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PROCEDURE:

1. Establishment

1.1 Sponsorship

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

1.2 Proposal

As outlined in Section 2, a proposal shall be submitted to the applicable Faculty Council which, if approved, will then take the proposal forward for consideration.

1.3 Approval

The approval for the establishment of a Research 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 shall be submitted to the appropriate Faculty Council for recommendation to the Dean, or other administrator as approved by the Provost & Vice-President Academic (Provost). If approved, the report shall be submitted to:

- i. the Provost for approval or rejection;
- ii. to Senate for approval or rejection;
- iii. to the Board of Governors for decision.

If at any point in the consideration process the proposal is rejected, reasons will be provided to the proponent. Also refer to [Section 6 - Appeals](#).

The proposal shall name the Research 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 Research Centre.

2.2 Purpose

The rationale for the establishment of the proposed Research Centre shall be provided and shall include:

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

2.3 Relevance

The proposal shall address how the proposed Research 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 Research 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 Research Plan

The plan shall outline the following in relation to the stated objectives of the Research 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 Research 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 Research Centre and coordinate its ongoing research and scholarly activity. A curriculum vitae for each proposed initial member shall be attached.

Membership may be comprised of faculty, staff, 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

A Research Centre will be directed by a Faculty member with Dean oversight and be accountable to the Faculty Council. If multiple Faculties are involved, the Research Centre shall be sponsored by at least one Dean and Faculty Council. A Research Centre may also have oversight from an internally appointed management committee.

The proposal shall describe the administrative structure of the proposed Research Centre, outlining how it conforms to the needs, responsibilities and requirements of the Centre in accordance with Policy 31.11.

Reporting and accountability for Research Centres will be to the Dean and Faculty Council.

2.6.1 Directorship

The proposal shall identify a proposed Director, or the process and criteria that will be used to select a Director. The Directorship may be a full-time or part-time administrative appointment or secondment, or volunteer appointment, for stated, specific term.

The Director will normally be a full-time continuing faculty member of Vancouver Island University.

The proposal shall also identify any other roles and responsibilities and how they will be managed.

2.6.2 Advisory Committee

An Advisory Committee shall be established to provide guidance to the Research Centre. The role of the advisory committee shall be outlined in the proposal.

The membership, which shall be identified in the proposal, will 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.

External members shall be chosen for their interest and acumen in the subject field and approved by the Dean.

2.6.3 Internally Appointed Management Committee

An Internally Appointed Management Committee (IAMC) may be appointed to help manage the internal affairs of the Research Centre if the entity needs access to considerable VIU resources (facilities, staffing, budget, etc.). This provides the entity with advice related to internal management (HR advice, budget process, and management issues that may arise, etc.) and ensures the entity has a voice in the management of the institution. The Dean shall advise the proponents on the need for an IAMC and recommend members.

The IAMC (comprised of a minimum of three members, including a minimum of one Dean and the Director) may be established in the proposal, and if so, shall outline the membership and roles and responsibilities of each member of the IAMC.

If an IAMC is not required, the proposal shall include a statement that this has been discussed and is not required.

2.7 Resource Requirements

Any resource allocation implications shall be incorporated into the budgetary and planning processes of the appropriate Faculty.

2.8 Financial

The proposal shall outline the Research 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 Research 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.

Any fundraising activities expected to be undertaken shall be identified to ensure no duplication of other fundraising activities of the institution 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 Required Human Resources

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

3 Annual Report

A Research Centre shall prepare a detailed Annual Report by the end of each fiscal year. The Annual Report is to be submitted by the Director 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 Research Centre;
- iii. the research plan, membership and administrative structure, 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 research 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 Research Centre's financial performance.

3.2 Projected Planning

- i. a continuing research 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

4.1 The Review

A Progress Review will be conducted by a Review Panel, at the conclusion of the first year's operation, to examine the achievement of goals and objectives and financial performance. The Annual Report will be the primary source document for the review.

4.1.1 Review Panel

The Review Panel will be comprised of three persons appointed by the Faculty Council with at least one Faculty member from outside the Faculty (the Chair). Review Panel members will normally be selected from two lists, as follows:

- i. the Director will recommend a list of two names to the Faculty council, from which one name will be chosen; and,
- ii. the Faculty Council will submit a list of four names to the Director, from which two names will be chosen.

No Review Panel member will be directly associated with the research entity under review.

A Chair of the Review Panel will be appointed by the Faculty Council from among the three panel members and will normally be an external Faculty member (from outside the Faculty).

4.1.2 Consultation

The Progress Review will involve consultation with the Advisory Committee, the IAMC (if applicable), the Director, students, faculty, clients, funding agencies and other stakeholders, as deemed necessary and desirable. The Review Panel may also consult with external experts in the subject field or Research Centre administration, at its discretion.

4.2 Report

A detailed Progress Review Report will be provided to the Faculty Council and Dean with a recommendation to:

- grant continuing status to the Research Centre; or,
- extend the term of the Research Centre for one year to enable achievement of specified performance objectives; or,
- closure of the Research Centre.

A copy of the Report will be provided to the Advisory Committee and the Director, who may provide a response.

4.2.1 The Faculty Council will recommend to the Dean, who will consider the Progress Review Report and any commentary on the Report provided by the Director and Advisory Committee. The Dean will make a decision on acceptance of the Report's recommendation or a modification.

5. Renewal Review

A Renewal Review will be conducted every five years (where the Research Centre is ongoing). This will be a formal summative review of the performance of the Research Centre for the preceding five-year period.

The Renewal Review will be conducted using the same process as the One-Year Progress review. The Annual Reports for the five-year period will be the primary source documents for the review.

A Renewal Review Report will be submitted to the Faculty Council and processed as follows:

- i. recommendation to the Dean to continue, modify, or close the Research Centre;
- ii. recommendation from the Dean to the Provost for approval or rejection;
- iii. recommendation from the Provost to the Senate, for approval or rejection; and,
- iv. recommendation from Senate to the Board, for decision.

6. Appeals

Appeal of decisions relating to approval of the proposal to establish a Research Centre or Renewal Reviews will be to Senate for recommendation to the Board for final decision.

Appeals of decisions relating to the One-Year Progress Review will be to Senate for recommendation to the Board, whose decision will be final.

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