



Type:	C – Institutional	Last Approved: Jan. 23, 2003
Executive Responsibility:	VP Academic & Provost	Next Review:
Administrative Responsibility:	VP Academic & Provost	Procedure: 31.11.01

STATEMENT:

Purpose

- ~~1. Vancouver Island University establishes research centres and institutes to fulfill, in part, its mission and goals.~~
- ~~2. The University encourages and supports research centres and institutes that:
 - ~~2.1 Create new innovative, collaborative, multi-disciplinary and multi-institutional research and scholarly activity opportunities;~~
 - ~~2.2 Build upon, complement and enhance existing departmental and faculty educational and research strengths or develop new academic capability;~~
 - ~~2.3 Generate new knowledge or technology transferable to students, scholars and the external community;~~
 - ~~2.4 Engage in publication, advocacy, continuing education, professional development and community service;~~
 - ~~2.5 Facilitate public and private sector partnerships in enterprise development;~~
 - ~~2.6 Recruit external grant and contract resources to the institution.~~~~

Definition

- ~~3. A research centre or institute is a non-departmental academic and administrative unit comprised of students, faculty, research fellows, visiting scholars, administrators, and support staff that coordinates ongoing research and scholarly activity in a specific field of study.~~

~~This definition excludes informal, short-term associations of scholars engaged in research on a specific topic where there is minimal investment of institutional resources.~~

~~The terms “centre” or “institute” are considered synonymous for the purposes of this policy.~~

Administrative Structure

- ~~4. All research centres and institutes establish an Advisory Committee comprised of both internal and external members chosen for their interest and acumen in the subject field.~~
- ~~5. All research centres and institutes are administered by a Director or Co-Director, who reports to the Vice-President Academic, either directly or through a Dean.~~
- ~~6. All research centres and institutes are governed by institutional policies and procedures.~~
- ~~7. All research centres and institutes are constituted as a formal part of the University organizational structure and, as such, may identify themselves as agents of Vancouver Island University, using its name and address.~~
- ~~8. All research centres and institutes are expected to operate on a cost-recovery basis, unless otherwise stated.~~
- ~~9. An external research centre or institute may affiliate with the University under the provisions of the Research Centres and Institutes Policy and Procedures.~~

Reports and Reviews

- ~~10. All research centres and institutes will produce an Annual Report by the end of each fiscal year. Progress and Renewal Reviews are conducted at regular intervals to ensure institutional accountability.~~

Approval

- ~~11. All research centres or institutes must be approved by the Vancouver Island University Board and Senate.~~

1. Purpose

The purpose of this policy is to review and define the establishment, governance, reporting structures, review, performance, and dissolution of research entities, sustainability and responsible use of resources of Research Centres and Institutes. It defines the rights and responsibilities of research entities and its members.

2. Definition

Groups of researchers who share common research and scholarly interests in defined areas may formally organize as a Research Centre or Institute in order to give the group institutional status. These entities will either be faculty-based (a Centre) or institutional-based (an Institute).

Research entities are either linked to an area of strategic development as outlined in the University Strategic Research Plan, the Academic Plan or an emerging research area with reasonable potential to be a future area of strategic research development.

A faculty-based Centre is contained within a single Faculty and has entered into an arrangement with the Dean of that Faculty for support of its initiatives. An institutional-based Institute involves members from several Faculties and has received approval from the Senate and has entered into an arrangement with the Vice-President Academic and Provost for support of its initiatives.

- 2.1 Centre: an academic entity whose focus is primarily non-research.
- 2.2 Research Group: new topic, limited focus or duration or pilot for development of Research Centre.
- 2.3. Research Centre: non-departmental academic and administrative unit within a Faculty.
- 2.4 Research Institute: multi-disciplinary research between Faculties (i.e., university-based unit) and/or multi-university initiatives to provide research-related services to the community.

A Director is the academic leader of a Research Centre or Institute. The title Director may be changed to a more appropriate title depending on the type of Research Centre. The Director is a regular part-time or full-time administrative appointment, secondment or volunteer position for a specified term.

3. Purpose and Objectives of Research Entities

- 3.1 Vancouver Island University establishes research entities to fulfill, in part, its mission and goals. In particular, the purpose of Research Centres and Institutes is to complement our academic programs, focus and build on our research strengths and increase and manage strategically our resources (Research Chairs, researchers, facilities, academic programs, funding).
- 3.2 The University encourages and supports research entities that:
 - 3.2.1 Facilitate the University Academic Plan;
 - 3.2.2 Increase and manage resources;
 - 3.2.3 Provide education and training for students to enhance academic programs;
 - 3.2.4 Create new innovative, collaborative, multi-disciplinary and multi-institutional research and scholarly activity opportunities that fit university goals;
 - 3.2.5 Build upon, complement and enhance existing departmental and faculty educational and research strengths or develop new appropriate academic capability;
 - 3.2.6 Generate new knowledge or technology transferable to students, scholars and the external community;
 - 3.2.7 Engage in publication, advocacy, continuing education, professional development and community service;
 - 3.2.8 Facilitate public and private sector partnerships in enterprise development;
 - 3.2.9 Recruit external grant and contract resources to the institution;
 - 3.2.10 Disseminate knowledge; and
 - 3.2.11 Enhance reputation of members, academic units, and the University.

4. Establishment and Approval

Establishment of a research entity has implications for departments and Faculties, and confers University endorsement. As such, the establishment of Centres and Research Groups requires a proposal with the formal endorsement of the Faculty and the Dean involved, and in the case of Research Centres and Institutes, the approval of the Board of Governors based on the recommendation of Senate (as outlined in the Procedure):

- 4.1 Centre: through Faculty/Dean
- 4.2 Research Group: through Faculty/Dean
- 4.3 Research Centre: through VIU Board of Governors on recommendation of Senate
- 4.4 Research Institute: through VIU Board of Governors on recommendation of Senate

The establishment of a Research Centre or Institute will be based on a proposal that incorporates the details on the mandate, rationale, membership, governance, and plan as outlined in the procedure.

5. Governance

All entities are governed by institutional policies and procedures. Each entity will establish an advisory committee that includes members of the entity as well as external members chosen for their interest and acumen in the subject field, and approved by the Dean. The following outlines the governance oversight responsibilities:

- 5.1 Centre: Faculty member with Dean oversight
- 5.2 Research Group: Faculty member with Dean oversight
- 5.3 Research Centre: Directed by a faculty member, internally appointed management committee, Vice-President Academic and Provost
- 5.4 Research Institute: Directed by a faculty member, internally appointed management committee, Vice-President Academic and Provost

6. Administrative and Reporting Structure

Research entities will be led by faculty members, with advice provided by an advisory committee with the reporting structure as follows:

- 6.1 Centre: Coordinated by a faculty member reporting to the Faculty Council with oversight from the Dean.
- 6.2 Research Group: Coordinated by a faculty member reporting to the Faculty Council with oversight from the Dean.

- 6.3 Research Centre: Directed by a faculty member with an established Advisory Committee and internally appointed management committee and reporting to the Faculty Council with oversight from the Dean.
- 6.4 Research Institute: Directed by a faculty member, with an established advisory committee and internally appointed management committee reporting to the Vice-President Academic and Provost.

All research entities are expected to operate on a cost-recovery basis, unless otherwise stated.

- 6.5 An external research centre or institute may affiliate with the University under the provisions of the *Research Centres and Institutes Policy and Procedures*.
- 6.6 All research entities are governed by institutional policies and procedures. In addition, particular administrative structures must be in place for each research entity according to definition.

7. Reports and Reviews

All research entities are required to provide an annual report as outlined in the Procedure.

Progress and renewal reviews are conducted at regular intervals to ensure institutional accountability in accordance with Procedures.

8. Approval and Establishment of Research Entities

All research entities must be approved by the appropriate governing body in accordance with Procedures.