

S96-1 POLICIES AND PROCEDURES FOR ORGANIZED RESEARCH AND TRAINING; INSTITUTES; CENTERS; MUSEUMS; NAMING; REVIEW

Legislative History:

field that will be the focus of the unit shall propose its creation to the Associate Vice President for Graduate Studies and Research after approval by the appropriate college dean. The proposal shall include the names of those initiating the proposal, name of the unit, a statement of the purpose of the unit, a table of organization, and the following additional information:

Proposed focus of unit and its relation to the university mission

Anticipated effects on the teaching and research program of department(s) to be affected (e.g., time away from class by participants, involvement of students)

Staffing (e.g. eligibility for participation by faculty, employment of students, need for administrative or secretarial personnel)

Financing, including a 5-year business plan and commitment of state resources

Housing (e.g., need for university space, furniture, equipment and support for maintenance of physical facilities)

2. The AVP for Graduate Studies and Research shall review the proposal and consult with the chair(s) of department(s) most directly affected by the proposal and with the dean of the appropriate college, as needed, regarding the merits of the proposal. The AVP for Graduate Studies and Research may request revisions to establish conformity of the proposed unit with the standards established by this policy.

3. When convinced these standards have been met, the AVP for Graduate Studies and Research shall then submit the proposal to the Research Committee of the Academic Senate. The Research Committee shall consider the proposal and make recommendations to the Provost. The Provost shall review the proposal with accompanying recommendations and submit the materials with his/her evaluation to the President.

4. Final action on the proposal shall be taken by the Prshall Tappoin04w 13.755 and consult w by this po0 Tc

as conferences, or to provide secretarial support, cannot be honored.

Organized research and training units may not handle money directly. Administration of finances, except for that support coming out of the state budget, for all organized research and training units will be handled by the San Jose State University Foundation in accounts in the name of the unit.

Each director shall be responsible for his/her account(s). The unit account shall consist of funds derived from unit activities including conferences, publications, and donations. Distribution of any indirect costs earned by the unit shall follow the current Foundation policy.

g. Directors of established units shall submit an annual report to the appropriate college dean, who shall review and forward the report to the AVP for Graduate Studies and Research. These reports are due on the last day of the spring semester. The report shall describe the accomplishments of the unit and provide a full accounting of income and expenses. At intervals of no more than five years, each unit shall be examined by the Research Committee of the Academic Senate. The purposes for which the unit was initially established and the emergence of further or changed aims shall be reviewed. One of the criteria used in ORU reviews is the capacity of the ORU to become and remain financially self-sustaining. The committee shall submit a report to the AVP for Graduate Studies and Research recommending (or not) the continuation of a unit.

A recommendation to continue the unit shall be acknowledged in writing by the AVP for Graduate Studies and Research to the appropriate college dean, with a copy to the Provost and the University Curriculum and Research Committee. If the Research Committee recommends termination of a unit, the recommendation shall be forwarded to the Provost with a copy to the appropriate college dean. The Provost and the dean shall confer regarding the unit and the Provost shall make the final decision to continue or terminate the unit. The decision shall be in writing to the appropriate college dean, with a copy to the AVP for Graduate Studies and Research and the University Curriculum and Research Committee.

h. No organized research and training unit shall offer regular academic curricula and confer degrees. However, units may advise on curricular matters, and faculty members holding unit appointments may supervise students who seek academic credit for research or training supported by the unit.

Faculty titles shall not be conferred by organized research or training units nor shall academic tenure be acquired solely through service in such a unit. Non-faculty research positions shall be in accord with university research and personnel policies.

Matters concerning copyright and patents shall be handled in accordance with university policy.