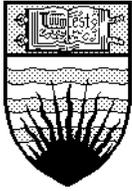


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:
O-5.1

OKANAGAN SENATE
c/o Enrolment Services University
Centre
UBC Okanagan Campus

Number & Title

O-5: *Research Centres & Research Institutes*

Effective Date:

September 1, 2020

Approval Date:

May 28, 2020

Review Date:

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *Responsible Committee*.

Responsible Committee:

Learning and Research

Authority:

University Act, S. 27 (2)

“Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:

(k) to provide for chairs, institutes, fellowships, scholarships, exhibitions, bursaries and prizes the board and the senate consider advisable;”

47 (2)

(2) A university must, so far as and to the full extent that its resources from time to time permit, do all of the following:

(a) establish and maintain colleges, schools, institutes, faculties, departments, chairs and courses of instruction

Purpose and Goals:

This policy is designed to:

- 1) Provide a mechanism for the establishment and disestablishment of *Research Centres* and *Research Institutes*; and
- 2) Define the nature of *Research Centres* and *Research Institutes*.

Applicability:

This policy is applicable for all *Research Centres* and *Research Institutes* at the *Okanagan* campus of the *University*.

Exclusions:

None.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

Research Centre shall mean a *centre* as per the *University Act* and other applicable *Senate* and *Board* policies.

Research Institute shall mean an *institute* as per the *University Act* and other applicable *Senate* and *Board* policies.

Policy:

- 1) *Research Institutes*
 - a. *A Research Institute:*
 - i. Is established or disestablished by the *Board* upon recommendation and with the approval of the *Senate*.
 - ii. Is not normally identified with or located within a faculty.
 - iii. Is an *Academic Unit* with an intended permanent or ongoing nature.
 - iv. Generally involves external funding as well as a *UBC Okanagan* base operating budget.
 - v. Has appropriate administrative personnel appointed, including a director.
 - vi. Shall be governed through a steering committee which shall include senior administrators as well as *faculty members* and the *Research Institute* director. The exact membership of each *Research Institute*'s steering committee shall be determined by the Vice-Principal, Research in consultation with the relevant dean or deans.

- vii. May have an external advisory board appointed by the *Research Institute* director in consultation with the Vice-Principal, Research.
- viii. Shall submit annual reports to the *Senate* on its activities.
- ix. May have *faculty members* appointed part-time provided that such members also hold an appointment to a faculty.

b. Development and Approval of *Research Institutes*:

The steps set out below shall be used to establish a new *Research Institute*:

- i. Proposal initiated by faculty, Dean, or other university personnel.
- ii. Preliminary plan submitted to the Vice-Principal, Research.
- iii. Upon approval of preliminary plan by the Vice-Principal, Research, the faculty, Dean, or other university personnel that developed the preliminary plan will proceed to develop a full proposal for the creation of an Institute.
- iv. The full proposal shall describe the governance structure of the proposed institute; an *institute* operational plan; procedure and plans for review following a specified period of operation; a sustainability plan; and performance metrics that the *Research Institute* will obtain within three years and within six years after approval.
- v. The proposal for a new *Research Institute* shall be provided to the Vice-Principal, Research who will coordinate a review by all faculties, and the Chief Librarian of the Okanagan Library, for overlap with existing initiatives, and consideration of complementary versus competitive or duplicative efforts in research, teaching and community linkages. The full proposal and the results of such review will be forwarded to the *Responsible Committee* for consideration in making its recommendation on whether to approve the proposal.
- vi. The *Responsible Committee* shall report to Senate with any recommendations regarding the proposed *Research Institute*.
- vii. *Senate* recommends approval by the *Board of Governors*.
- viii. Once approved, the proposal returns to the Vice-Principal, Research for implementation oversight.
- ix. The Vice-Principal, Research will report annually to the *Responsible Committee* on each of the *Research Institutes* in operation on the Okanagan Campus.

2) *Research Centres*

a. A *Research Centre*:

- i. Is established or disestablished by a faculty or college dean (or,

- in the case of multi-faculty *Research Centres* by the relevant deans serving as a decanal steering committee) after consultation with the Provost and under procedures set by the relevant faculty or faculties.
- ii. Shall have a host faculty or college, or in the case of multi-faculty *Research Centres*, shall be hosted within multiple faculties under such arrangements acceptable to the relevant decanal steering committee.
 - iii. Has a project or theme-based mandate that focuses on scholarly or scientific investigation or inquiry; often associated with an internal or external grant.
 - iv. Benefits from single or multi-faculty involvement.
 - v. Is led by a director who reports to the host faculty or college dean (or a decanal steering committee for multi-faculty *Research Centers*) who report(s) in turn to the Provost on matters relating to the *Research Centre*. A *Research Centre* is otherwise governed as its host faculty, faculties, or college see fit.
 - vi. Does not offer academic programs or courses; *Research Centres* may only offer non-academic courses and non-credit credentials.

b. Establishment and Review of *Research Centres*:

The steps set out below shall be used for the establishment and review of *Research Centres*:

- i. A new *Research Centre* shall be established by a dean or deans on the recommendation of the head or heads of relevant *Academic Units* after consultation with the Provost and Vice-Principal, Research; *Research Centres* are only to be established within a host faculty, college, or within several host faculties.
- ii. Upon establishment, a *Research Centre* must have a management plan that includes a mandate, sources of funding, and a schedule for review. As a result of such a review, the dean or Decanal Steering Committee may determine that a research centre may continue as a research centre, be considered for transition to a research institute or other type of unit, or be discontinued as appropriate. This management plan and any amendments thereto are to be copied to the Provost and the Vice-Principal, Research.
- iii. Upon receipt of the initial management plan, the Vice-Principal, Research will report, for information, on the establishment of a centre to *Senate*, but their establishment does not require *Senate* approval. Upon receipt of an amended management plan that indicates that a *Research Centre* will be discontinued, the Vice-Principal, Research will also report that to *Senate* for information.

Calendar Statement:

There are no calendar statements under this policy.

Consultations

The following groups have been consulted during the development of this policy:

Office of the Vice-Principal, Research and Innovation

History:

The second version of this policy transfers responsibility to the Learning and Research Committee. Additionally, the policy was revised in consultation with the Office of the Vice-Principal, Research and Innovation, to reflect current practices and clarify requirements for full proposals. The first version of this policy was approved by Senate in October 2010.

Related Policies:

None.

Appendix:

There is no appendix to this policy.