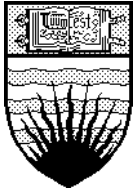


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:
O-5

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

Number & Title

O-5: *Research Centres & Research Institutes*

Effective Date:

1 January 2011

Approval Date:

27 October 2010

Review Date:

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

Responsible Committee:

Academic Policy

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 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 the *UBC Okanagan* base operating budget and is normally allocated a 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 Provost 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 Provost.
- 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.
- x. May initiate the development of undergraduate and graduate courses and programs in collaboration with one or more faculties, schools, colleges, or departments (in such cases the latter shall remain formally responsible for the offering of the course or program).

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 Provost.
- iii. Provost establishes a committee to develop a full proposal for the creation of an Institute and shall advise the *Responsible Committee* of the same.
- iv. A proposal for a new *Research Institute* shall be reviewed 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 and the results of such review be forwarded to the *Responsible Committee* for consideration in making its recommendation on whether to approve the proposal.
- v. The full proposal, which shall include a business plan; the structure of the institute; procedure and plans for review following a specified period of operation; and an indication that the *Research Institute* will be fully viable within three to five years, is to be submitted to the *Responsible Committee*. The *Responsible Committee* shall evaluate the academic credibility of the proposed Institute.

- 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 Provost for implementation oversight.

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 certificates.

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; *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.
- iii. The Provost will report, for information, the establishment of a centre to *Senate*, but their establishment does not require *Senate* approval. When a *Research Centre* is dis-established, the Provost 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:

History:

This is the first version of this policy.

Related Policies:

None.

Appendix:

There is no appendix to this policy.