

Appendix C: CU Bylaws Template

CU Director(s) Selection and Performance Review:

The CU Director (proposed or existing) is most likely the lead PI, Faculty or Staff person completing and submitting the Application for CU Establishment.

- The delegated administrative authority (e.g., a Dean, Provost, or Provost) generally must review and approve an CU Director before she or he can be appointed to this role. The CU can determine its own initial selection process.
- CU Directors are responsible for the day-to-day programmatic, fiscal, and personnel decisions of the CU. Whether the Director's position is that of faculty or non-faculty, the appointment is made in accordance with existing human resource policies and procedures or CU by-laws, or proposed human resource policies and procedures or CU by-laws for such appointments.
 - These human resource policies and procedures may derive from the state or Research Foundation Human Resource departments depending on state or external funding.
 - The CU by-laws may derive from an existing or proposed CU pending approval of the delegated CU authority (Dean, Provost or President).
- The delegated CU authority (Dean, Provost or President) may propose an alternative title for the CU Director position(s) depending on the size, structure and/or scope of the CU. Any proposed or existing CU job classification/supervision model (e.g. Executive, Associate, Assistant classification/supervision model), must be approved by the delegated CU authority (Dean, Provost or President).
 - Classifications for CU Leadership may include, but are not limited to the following: Executive Director, Associate Director, Assistant Director, Managing Director, Faculty Director, etc.
 - The delegated CU authority (Dean, Provost or President) may appoint additional leadership, in consultation with the existing CU Director.
- The delegated CU authority (Dean, Provost or President) will conduct an annual Performance Review of the CU Director(s) and Leadership Team depending on the primary appointment (e.g. Stateside Staff, Stateside Faculty, or RF Employee) and employer (e.g. MPP Performance Review under CalHR guidelines, Administrator Performance Review under RF HR guidelines or a Performance Review process within the approved CU bylaws).

CU Director Responsibilities:

Under the direction of the delegated CU authority (Dean, Provost or President), the CU Director is responsible for the management of specific CU programs and staff. The CU Director will independently perform a wide variety of assignments that may include, but are not limited to, the following:

- Consult with the delegated CU authority (Dean, Provost or President) office in the college(s) under which the CU is overseen as needed or requested by the delegated CU authority (Dean, Provost or President)
- Provide program oversight and supervision of professional-level CU staff CU funded programs;
- Seek external funding where appropriate;
- Assist with grant proposal preparation, progress reporting to CU funders, and program evaluation tasks;
- Ensure programmatic and fiscal adherence to all CU funding agencies;
- Effectively represent the CU to the media, educators, key stakeholders, community groups, and/or partnering agencies;
- Create, revise, implement, and monitor CU policies, procedures and/or by-laws;
- Monitor and evaluate the effectiveness, cultural appropriateness, economic sensitivity, and research-based relevance of CU materials, interventions and/or program activities;
- Develop and support strategic priorities and/or business plan for sustained funding and continued programmatic growth;
- Convene annual CU Advisory Board meetings as discussed below in CU Advisory Board Structure and Responsibilities section.