

Office of Research and Economic Development  
California Polytechnic State University, San Luis Obispo ("Cal Poly")

**NAME CHANGE REQUESTS AND**  
**UPDATES TO MISSION/INTERNAL ORGANIZATIONAL PROTOCOL**  
**FOR APPROVED CENTERS AND INSTITUTES**

The formation of a center or institute at Cal Poly is governed by the Policy for the Establishment, Evaluation, and Discontinuation of Campus Centers and Institutes with Academic Affiliation ("Formation Policy"), a copy of which is attached to this memorandum.

Following formation and approval in accordance with the above referenced policy, a center or institute may find it desirable to update its name or elements of its mission/internal organizational protocols in order to improve operations and/or remain current and relevant with regard to its support of teaching, research, scholarly activities, public service activities, or other services. **Pursuant to Academic Affairs Coded Memorandum AA-2014-18 as well as Formation Policy Section 4(D)(3), such updates are subject to administrative approval by the President and Provost.**

To initiate review and consideration of such update requests, the Dean(s) and the Director(s) overseeing the center or institute should submit the update request in writing to the Vice President for Research and Economic Development. The update request must contain specific details about the request update, including any helpful explanation about the purpose for the update. Updates which do not alter the fundamental purpose of the center or institute may be administratively approved by the President and Provost. However, an update which the President and Provost deem to impact the fundamental purpose of the center or institute will be referred to undergo the complete formation review process set forth in the Formation Policy.

Authority:

Academic Affairs Coded Memorandum AA-2014-18:

"The president of each campus is delegated the responsibility for the approval and oversight of CCIs [campus centers and institutes] in accordance with existing CSU policy (see ICSUAM

1000.0, Delegation of Authority to Obligate the University, CSU Policy Manual for Contracting and Procurement). This authority may be delegated." (Memorandum AA-2014-18 supersedes and replaces the former Executive Orders 729 and 751.)

Formation Policy Section 4(D)(3):

"(3) APPROVAL OF UPDATES/REVISIONS TO ORGANIZATIONAL DOCUMENTS. Any proposed updates/revisions that do not alter the fundamental purpose of the center or institute may be approved by the President. Updates/revisions that the President deems to alter the fundamental purpose under which the center or institute was originally formed (e.g., changing a center's area of subject matter focus and expertise) will necessitate a full review process as described in section 4(C) of this policy."

SAMPLE NAME CHANGE REQUEST:

**REQUEST FOR NAME CHANGE OF CAMPUS CENTER OR INSTITUTE**

Request to change name of [CURRENT NAME OF CENTER OR INSTITUTE]

TO

[PROPOSED NEW NAME OF CENTER OR INSTITUTE]

Background: The [NAME OF CENTER OR INSTITUTE] was approved on [DATE] through formal approval of the Campus President, following approval in Academic Senate Resolution AS [NUMBER] dated [DATE OF ACADEMIC SENATE RESOLUTION].

Following consultation among [LIST], the Dean and Director hereby make the name change request listed above. We believe that this name change better reflects the activities of the center/institute, will enhance recognition, and better captures the vast scope of activities of the center/institute. This action does not constitute a change in the purpose or scope of the original formation. We are requesting administrative acknowledgement and approval of the name change via this memorandum.

Respectfully Submitted:

\_\_\_\_\_  
Dean [NAME]

\_\_\_\_\_  
Director [NAME]

DATE OF REQUEST: \_\_\_\_\_

\_\_\_\_\_  
The above referenced name change is hereby (circle one): APPROVED or REJECTED

\_\_\_\_\_  
President [NAME]

\_\_\_\_\_  
Provost [NAME]

EFFECTIVE DATE: \_\_\_\_\_

## **SAMPLE MISSION/UPDATE TO INTERNAL ORGANIZATIONAL PROTOCOL REQUEST:**

### **REQUEST TO UPDATE MISSION/INTERNAL ORGANIZATIONAL PROTOCOLS** **FOR CAMPUS CENTER OR INSTITUTE**

Background: The [NAME OF CENTER OR INSTITUTE] was approved on [DATE] through formal approval of the Campus President, following approval in Academic Senate Resolution AS [NUMBER] dated [DATE OF ACADEMIC SENATE RESOLUTION].

Following consultation among [LIST], the Dean and Director hereby make the following requests to update the mission/update the internal organizational protocols:

[PROVIDE DETAILED LIST OF REQUESTED CHANGES, INCLUDING EXPLANATION OF HOW SUCH CHANGES TO NOT ALTER THE FUNDAMENTAL PURPOSE OF THE CENTER/INSTITUTE AS ORIGINALLY APPROVED]

Example:

#### **ENHANCED MISSION:**

1. As an update to the existing approved mission for the Center to "Support teaching and research in advertising of agricultural products," we request expansion to include scholarly activities, as well as promotion and social media outreach related to agricultural products. The updated mission would read "Support teaching, research, and scholarly activities related to advertising, promotion, and social media outreach for agricultural products." This enhanced mission merely builds open and modernizes the Center's fundamental approved mission, and does not alter the fundamental purpose.

#### **INTERNAL PROTOCOLS:**

2. The approval for the Center referenced a "required external advisory board of three industry sponsors." We hereby request elimination of such a required external advisory board, and instead request that the language be replaced with "an optional, but non-mandatory, ad hoc advisory board, as selected jointly by the Dean and Director of the Center from time to time, of one or more industry or business sponsors or others with expertise in the field. Such ad hoc advisory board may be appointed for a specific project/topic, for a stated period of time." The reason for this request is to avoid potential conflict of interest issues related to industry advisory board members who may have an interest in research of the Center (and/or may be sponsors of such research), as well as providing greater flexibility in outreach and input from members of the industry/business community.

Respectfully Submitted:

\_\_\_\_\_  
Dean [NAME]

\_\_\_\_\_  
Director [NAME]

DATE OF REQUEST: \_\_\_\_\_

\_\_\_\_\_  
The above referenced changes are hereby (circle one): APPROVED or REJECTED

\_\_\_\_\_  
President [NAME]

\_\_\_\_\_  
Provost [NAME]

EFFECTIVE DATE: \_\_\_\_\_

Academic Affairs  
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Long Beach, CA 90802-4210

[www.calstate.edu](http://www.calstate.edu)

**Ephraim P. Smith**  
Executive Vice Chancellor  
and Chief Academic Officer  
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October 24, 2014

**MEMORANDUM**

**CODE: AA-2014-18**

**Replaces Executive Order 751**

TO: Presidents  
Provosts and Vice Presidents of Academic Affairs  
Vice Presidents of Student Affairs

FROM: Ephraim P. Smith   
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: Centers and Institutes: Guidelines Replacing Executive Order 751

This coded memorandum establishes guidelines for campuses and auxiliaries to develop and maintain policies and procedures related to the oversight and reporting of all Campus Centers and Institutes (CCIs). CCIs provide clear benefits to the CSU and are a part of the university's overall mission. This coded memorandum does not apply to systemwide affinity groups, state or federal centers governed by their authority, campus central administrative or service units. Each campus shall establish a written policy on the managements of CCIs that incorporates the components outlined in this coded memo and is consistent with other applicable CSU and campus policies

**Delegation of Authority**

The president of each campus is delegated the responsibility for the approval and oversight of CCIs in accordance with existing CSU policy (see ICSUAM 1000.0, Delegation of Authority to Obligate the University, CSU Policy Manual for Contracting and Procurement). This authority may be delegated.

**CSU Campuses**

Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

Presidents  
Provosts and Vice Presidents of Academic Affairs  
Vice Presidents of Student Affairs  
October 20, 2014  
Page 2

## **Campus Centers and Institutes Defined**

Naming CCIs is under the purview of each campus. A CCI is a formally approved interdisciplinary and/or collaborative unit that:

1. is organized around a scholarly, creative, research, education, and/or public service activity that combines the interests and expertise of individuals, departments or administrative units, and may draw on expertise of others external to the campus or the Academy; and
2. may offer services to constituents beyond the campus community, e.g. individuals as well as private and public entities. While CCIs by their nature and location serve the campus community, their focus is not exclusively internal.

## **Functions**

CCIs do not confer degrees or offer for-credit academic degree instruction, except in the role of supporting units with such authority. Depending on the function of a CCI, the activities will vary and may include:

1. Providing opportunities for professional development of faculty and staff through teaching, research, scholarly and creative activities, and public service.
2. Fostering and facilitating interdisciplinary efforts among disciplines, departments and across colleges.
3. Providing a clearinghouse for information of interest to professionals, and conduct workshops and conferences for continuing education.
4. Enhancing the curriculum by facilitating and supplementing the academic experience of students.
5. Other functions as stated in the organizational document, and approved following the process described below.

## **Formation & Structure**

The formation of a CCI requires a proposal that is reviewed and approved by the campus president or designee. Campus policy shall outline the requirements of the CCI proposal, which shall include the financial support, organizational structure and organizational document(s).

## **Reporting**

All CCIs report to the president or designee to whom an annual report shall be submitted. Campus policy shall address the content of the annual report, which may include activities, publications, and reports completed through the CCI, as well as a financial report (sources of

Presidents  
Provosts and Vice Presidents of Academic Affairs  
Vice Presidents of Student Affairs  
October 20, 2014  
Page 3

income, budget and expenditure information) for the most recent fiscal year. CCIs may have multiple sources of funding, which may include state funds. All sources of funds as well as the use of funds shall be identified on the annual report.

Upon request, each campus shall submit an annual list of active CCIs to the Assistant Vice Chancellor for Research Initiatives and Partnerships to update the systemwide website.

### **CCI Review**

CCIs shall be reviewed at least once every seven years. Campus policy shall address the content and process of review.

Campuses shall establish a process for suspension or dissolution of CCIs. CCIs that are suspended or dissolved are not required to file annual reports or undergo reviews.

The campus president or designee may suspend or dissolve campus CCIs and shall adopt policies to support a consultative process in support of such action.

The AVC for Research Initiatives and Partnerships (AVCRIP) will act as the liaison in the Chancellor's Office for Campus Centers and Institutes (CCIs), providing support through the president's designee at each campus. The AVCRIP will be responsible for maintenance of systemwide policy and guidance related to CCIs.

### **Other Applicable Policies**

This coded memorandum does not supersede any other applicable policies that apply to CCIs, including the Integrated CSU Administrative Manual (ICSUAM 13680.0), coded memoranda, or any other applicable CSU policies.

c: Timothy P. White, Chancellor  
Steven Filling, Chair, Academic Senate, CSU  
Eric Forbes, Assistant Vice Chancellor, Student Academic Support  
Larry Mandel, Vice Chancellor and Chief Audit Officer  
Sheila Thomas, Assistant Vice Chancellor and Dean of Self- Support Strategy and Partnerships/Extended Education



**Policy for the Establishment, Evaluation, and Discontinuation  
of Campus Centers and Institutes with Academic Affiliation  
(Approved by the Academic Senate, March 11, 2014)**

**1. OVERVIEW.**

This policy provides guidance concerning the rationale and procedures for establishing campus centers and institutes with academic affiliation. Such centers and institutes may be formed at the campus level if the teaching, research, scholarly activities, or public service activities of the faculty members who participate will be improved or if the activities cannot effectively be supported by a single department.

This policy governs campus centers and institutes with academic affiliation embodying the enhancement of selected disciplinary areas of teaching, research, scholarly and creative activities, and public service. This policy does not apply to the establishment or running of central administrative or service units such as the Gender Equity Center, the Multi-Cultural Center, the Advising Center, or the Center for Teaching and Learning Technology, which serve campus-wide functions and which also use the term "Center." This policy does not apply to State or Federal centers or institutes with a presence on campus, which are instead governed by policies associated with the enabling entity (e.g., The California State University's Agricultural Research Institute, and the Small Business Development Center that is formed through the Federal Small Business Administration).

**2. RATIONALE FOR CAMPUS CENTERS AND INSTITUTES.**

The main reason for establishing an academic campus center or institute is to bring into sharp focus the communication, planning, research, or other efforts of faculty and students interested in an area of study. Centers and institutes are often proposed when *ad hoc* or regular departmental structures no longer adequately serve the ends desired.

A center or an institute can enhance professional development opportunities for faculty and staff, build links with industry and the community, provide identifiable campus entities for practitioners, foster interdisciplinary work, aid in obtaining external support, and complement instruction and faculty/student research.

An institute is typically a unit that has a broad interest and/or function. A center is typically a unit with specific individual interest and/or function. However, there is flexibility in naming an eligible unit as a center or institute, with the primary goal being to convey the purpose of the center or institute to both on-campus and off-campus constituents.

In addition to the process for appointment of a Director that is described in the proposal to establish a center or institute, the Provost and Executive Vice President for Academic Affairs shall also have appointment and removal authority for such Director. Although a center or institute may directly report to the Dean of an Academic College, all centers and institutes ultimately report to the Provost and Executive Vice President for Academic Affairs, via the Vice President for Research and Economic Development.

### 3. FUNCTIONS.

The functions of a center or institute may consist of any or all of the following, as well as additional functions stated in the organizational document:

- (A) to provide opportunities for the professional development of faculty/staff through basic and applied research and development activities, consulting, and faculty exchanges;
- (B) to foster and facilitate interdisciplinary efforts and cooperation among departments and across Colleges;
- (C) to provide a clearinghouse for information of interest to professionals and to conduct workshops and conferences for the continuing education of professionals;
- (D) to enhance the curriculum by facilitating and supplementing the academic experience of students; and/or
- (E) to provide supplementary educational support by acquiring gifts, general purpose grants, and equipment/supply donations.

### 4. PROCEDURES FOR ESTABLISHING A CAMPUS CENTER OR INSTITUTE.

#### (A) NEW PROPOSALS.

It is anticipated that most centers and institutes will be primarily associated with one academic College where subject matter expertise exists to support the center or institute. Multi-academic College proposals are also permitted.

Centers and institutes are not required to adopt bylaws or articles of organization. Instead, a plain English description of how the center or institute will function is preferred.

Each proposal must address the items in section 4(B) of this policy, and be submitted for evaluation via the process described in section 4(C).

#### (B) ELEMENTS TO BE INCLUDED IN A PROPOSAL.

The proposal must address each of the following items, as well as any other information that would be helpful in evaluating the proposal:

- (1) NAME/ACTIVITY. What is the name of the proposed center or institute and what will the proposed center or institute do? (research, public service, etc.)
- (2) NEED. Why is the center or institute needed (versus existing on-campus organizational structure), and what evidence exists to demonstrate that there will be sufficient engagement with faculty, staff, students, and relevant members of the off-campus community?

- (3) **SUPPORT OF CAL POLY MISSION.** How will the center or institute support instruction, faculty/student research, Learn By Doing, or other elements of the University mission?
- (4) **EXPERTISE.** Who are the individuals prepared to support the center or institute with necessary subject matter expertise? (Signed letters from faculty, staff, and others who agree to participate in activities of the center or institute are beneficial in documenting overall support.)
- (5) **MANAGEMENT STRUCTURE.** How will the center or institute be managed and function? (An organizational chart should be included with the proposal.)
- (a) **Director.** Every center or institute is expected to have a Director responsible for day to day activities. The Director may be a volunteer or may be compensated (full or part time, as appropriate) or receive faculty release time to perform the duties. The Director may be a community volunteer, or a faculty or staff member. The proposal should include an explanation of who will appoint/replace the Director (typically the Dean in the reporting structure) and how the Director position will be funded. The aspirational traits and skills of the Director should be included, as well as key attributes to be considered in for appointment/replacement of the Director.
- (b) **Reporting Structure.** Centers or institutes (including the Director) are normally expected to report to the Dean of the Academic College with faculty most closely aligned with the subject matter expertise for the center/institute. All centers and institutes ultimately report to the Provost and Executive Vice President for Academic Affairs, via the Vice President for Research and Economic Development.
- (6) **RESOURCES.**
- (a) **Financial.** How will the center or institute be financed in the short term and in the long term?
- (b) **Facilities and Related Support.** What facilities, equipment, and technology support will be needed and how have those items been obtained or how will they be obtained?
- (c) **Faculty/Staff.** What faculty and staff support will be needed, and how will these individuals be supported (e.g. volunteer, salaried employee, release time, etc.)
- (d) **Collaboration.** How can faculty/staff/students from the same, or other, disciplines participate in the center of institute?
- (e) **Faculty Retention, Tenure, and Promotion.** How will the center or institute ensure that participating faculty receive appropriate

acknowledgement in the retention, tenure, and promotion process, and what artifacts will be created to document this participation?

(f) Advisory Board. Will the center or institute have an internal (e.g. faculty) or external (e.g. business and industry) advisory board? It is not necessary to have such an advisory board, but proposals that reference an advisory board must address the role of the advisory board, how members are selected, removed, and replaced.

- (7) SUSTAINABILITY. What information is available to demonstrate that the center or institute is likely to be sustainable (both financially and with sufficient faculty/staff/student participation) over an extended period of time?

(C) PROCESS FOR CONSIDERING PROPOSALS FOR CENTERS AND INSTITUTES.

At any level of review in the following process, the reviewers may request clarifications and/or revisions to the proposal prior to submission for the next level of review. All revisions will be copied to the Provost and Executive Vice President for Academic Affairs.

A completed draft proposal shall be submitted to the College Dean(s) of the academic College(s) where the center or institute is proposed to have its association and to the Provost and Executive Vice President for Academic Affairs. When the Provost and Executive Vice President for Academic Affairs determines that the proposal addresses all of the elements in section 4(B) of this policy, the proposal will be discussed with the Academic Deans' Council, and any comments relayed to the proposer.

The proposal will then proceed to review by the Dean of Research, who will appoint an *ad hoc* administrative review committee, chaired by the Dean of Research. Any comments will be relayed to the proposer.

The final revised proposal will then be provided again to the Academic Deans' Council, and the Deans will make a recommendation to the Provost and Executive Vice President for Academic Affairs as to the advisability of establishing the center or institute.

The Provost and Executive Vice President for Academic Affairs will then make a determination as to the viability of the proposed center or institute, including an evaluation of resources essential to its operation. If the Provost and Executive Vice President for Academic Affairs determines that sufficient support and resources exist, the proposal will then be forwarded to the Academic Senate.

After approval by the Academic Senate, the proposal will be forwarded to the President. Proposals approved by the President constitute the organizational document for the center or institute.

In order to expedite review, the Provost and Executive Vice President for Academic Affairs may request concurrent review at any phase of this process.

(D) UPDATES/REVISIONS TO ORGANIZATIONAL DOCUMENTS.

(1) AT THE TIME OF EACH PROGRAM REVIEW. In order to assure that organizational documents are up to date and reflect current practices, each center and institute shall review its organizational documents for accuracy at the same time of its scheduled program review. Program review shall be conducted in accordance with the posted policy of program review for centers and institutes, available from Academic Affairs. Any proposed updates/revisions to the organizational documents shall be submitted in writing to the Provost and Executive Vice President for Academic Affairs.

(2) UPON REQUEST. When the organizational documents of a center or institute appear to merit review and updating, the Provost and Executive Vice President for Academic Affairs may issue such a request. The center or institute shall then review its organizational documents for accuracy and submit a report with any proposed updates/revisions to the Provost and Executive Vice President for Academic Affairs within ninety (90) days of request, subject to approved extensions.

(3) APPROVAL OF UPDATES/REVISIONS TO ORGANIZATIONAL DOCUMENTS. Any proposed updates/revisions that do not alter the fundamental purpose of the center or institute may be approved by the President. Updates/revisions that the President deems to alter the fundamental purpose under which the center or institute was originally formed (e.g., changing a center's area of subject matter focus and expertise) will necessitate a full review process as described in section 4(C) of this policy.

5. GENERAL ADMINISTRATION

Each center or institute shall be administered by a Director, reporting to the Academic Dean in the Academic College wherein the center or institute is housed (or directly reporting to the Vice President for Research and Economic Development for "University" based centers and institutes). All centers and institutes ultimately report to the Provost and Executive Vice President for Academic Affairs via the Vice President for Research and Economic Development. The Director has the obligation to prepare and file annual reports in a timely manner, and to assure that program review is conducted, completed, and reported in a timely manner. The Director is responsible for the center or institute's budget and for assuring fiscal solvency and compliance with all applicable budgetary and fiscal protocols as in effect from time to time.

Centers or institutes may not directly offer academic courses, academic credit, or confer degrees, but may offer instructional support to academic units that do allow for credit and degrees. Centers or institutes may offer extended education courses and verification of completion for licensed professionals who require such continuing education, but this is not a form of academic credit.

Members of a center or institute will not have academic titles unless expressly granted by virtue of an academic appointment in a department in accordance with all University policies and procedures, and signed by the Provost and Executive Vice President for Academic Affairs.

Any conferences, grants and contracts, consulting agreements, continuing education training, or other activities of the center or institute must conform to University procedures and protocol. It is the duty of the Director to be familiar with this process and to obtain appropriate approvals. The Sponsored Programs Office (affiliated with Cal Poly Corporation) or the Vice President for Research and Economic Development will provide guidance to the Director regarding these processes, upon request.

#### 6. ANNUAL REPORTS

The Director shall submit an annual report no later than November 1 of each and every year that covers the immediately preceding fiscal year period (July 1-June 30) to the Vice President for Research and Economic Development, as well as the Academic Dean(s) affiliated with that center or institute.

This annual report must contain:

- (A) a complete reconciled budget for the most recently completed fiscal year;
- (B) a summary of the year's activities, including any applicable information on scholarly publications and technical reports, details about research, theses, and senior projects completed under the auspices of the center/institute, and honors/awards to faculty and students; and
- (C) any other relevant information.

When deemed necessary or desirable, the Provost and Executive Vice President for Academic Affairs may grant an extension for the deadline of an annual report.

The Provost and Executive Vice President for Academic Affairs may waive the annual report filing for a new center or institute (or a previously inactive center or institute which has been reactivated) and which has been in operation (or reactivation) for less than the full fiscal year to be covered by the annual report, but in such event, the subsequent annual report must cover the entire period from the commencement of operation (or reactivation) of such center or institute.

#### 7. PROGRAM REVIEW.

Centers and institutes will undergo review every five years in accordance with the guidelines and schedule established specifically for centers and institute program review and available from Academic Affairs.

8. SUSPENSION, INACTIVE STATUS, AND DISSOLUTION OF CENTERS AND INSTITUTES.

(A) SUSPENSION IS AN EXTRAORDINARY MEASURE.

Suspension of a center or institute is an extraordinary measure available to the Provost and Executive Vice President for Academic Affairs, and shall be reasonably avoided. Whenever possible, any suspension shall be implemented in a manner to prevent existing or pending grants and related activities (fee for service, etc.) from being adversely impacted. Unless immediate suspension is deemed necessary, suspension shall not occur until after at least thirty (30) days prior written notice containing the specific reasons for suspension to the Director and Academic Dean(s) for such center or institute, with an opportunity to cure the deficiency within that time period, subject to extension. In order to avoid suspension and address concerns related to the center or institute, the Provost and Executive Vice President for Academic Affairs may remove or suspend the Director and appoint an interim Director to address the items of concern.

(1) SUSPENSION FOR FAILURE TO OPERATE WITHIN APPROVED SCOPE OR UNIVERSITY POLICIES. If a center or institute is not operating within its approved scope or within University policies, the Provost and Executive Vice President for Academic Affairs may suspend the center or institute, as described above, until such time as the center or institute shall have remedied such deficiencies.

(2) FAILURE TO SUBMIT TIMELY ANNUAL REPORTS OR PROGRAM REVIEW REPORTS. In the event that any center or institute does not submit a timely annual report or program review (subject to any approved extension), the Provost and Executive Vice President for Academic Affairs may suspend the center or institute, as described above. Upon receipt of a complete annual report or program review which remedies the reason for suspension, the Provost and Executive Vice President for Academic Affairs shall lift the suspension.

(B) INACTIVE STATUS.

(1) VOLUNTARY. A center or institute that currently lacks sufficient activity, but that envisions potential near-term growth, may request to be placed in "Inactive" status. Inactive status does not result in the dissolution of the center or institute, but instead freezes its accounts and activities on a voluntary basis during the period of Inactive status. A request to be placed on Inactive status from the center or institute should expressly state the expected time of inactivity, and contain details about how and why the center or institute expects to become active again. Such requests should be accompanied by support of the faculty/staff associated with such center or institute, as well as the Director and Academic Dean. Inactive status is intended for periods of five years or less, but longer durations may be granted by the Provost and Executive Vice President for Academic Affairs. Upon the determination that sufficient resources and faculty interest/support exist for a voluntarily inactive center or institute, the Provost and Executive Vice President for Academic Affairs may reactivate the center or institute (into active status).

(2) **INVOLUNTARY/EXTRAORDINARY MEASURE.** The Provost and Executive Vice President for Academic Affairs may elect to declare Inactive status for any center or institute, which is an extraordinary measure. This determination is based upon either a lack of activity and involvement (e.g. no faculty participation), the failure of the center or institute to file annual reports or program review reports (following suspension), a lack of resources, or other similar factors which indicate that the center or institute is not active and that continued operation is inappropriate. Such a declaration of inactive status shall not occur until after consultation with the Director, the Academic Deans, and the faculty/staff who were previously engaged with the center or institute. If there is renewed interest and support for such center or institute, the Provost and Executive Vice President for Academic Affairs may reactivate the center or institute (into active status).

(3) **EFFECT OF INACTIVE STATUS.** During any period of Inactive status, the center or institute shall not be required to submit annual reports, except for any annual reports that are due at the time of entering Inactive status, as well as a partial year annual report covering the time period from the last filed annual report up to the date of entering Inactive status. During any period of Inactive status, the subject center or institute shall have its program review deadline extended, day for day, for the duration of its Inactive status.

(C) **DISSOLUTION.**

It is possible that a center or institute may naturally and normally decline in activity to the point where the underlying purpose or functional need of the center or institute no longer exists, or when resources no longer exist to support the center or institute. In such event, the Director, Dean(s), and faculty/staff associated with the center or institute may request dissolution. The Provost and Executive Vice President for Academic Affairs may also initiate dissolution, but shall consult with the Director, Dean(s), and faculty/staff associated with the center or institute. After determining that the underlying purpose or functional need of the center or institute no longer exists or that resources no longer exist to support the center or institute, the center or institute may be dissolved by the Provost and Executive Vice President for Academic Affairs. Upon dissolution, equipment and funds associated with the center or institute shall be handled in conformance with University policies. Once dissolved, the re-establishment of a center or institute must go through the formal proposal process.