The following policy and procedure provide guidelines for the recognition and chartering of Centers/Institutes (CI). Institutes are to be distinguished from Centers, which identify a physical place and/or location of an indicated activity (e.g., Anthropological Studies Center, ASC). All Centers/Institutes created will complement and support the mission of the University. The formation of a CI requires a proposal that is reviewed and approved by the campus president or designee.

**CHARTER**

All Centers/Institutes will have a brief written charter. Included in the charter are: (1) its purpose; (2) the composition of its governing board; (3) the regulations of the Center/Institute; and (4) its relationship to the University and to the administrative structure. Unless otherwise specified, establishment of a Center/Institute shall not commit the University to specific activities that the Center/Institute may pursue. It shall not involve or imply the expenditure or commitment of the budgetary or space resources of the University unless otherwise specified. Centers/Institutes are normally expected to be self-funded. Activities of the chartered Centers/Institutes are subject to relevant policies of the University and must be coordinated with activities of other affected offices. Centers/Institutes shall be established on the basis of the procedure outlined below.

**PROCEDURE**

A Center/Institute of the University must have the support of a college dean or appropriate administrator in the form of a letter or emailed memorandum. The recommending authority shall be responsible for overseeing the activities of the Center/Institute and for ensuring its compliance with relevant policies and procedures of the University. To establish a new Center/Institute, submit a New Centers & Institutes Proposal Application with an attached charter and recommendation letter or emailed memorandum to the Office of Research & Sponsored Programs. The AVP for the Office of Research and Sponsored Programs will provide a recommended action to the Provost and President for final approval.

**A Center/Institute shall be established and approved on the basis of a charter that includes:**

1) The name of the Center/Institute (the word center or institute must be included in the name) and describes its general purpose or activity, such as the Center for Community Engagement;

2) The purpose of the Center/Institute and how its activities and contributions support the research and educational mission of the University;

3) The self-regulating structure of the Center/Institute, including qualifications for membership and the means of self-regulation (i.e., through responsible individuals, boards, or committees);

4) The relationship of the Center/Institute to the administrative structure of the University and the nature and extent of any University commitment to the support of the activities of the Center/Institute; and

5) The name(s) of the lead person(s) of the Center/Institute, one of whom must be a tenure-track employee, a permanent employee, or a Management Personnel Plan (MPP) employee of the University.
**REPORTING**
There are two levels of reporting requirements: annual reporting and reporting every seven years. These reports are based on a fiscal year rather than on a calendar year.

To comply with requirements from the Chancellor’s office and SSU policy, a Center/Institute must submit a [Centers & Institutes Annual Reporting Form](#) that includes a financial report (sources of income, budget and expenditure information), summary of the activities, and reports of the Center/Institute during the previous fiscal year. This summary will list participants, institutional and externally funded grants and contracts awarded to the Center/Institute, and any publications or creative projects.

The approved term of a Center/Institute typically shall be seven years, at which time recognition shall be withdrawn unless renewed by the approving authority. Approval for renewal requires that the Center/Institute submit the [Centers & Institutes Seven Year Renewal Request Form](#) that the same information stated above of the Center/Institute during the previous seven-year period.

**SUSPENSION OR DISSOLUTION**
To suspend or dissolve a Center or Institute you need to attain approval by email for suspension or dissolution from the academic unit(s) involved followed by letter or emailed memo from the appropriate college dean or other official charter. Send all documents to the Office of Research & Sponsored Programs in Schulz University Library #3065A or electronically to arcelia.sandoval@sonoma.edu.

Suspension will be considered by the President, Provost or AVP for the Office of Research and sponsored Programs under the following circumstances:

1) Upon request of the director

2) Failure to provide the required reporting documentation

3) Unable to be self-funded

4) Not fulfilling the mission of Sonoma State University