
Type:	C – Institutional	Last Approved: Feb. 28, 2013
Executive Responsibility:	Provost & Vice-President Academic	Next Review: Feb., 2014
Administrative Responsibility:	Provost & Vice-President Academic	Procedure: 31.11.001 Outreach Centres 31.11.002 Research Groups 31.11.003 Research Centres 31.11.004 Research Institutes

STATEMENT:

Vancouver Island University (VIU) recognizes that faculty and students at VIU will develop groups interested in pursuing research and scholarly activities and developing interdisciplinary collaborations and knowledge mobilization. This policy addresses the various entities that may engage in research and scholarly activity, and the functioning, support, and management of each type of entity.

1. Purpose

The purpose of this policy is to review and define the establishment, governance, accountability, reporting structures, review processes, and continuance/dissolution of research entities at VIU. It defines the responsibilities of research entities and their members.

This policy is to be applied where the research and scholarly activity would benefit from formal identity and recognition, access to significant institutional resources, or other advantages realized under this policy. It is also recognized that other informal activities that relate to research and scholarly activity may occur within the institution that are not affected by this policy.

2. Research and Scholarly Activity Entities

2.1 Purpose

Vancouver Island University establishes research and scholarly activity entities to fulfill, in part, its mission and goals. The overarching goal of these academic entities engaged in research and scholarly activity is to create a structure to recognize, support, manage and enhance opportunities for academic and scholarly pursuits. In particular, the purpose of Research and Scholarly Activity Groups, Centres, and Institutes is to complement VIU's academic programs, focus and build on VIU's research strengths, and increase and strategically manage VIU's resources (Research Chairs, researchers, facilities, funding, etc.).

The University encourages and supports research entities that:

- facilitate the University Academic Plan;
- operate self-sufficiently and on a cost-recovery or cost-neutral basis;
- increase and manage resources for the purposes of research and scholarly activity;
- complement and extend education and training for students to enhance academic programs;
- create new innovative, collaborative, multi-disciplinary and multi-institutional research and scholarly activity opportunities that fit university goals;
- build upon, complement and enhance existing departmental and faculty educational and research strengths or develop new appropriate academic capability;
- generate new knowledge or technology transferable to students, scholars and the external community;
- engage in publication, advocacy, continuing education, professional development and community service;
- facilitate public and private sector partnerships in enterprise development;
- recruit external grant and contract resources to the institution;
- disseminate knowledge; and,
- enhance reputation of members, academic departments, and the University.

2.2 Classification

It is recognized that there are a range of academic entities engaged in research and scholarly activities, requiring different management and oversight. Rather than a one-size-fits-all approach, this policy outlines four classifications of entities:

- [Outreach Centres](#), [Research Groups](#), and [Research Centres](#) that can be managed at a Faculty and Dean level, and,
- [Research Institutes](#) that require institutional oversight and management.

The four entities defined within this policy are not separate legal entities. Individual procedures have been developed for the establishment and management for each of these entities.

The activities of these various entities are not mutually exclusive and, as such, they are classified based on their declared, primary focus:

Outreach Centre: An academic entity whose primary focus is scholarly activity and advancing knowledge dissemination in a manner that extends engagement beyond the University. An Outreach Centre that involves more than one Faculty must have at least one Faculty and Dean as its sponsor.

An Outreach Centre is established and approved through Faculty Council and Dean. See [Procedure 31.11.001 Outreach Centres](#).

Research Group: An academic entity whose primary focus is a topic, theme or area of interest of limited focus or duration, or a pilot for development of a Research Centre. A Research Group that involves more than one Faculty shall have at least one Faculty and Dean as its sponsor.

A Research Group is established and approved through Faculty Council and Dean. See [Procedure 31.11.002 Research Groups](#).

Research Centre: A non-departmental academic and administrative unit whose primary focus is the generation of new knowledge, integration, new applications, engagement and knowledge mobilization. The Research Centre may be primarily within one Faculty, or may cross two or more Faculties. A Research Centre that involves more than one Faculty shall have at least one Faculty and Dean as its sponsor.

A Research Centre is established through Faculty Council and Dean and approved by the VIU Board of Governors, on recommendation from Senate, on recommendation from the Provost. See [Procedure 31.11.003 Research Centres](#).

Research Institute: A primarily multi-disciplinary research entity involving more than one Faculty (i.e., university-based unit) and/or multi-university initiatives to provide research-related services to the community. The primary focus is the generation of new knowledge, integration, new applications, engagement and knowledge mobilization.

Research Institutes will be institutionally based and will normally involve members from several Faculties. An Institute requires approval from the Senate and will enter into an arrangement with the Provost & Vice-President Academic (Provost) for support and oversight of its activities.

A Research Institute is established through the Provost and approved by the VIU Board of Governors on recommendation of Senate. See [Procedure 31.11.004 Research Institutes](#).

2.3 Strategic Development

Research Centres and Research Institutes are linked to an area of strategic development as outlined in the University Strategic Research Plan, the Academic Plan or an emerging research area with reasonable potential to be a future area of strategic research development, as determined by the Provost & Vice-President Academic.

Outreach Centres and Research Groups may also be linked to institutional strategic plans, and/or may be based upon Faculty, departmental or discipline interests and goals, and may reflect cross-disciplinary topics or themes.

2.4 Establishment and Approval

The establishment of an Outreach Centre, Research Group, Research Centre or Research Institute will be based on a proposal that provides details on the mandate, rationale, membership, governance, and plan as outlined in the relevant Procedure.

All entities shall be approved by the appropriate governing body in accordance with this Policy and its Procedures.

2.5 Governance and Administrative Reporting Structure

All entities are governed by institutional policies and procedures. The governance and administrative oversight responsibilities for each entity are outlined in the relevant procedures.

An external Research Centre or Research Institute may affiliate with the University under the provisions of the Research Centres and Institutes Policy and Procedures.

3. Reports and Reviews

All entities are required to provide an annual report as outlined in the Procedures.

For all entities, a Progress Review will be conducted at the end of the first year of operation. Renewal Reviews will be conducted every five years to ensure institutional accountability in accordance with Procedures.

4. Rights

Approved entities will enjoy the right to:

- use the University's name, address, and symbols in connection with its activities;
- use the approved name of an officially recognized entity (Outreach Centre, Research Group, Research Centre, or Research Institute) and the use of letterhead with that title;
- solicit external grants and contracts in the University's name;

- request the maintenance of university budgetary accounts and reports;
- use the assistance of Human Resources in hiring employees;
- direct the duties of its employees; and,
- request university support and receive due consideration for VIU resources (e.g., annual budgets, space, etc.).

Reference:

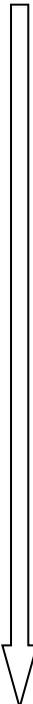
[Appendix 1](#): Flow Chart and Comparison of the Four Entities

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Appendix 1

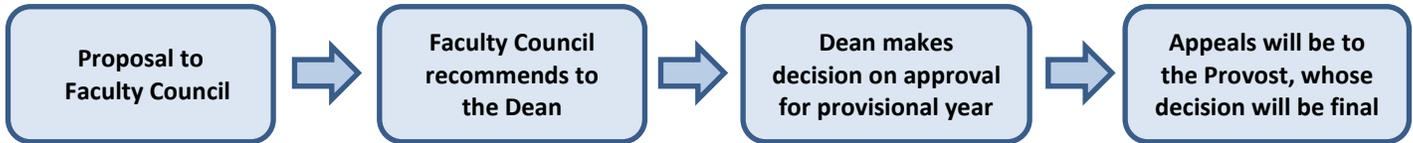
Research Centres and Institutes

Comparison of the Four Entities, and Flow Charts

	Definition	Establishment	Governance	Reporting Structure	
Formality 	Outreach Centre	Primarily scholarly activity and advancing knowledge dissemination	Faculty/Dean (most applicable/ sponsorship)	Faculty led, Dean oversight	Faculty Council, Dean
	Research Group	Short-term or Developmental stage	Faculty/Dean (most applicable/sponsorship)	Faculty led, Dean oversight	Faculty Council, Dean
	Research Centre	Faculty based	Faculty Council most applicable recommends to Dean. Dean recommends to Provost to Senate to board for final approval.	Director, Dean	Must have an Advisory Committee. Might have a management committee.
	Research Institute	Multi-faculty	Provost's Council recommends to Provost to Senate to Board for final approval.	Director, Provost	Must have an Advisory Committee. Might have a management committee.

A. Outreach Centre

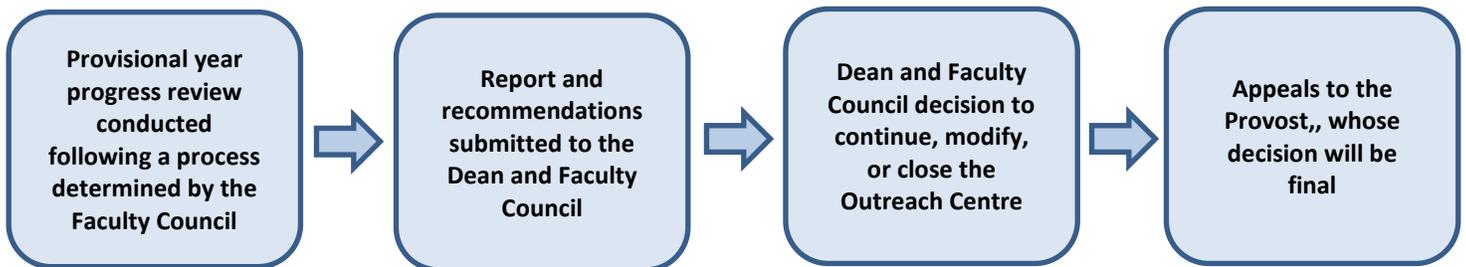
Proposal Submission and Approval



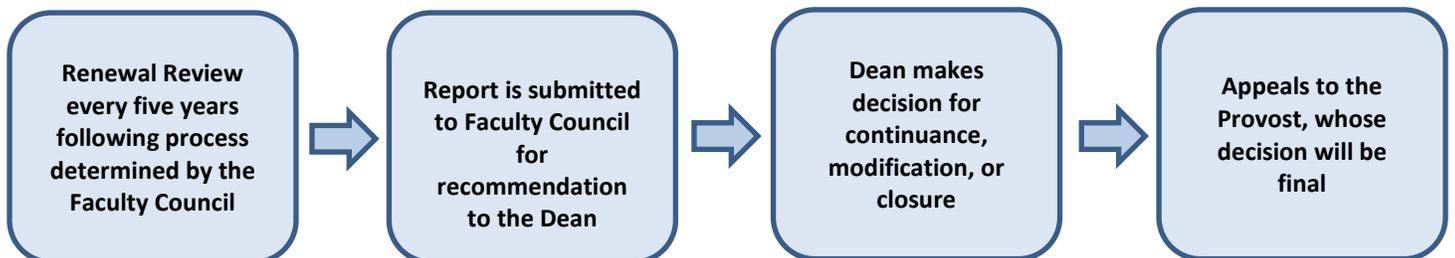
Annual Report



One-Year Progress Review

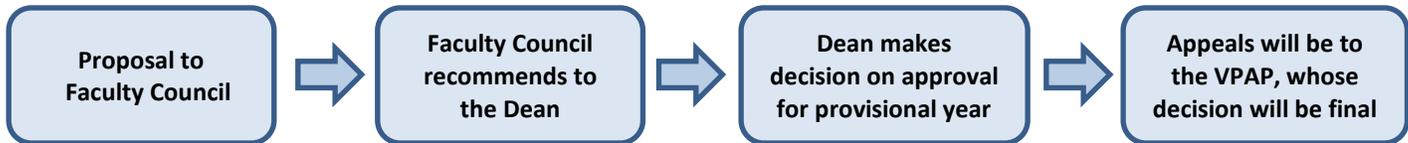


Renewal Review



B. Research Group

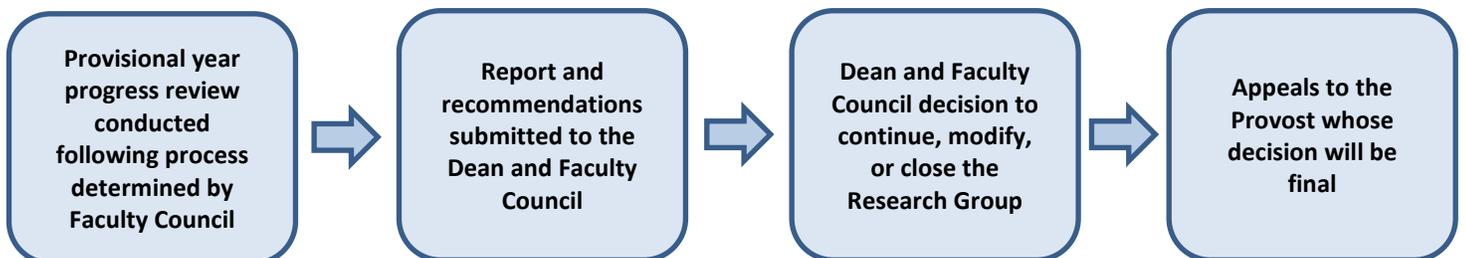
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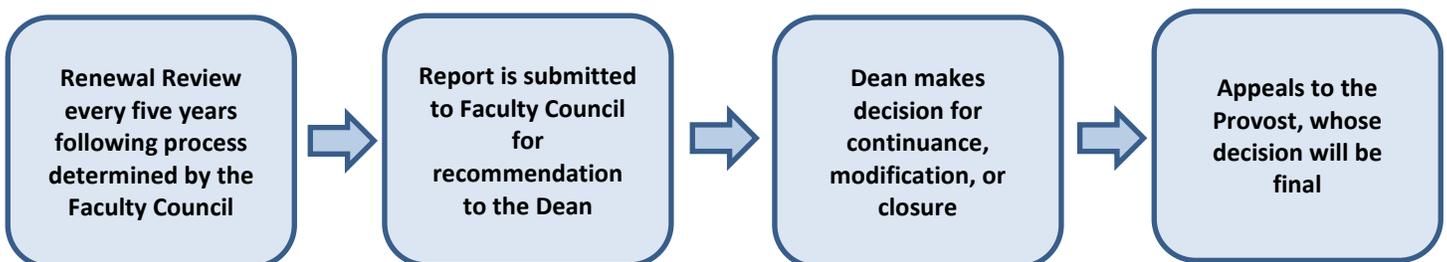
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One-Year Progress Review



Renewal Review



C. Research Centre

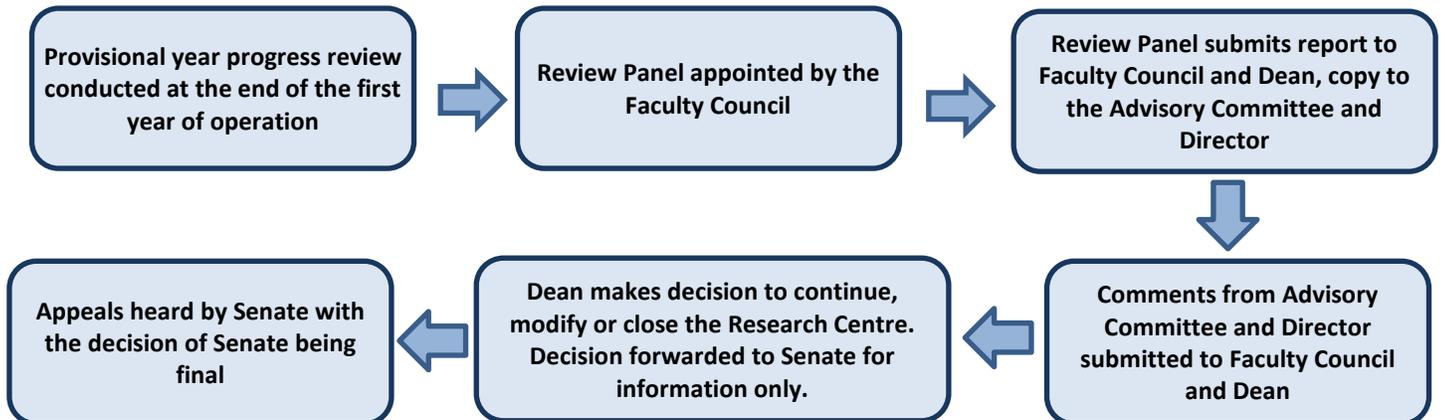
Proposal Submission and Approval



Annual Report



One-Year Progress Review

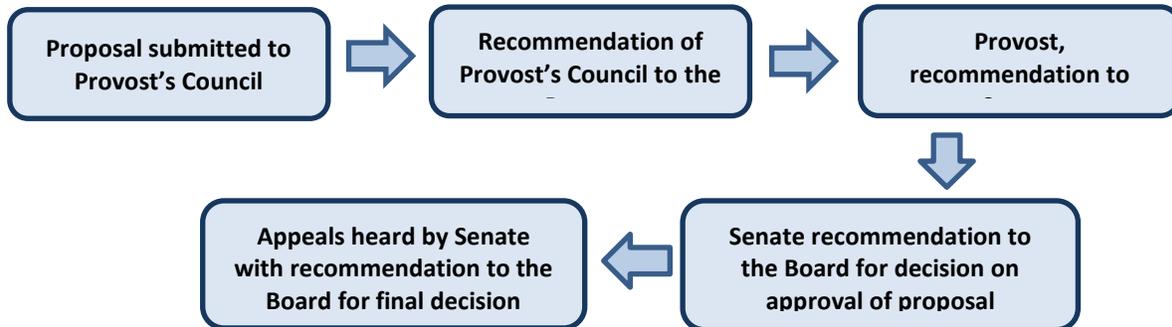


Renewal Review



D. Research Institute

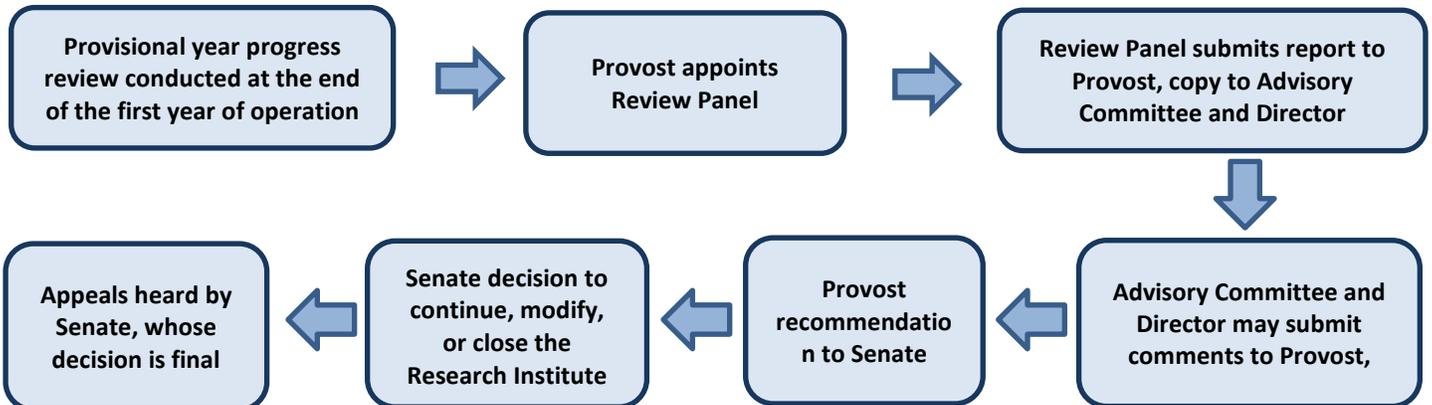
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