

THE CALIFORNIA STATE UNIVERSITY.  
Office of the Chancellor  
401. Golden Shore  
Long Beach, California 90802-4210

**Date:** July 5, 2000

**To:** Presidents

**From:** Charles B. Reed  
Chancellor



**Subject:** Centers, Institutes, and Similar Organizations on Campuses of the California State University  
Executive Order No. 751

I am transmitting a copy of Executive Order No. 751, which establishes principles for the development of campus policies and procedures governing centers, institutes, and similar entities. It supersedes Executive Order No. 729 and is intended to clarify the principles and to allay the concerns of the Bureau of State Audits regarding reports to the Chancellor

If any centers, institutes, or similar entities are created at the system level, they should be in conformity with analogous principles.

In accordance with policy of the California State University, the campus president has the responsibility for implementing Executive orders where applicable and for maintaining the campus repository and index for all Executive Orders.

CBR:JS

Attachment

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**Distribution:** Dr. David S. Spence  
Mr. Richard P. West  
Chancellor's Office Staff

THE CALIFORNIA STATE UNIVERSITY

Office of the Chancellor

401 Golden Shore

Long Beach, California 90802-4210

**Executive Order No:** 751

**Title:** Centers, Institutes, and Similar Organizations on Campuses of the California State University

**Effective Date:** July 5, 2000

**Supersedes:** Executive Order No. 729

This Executive Order is issued pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of the California State University. It establishes principles for the development of campus policies and procedures governing centers, institutes, and similar organizations on the campuses of the California State University.

I. Definition

Centers, institutes and similar organizations are entities affiliated with California State University campuses to offer non-credit instruction, information, or other services beyond the campus community, to public or private agencies or individuals. Campuses may create such entities—usually designated “Institutes,” “Centers,” “Research Groups,” “Councils,” “Bureaus,” “Field Stations,” or “Consortia”—to facilitate the conduct and dissemination of research, perform public service, or provide special training.

II. Responsibility for Policies Governing Centers, Institutes, and Similar Entities

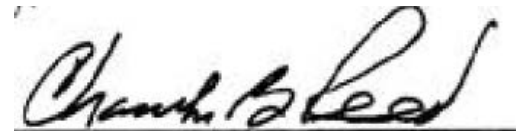
Policies governing centers, institutes, and similar entities are primarily the responsibility of each campus.

III. Principles for Campus Policy Development

A. Each California State University campus is to have explicit policies and procedures for establishing, operating, monitoring, reviewing, and discontinuing centers, institutes, and similar entities. These policies are to be consonant with principles of academic freedom and concomitant academic responsibilities. These policies and procedures are to be designed to ensure that the activities of each entity

- contribute to the fulfillment of the mission of the California State University and the campus;

- are consistent with generally accepted tenets of scholarship (e.g., subject to peer review);
  - meet accepted standards of academic research; and
  - are in conformity with all applicable laws and regulations and with the California State University and campus risk management policies.
- B. Each entity is to be under the programmatic oversight of an academic unit (e.g., a department, school, college, office of graduate studies and research, office of academic affairs). The establishment and continuation of the entity is to be subject to the approval of the campus president, following appropriate faculty consultation in accordance with campus policy. The entity is to be subject to periodic review to ensure that it is consistent with the principles described above. It is not the intent of this executive order to preclude the operation of an entity under an appropriate auxiliary organization, as authorized by the Board of Trustees in Section 42500(a)(7) of Title 5, California Code of Regulations.
- C. The Campus is to report periodically on the implementation status of the campus policies and procedures. The campus is also to make available to the Office of the Chancellor a list of all centers, institutes, and similar entities, including the name and purpose of each entity. The list is to be updated at least annually.

A handwritten signature in black ink, appearing to read "Charles B. Reed", written over a horizontal line.

Charles B. Reed, Chancellor

Date: July 5, 2000



# THE CALIFORNIA STATE UNIVERSITY

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David S. Pence

Executive Vice Chancellor

Chief Academic Office

**To:** Presidents

**Date:** July 7, 2000

**From:** David S. Pence  
Executive Vice Chancellor  
and Chief Academic Office

**Subject:** **Report on Implementation of Campus Policies and Procedures Governing Centers, Institutes, and Similar Entities**

The Bureau of State Audits holds the CSU chancellor responsible for monitoring the campus implementation of policies and procedures governing centers, institutes, and similar organizations on CSU campuses. To ensure fulfillment of this responsibility, Executive Order No. 751 (issued July 5, 2000, and superseding Executive Order No. 729) incorporates a reporting requirement. A copy of Executive Order No. 751 is attached.

Please provide a campus report by **October 15, 2000**, so that we may compile those reports into a system report for transmittal to the Bureau of State Audits. The campus report should include the relevant campus policies and procedures that are in effect at the reporting date; the status of any revisions of those policies and procedures that are under consideration at the reporting date; and a brief paragraph describing any aspects of implementation that are not apparent in the other information provided. Please transmit the report to

Dr. Jolayne Service, Dean  
Academic Program Planning  
Office of the Chancellor  
401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210

Thank you.

Attachment

cc: Dr. Charles B Reed  
Provosts/Vice Presidents, Academic Affairs  
Vice Presidents, Administration