

Research Institutes and Centres Procedure

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<p>Approval Authority Vice-President (Research)</p>	
<p>Implementation Authority Vice-President (Research)</p>	
<p>Effective Date April 22, 2005</p>	
<p>Last Revision N/A</p>	

- 1 Purpose** This procedure implements the Research institutes and Centres Policy.
- 2 Procedure**
- 2.1** A proposal for a new University or Partnership Institute shall be submitted to the Vice-President (Research). The Vice-President (Research), in consultation with the proponents and other relevant administrators, shall determine the Supervising Officer to which the proposed Institute would report (e.g. Dean, Director, Vice-President, President).
 - 2.2** The proposal shall then be submitted to the appropriate Approval and Review Bodies.
 - 2.3** Approval (and subsequent renewal) of Institutes shall be based on the criteria and principles outlined in the Research Institutes and Centres Policy, including measurable targets, a schedule for external review, and a limited term. In the case of Partnership Institutes, appropriate memoranda of understanding and/or legal agreements must be in place and cleared by the University General Counsel before approval or renewal can proceed.
 - 2.4** It is the responsibility of the Supervising Officer to organize, and the Approval and Review Bodies to conduct, the required external reviews. These include an initial review under this policy for Institutes that pre-date the policy. If pre-existing Institutes lack measurable targets, a schedule for subsequent review, and a limited term, these shall be established at the initial review.
 - 2.5** The procedures and protocols for reviewing institutes must be approved by, and the results reported to, the Vice-President (Research). As appropriate, external reviews should employ or adapt the ‘unit review’ process conducted by the Faculty of Graduate Studies. One such review must be scheduled during the 18 months prior to the expiry of the Institute’s limited term. Based on the reports of external assessors,

the Approval and Review Bodies shall assess the Institute’s progress and success in achieving its goals and targets, and shall make any appropriate recommendations, including renewal for an additional limited term, changes in goals or reporting lines, possible wind down, etc.

- 2.6 If the Institute wishes to continue past the expiry of its limited term, renewal for an additional limited term must be considered and recommended by its Approval and Review Bodies with due consideration to the available external assessments. This renewal process may be combined with the Approval and Review Bodies’ consideration of the final external assessment prior to the end of the Institute’s limited term.
- 2.7 A University Institute or the University’s relationship with a Partnership Institute may be wound down upon unfavourable external review or for financial exigency or other reasons. The decision to wind down an Institute shall be made by its Approval and Review Bodies and shall be implemented in an orderly fashion by its Supervising Officer, with due regard to existing University policy and procedures and any legal obligations.

3 Parent Policy [Research Institutes and Centres Policy](#)

- 4 **History** April 22, 2005 Approved and Effective.
- January 1, 2020 Editorial Revision. Updated format and links.