

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

**OKANAGAN SENATE SECRETARIAT****Enrolment Services****Senate and Curriculum Services**

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To: Okanagan Senate

From: Policies and Procedures Committee

Re: UBC Okanagan Policy on Research Centres and Institutes

Date: 7 November 2007

At UBC there are no standard or simple, concise definitions of university academic institutes and centres. Given that only one institute and one centre currently exist at UBC Okanagan, it would make sense to implement policy defining academic institutes and centres and determining an appropriate approval process at this early date.

The Policies & Procedures Committee asked a working group to propose distinguishing characteristics for research centres and institutes and processes for their establishment, modification, and disestablishment. The working group consisted of Dr. Maurice Williams (Chair), Associate Vice-President Alaa Abd-El-Aziz, and Dr. Daniel Keyes. Following an initial discussion with the P&P Committee, and after consultation with both the DVC Executive Committee and Academic Council, that working group submitted its recommendations to the P&P Committee. The P&P Committee accepted the recommended policy and forwards it now to the Senate for approval.

CHARACTERISTICS OF RESEARCH INSTITUTES AT UBC OKANAGAN**A research institute**

- Requires Senate approval to exist.
- Is not identified with a single faculty.
- Is intended to be permanent, i.e., intended to exist for more than three years.
- Generally involves external funding as well as the UBC Okanagan base operating budget and is normally allocated a budget.
- Houses paid administrative personnel, including a director.
- Adheres to standard university research policies.

- Is governed through a steering committee which shall include senior administrators as well as faculty and the institute director. There may also be a separate external advisory board.
- Submits annual reports to the Senate on activities. If the institute does not perform to the Senate's expectations three years in succession, Senate may vote to dismantle the institute.
- Does NOT offer undergraduate or graduate programs or degrees; undergraduate and graduate work is the purview of faculties, schools, colleges, and departments.
- May initiate, develop, and/or undergraduate and graduate courses in partnership with one or more faculties, schools, colleges, or departments.
- Participating faculty members are appointed to a Faculty, rather than to the Institute itself.

DEVELOPMENT AND APPROVAL PROCEDURE FOR RESEARCH INSTITUTES

1. Proposal initiated by faculty, Dean, or other university personnel.
2. Preliminary plan submitted to Associate Vice-President, Academic & Research.
3. Associate Vice-President, Academic & Research establishes a committee to develop a full proposal and informs Okanagan Senate Learning and Research Committee.
4. The full proposal, including a business plan, the structure, procedures, plans for a review following a specified period of operation, and an indication that the institute will be fully viable within three to five years, submitted to Senate Learning & Research Committee. The Learning & Research Committee ensures the academic credibility of institutes.
5. Learning & Research Committee reports to Senate with a recommendation.
6. Senate consideration for approval.
7. Senate recommends approval by the Board of Governors.
8. Once approved, the proposal returns to the Associate Vice-President, Academic & Research for implementation oversight.

CHARACTERISTICS OF RESEARCH CENTRES AT UBC OKANAGAN

A research centre

- Is intended to exist for a limited period of time, i.e., is transitory.
- Has a project-based mandate; often associated with an internal or external grant.
- Benefits from single or multi-faculty involvement.
- Adheres to standard university research policies.
- Submits annual reports to Associate Vice-President, Academic & Research, with copies to the appropriate unit head, Dean and/or senior administrator.
- Does NOT offer undergraduate or graduate programs, courses, or degrees; undergraduate and graduate work is the purview of faculties, schools, colleges, and departments.

DEVELOPMENT AND APPROVAL PROCEDURE FOR RESEARCH CENTRES

1. Established through unit heads, Deans and/or Directors after approval by Associate Vice-President, Academic & Research; centres are not established by or within an institute.
2. The Associate Vice-President, Academic & Research will report for information the establishment of a centre to Senate, but it does not require Senate approval. When a centre is dismantled, the Associate Vice-President, Academic & Research will also report that to Senate for information.

Applicability Note

The policy is intended to apply to all UBC Okanagan research centres and institutes established in future. Centres and institutes that were established prior to the creation of this policy, may wish to consider proposing (and submitting for approval as appropriate) certain adjustments, e.g., to their names, to bring existing units in line with the new policy.

Motion: *That the policy on Research Centres and Institutes, as recommended by the Policies & Procedures Committee, be approved.*

Respectfully submitted,

Dr. Daniel Keyes
Chair, Policies & Procedures Committee