational structures within a given institution of higher education. The words center and institute, implying unit and subunit, have been selected for this report with no intent to restrict. In an organizational sense, a center may exist if it has distinct purposes not identical to that of an existing department or if it has a budget separate from that of a single department.

ADMINISTRATION1. Administration Policy

General policy for the operation of a center will rest with a board of directors and its chairman. The chairman of the Board may or may not be the director of the center. The actual operation of a center will be the responsibility of the director of the center.

The chairman and a quorum of the board must be full-time employees of CSCLB. To conduct business, a quorum must be present. A procedure for choosing board members, terms of office and related details should be specified. Meeting rules will be included in the organizational document. A central file of documents on organization and operation will be maintained in the Office of the President.

2. Administration of Work Load

A director, project director, or principal investigator will be responsible for direction of the actual work of the center or of a subunit of the center, such as an institute. A director or investigator must be a full-time employee of CSCLB. All proposals submitted by the center must be approved by the board of directors of the center or by the director.

3. Administration of Budget

Budgets of all centers must conform to accounting procedures of the CSCLB Foundation or of the College. A center may maintain a consolidated account in the Foundation with the separate projects in the account conforming separately to the requirements of the funding agency or donor. The Board of Directors may delegate authority to a project director to administer a given budget.

In submitting proposals from a center through the Foundation, the indirect cost rate to the Foundation will be determined by current practices of the Foundation with comparable proposals. For example, the current federal audited rate of the College for research projects must be used for proposals to a variety of federal agencies where rates are not otherwise specified. Where no agreement or determination of indirect cost rate exists between the Foundation and an outside organization, and where no cost sharing requirement is included, the current rate of the Foundation will be specified as 20% of total direct costs for those programs where the major activity is conducted on campus. For off-campus projects a lesser rate may be negotiated. In a case where a higher net indirect cost rate is negotiated, the additional amount above the current rate of the Foundation could be credited to the center accounts to be used in meeting appropriate overhead and development costs.

In any proposal where cost sharing, matching funds, or grantee contribution is required, specific identification and authorization for such funds must be obtained prior to submission.

COLLEGE APPROVAL

Authority for approval by the College of the formation of a given center will rest with the President, although the President may choose to delegate this authority to a vice president or dean. A proposal and organization document for a center, whether its objectives be primarily instructional or directed toward research, development, and creative activity, should go first to the appropriate department chairmen and school deans. Soon thereafter the proposal should be taken to the Director of Research, the Director of Special Programs, or the Director of Continuing Education. These individuals can answer many questions concerning possibilities and limitations. Consultation with one or more appropriate school or college councils or committees may be requested by a department chairman, dean, or director. Any course offered for credit by a center would need approval of the appropriate curriculum committees.

CRITERIA FOR ESTABLISHING AND OPERATING A CENTER

1. The objectives of the center must be soundly based on the objectives of the College in terms of teaching and students, research, creative activity and service to the community.
2. Funds for a center will be sought as a consequence of ideas and programs; not the converse.
3. Where a center involves a single department, the director will be appointed by the Chairman of the Department. When more than one department is involved, appointment of the director will be by the Dean of the School in which the center is housed. In the case of centers involving more than one school, the Academic Vice President will make the appointment in consultation with the deans of participating schools. Recommendations for director may be received from department chairmen and/or department committees, school deans, the organizational committee for the center, the Director of Research, the Director of Special Programs, and the Director of Continuing Education. Recommendations for replacement of the director of a center may originate and be forwarded in the same manner.
4. Where a center involves a single department, the director of the center will be responsible to the department chairman. When more than one department cooperates in a center, the director of the center will be directly responsible to the dean of the school wherein the center is organized. In centers involving the interests of more than one school, the director of the center will be responsible to the Academic Vice President or his designee, who will provide liaison between the center and the appropriate dean.
5. In the various facets of operation, a center will conform to established practices of the College. Arrangements and understandings concerning equipment, staff and space, for example, must be specified in the organizational document of the center. The relation of the center to existing schools, departments or other organizational units of the college must be explicitly described and the various parties to the understandings will sign.
6. An annual review of the operation of a center will be prepared for the President of the College. When a center has completed its mission, it will be disbanded and an acceptable plan for disposing of assets must be presented.
7. Payment to a faculty member for services to a center constituting a work overload may be authorized when these services fall within the provisions of the college policy on consulting services and when funds of the center specifically allow for payment of overload.
8. The CSCLB Foundation maintains a voluntary patent agreement with Research Corporation. Any understandings on patent matters between a Center and a non-college organization must consider this agreement.
9. The College does not participate in secret or classified research with either the industrial or the governmental sectors.
10. Any center which proposes to use human subjects in research must conform to the College policy on human subject treatment.
11. A center may not prevent an individual faculty member from submitting a proposal through channels presently open to such an individual.
12. Although a center may use letterhead stationary and business cards with the college name, neither the center nor any of its officers or employees shall endorse in any official capacity, any commercial service, project or product.

COPIED:mj:hsn

Deemed approved by the Academic Senate 10/9/70.  
Approved by the President of the College 11/6/70.