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PROCEDURE:

1 Establishment

1.1 Sponsorship

An Outreach Centre requires the sponsorship of a Dean and Faculty Council. Where more than one Faculty is involved in an Outreach Centre, at least one Faculty Council member and Dean shall be the sponsors.

1.2 Proposal

As outlined in Section 2, a proposal is submitted to the appropriate Faculty Council and Dean for review and approval or rejection.

1.3 Approval

The approval for the establishment of an Outreach Centre is for a provisional year, after which a Progress Review will be conducted to determine continuing status.

2. The Proposal

A formal, written proposal to establish an Outreach Centre is submitted to the applicable Faculty Council and Dean or other administrator as approved by the Provost and Vice-President Academic (Provost), for approval or rejection. If the proposal is rejected, reasons will be provided to the proponent. See [Section 6 - Appeals](#).

The proposal shall name the Outreach Centre and shall provide detailed information in the following areas:

2.1 Mission Statement

The proposal shall include a concise statement of the mission of the proposed Outreach Centre.

2.2 Purpose

The rationale for the establishment of the proposed Outreach Centre shall be described and shall include:

- the purpose, role, and goals of the Outreach Centre;
- the social, academic, and organizational context within which the proposed Outreach Centre will operate;
- the benefit to the advancement of scholarly activity and practice in the field; and,
- the intended duration of the Outreach Centre (short-term, long-term, continuing).

2.3 Relevance

The proposal shall address how the proposed Outreach Centre assists the fulfillment of the institution's mission and goals and/or those of the Faculty. The level of detail required shall be appropriate to the level of VIU resources the entity will require and shall include how the Outreach Centre will:

- benefit the University's students, faculty and staff;
- assist the Institution to contribute to the social, economic, environmental and cultural development of its community;
- enhance the university's regional, provincial, national and international reputation; and,
- address the Academic Plan and/or the goals and plans of the Faculty(s) involved.

2.4 The Outreach Plan

The plan shall outline the following in relation to the stated objectives of the Outreach Centre:

- the activities and methods to be used to achieve goals and objectives, and the relationship of these activities to academic programs and the community;

- intended outcomes and benefits in measurable terms that are intended to result from the Outreach Centre over a five-year period (or for its full term if less than five years); and,
- projected timelines.

2.5 Membership

The proposal shall demonstrate sufficient knowledge and expertise collectively through the initial membership to support the establishment, viability and effectiveness of the Outreach Centre. A curriculum vitae for each proposed member shall be attached.

Membership may be comprised of faculty, staff, students, and administration, research fellows, visiting scholars, community experts, and support staff.

The process and criteria used for the selection of future additional members shall be identified.

2.6 Governance, Administrative Structure, and Accountability

An Outreach Centre will be led by a Faculty member(s) with Dean oversight, and be accountable to the Faculty Council. The proposal shall describe the administrative structure of the proposed Outreach Centre, outlining how it conforms to the needs, responsibilities and requirements of the Centre in accordance with Policy 31.11.

Reporting and accountability for Outreach Centers will be to the Dean and Faculty Council.

2.6.1 Leadership

Outreach Centres may choose to establish informal or rotating leadership and roles to be elected by the membership, selecting one member to act as representative to submit annual reports and communicate with the governing body. The proposal shall indicate how roles and responsibilities will be managed.

2.6.2 Advisory Committee

An Advisory Committee may be established to provide guidance to the Outreach Centre (optional) and its role and membership shall be outlined in the proposal.

The Advisory Committee may be comprised of a minimum of five members, including a minimum of one Dean. The remaining membership may be comprised of members from other Faculties and/or departments, administration, or individuals external to the Institution.

2.7 Resource Requirements

Any resource allocation implications shall be incorporated into the budgetary and planning processes of the appropriate Faculty. In the case of an Outreach Centre it may be that the budget will be minimal.

2.8 Financial

The proposal shall outline the Outreach Centre's ability to operate self-sufficiently and on a cost-recovery or cost-neutral basis in accordance with the Policy.

The proposal shall provide a projected budget, describing anticipated expenditures and expected revenues for the Outreach Centre. The budget projection shall be provided for a five-year period or for the full term, if less than five years. The description of revenues shall identify all sources. In-kind contributions that have an impact on a department, Faculty or the institution (e.g. a dedicated space, clerical support) shall be identified.

In the event that expenses and revenues are expected to be minimal, the proposal shall include a budget stating such.

Any fundraising activities expected to be undertaken shall be identified to ensure no duplication of other institutional fundraising activities and shall be discussed with the Advancement and Alumni Relations Office prior to implementation.

2.8.1 Expenditures

The description of expenditures shall provide estimates for all projected expenditures, including support service requirements such as accounting, human resources, computing, library, space, furniture and equipment.

2.8.2 Revenues and Institutional Funding

Any request for institutional funding shall be included. Any sources of funding already secured shall be identified, as well as any potential or projected funding sources.

2.9 Human Resources

Special attention shall be given to the identification of all human resources required for the operation of the entity and their status within the institution. Any employment opportunities for faculty, staff, and students through the entity shall be identified.

3. Annual Report

Outreach Centres shall prepare a detailed Annual Report by the end of each fiscal year. The Annual Report is to be submitted by the Centre representative to the Dean and Faculty Council.

The content of the Annual Report shall include, but is not limited to, the following:

3.1 Business of Reported Year

- i. an executive summary;
- ii. the history of the Outreach Centre;
- iii. the activity plan, membership and administrative structure, and noting any changes that occurred during the year reported;
- iv. objectives and achievements for the year;
- v. activities for the year;
- vi. contributions made to the experiences of students and the community; and,
- vii. a statement of revenues and expenditures derived from the financial statements of the institution and an analysis of the Outreach Centre's financial performance.

3.2 Projected Planning

- i. a continuing activity plan and continued objectives going forward;
- ii. any changes planned with regard to membership or administrative structure; and,
- iii. a financial statement that includes projected revenues and expenditures, sources of funding and budget for the following year.

4. One-Year Progress Review

A Progress Review will be conducted at the conclusion of the first year's operation to examine the achievement of goals and objectives, and financial performance (if applicable). For an Outreach Centre, the review will be conducted by a process decided upon by the sponsoring Faculty Council. The Annual Report will be the primary source document for the review.

The report will be provided to the Faculty Council and Dean for decision to continue, modify, or close the Outreach Centre.

5. Renewal Review

A Renewal Review will be conducted every five years (where the Outreach Centre is ongoing). The process for the Renewal Review will be established by the Faculty Council.

A report of the Review will be provided to the Faculty Council and Dean for decision to continue, modify, or close the Outreach Centre.

6. Appeals

Appeal of decisions relating to approval of the proposal to establish an Outreach Centre, the One-Year Progress Review or Renewal Reviews will be to the Provost, whose decision will be final.

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