

## RESEARCH CENTRES AND INSTITUTES

---

<b>Approval Authority</b>	Senate and Board of Governors
<b>Responsible Executive</b>	Provost and Vice-President, Academic
<b>Related Policies / Legislation</b>	Adjunct Faculty, Research Associates and Visiting Scholars (197) Animal Care (51) Human Research Ethics (54) Responsible Conduct of Research and Scholarship (53)

### PURPOSE

This policy sets the principles and processes for the creation and review of the University's research centres and institutes.

---

### SCOPE

This policy applies to all faculty members, staff, students, and all other personnel associated with UFV who are involved in creating research centres and institutes as well as those who are currently participating in existing centres and institutes.

---

### DEFINITIONS

**Research Centre**<sup>1</sup>: A research centre is a formally structured unit within the university, other than a department or a school, established with the purpose of advancing scholarly activity primarily through collaborative research, research training, research dissemination, or creative endeavours. Centres are expected to provide unique enquiry-based learning opportunities for students and to be actively engaged in relevant academic forums and community outreach. Centres typically involve activities beyond the scope of single disciplines and promote interdisciplinary work.

**Research Institute**: A research institute is more formally structured than a research centre within the university. Institutes are also expected to provide unique enquiry-based learning opportunities for students and to be actively involved in relevant academic forums and community outreach. Students and faculty may be involved in international research and collaborations. Institutes have a director and an advisory council. Institutes are typically expected to collaborate broadly across regional, national, and international forums. Institutes will seek funding through various grants, foundations, and funders.

**Membership**: The membership of a university research centre or institute should consist of researchers who are committed and already engaged in collaborative research initiatives evidenced by joint research activities and publications. Membership includes faculty members from the university as well as research partners and community members from other institutions or organizations who are committed to research collaboration and have a record of excellence in research or service in an area related to the mandate of the centre or institute.

---

<sup>1</sup> Centres that are not research centres are not included within the jurisdiction of this policy. These centres may focus on particular (inter) disciplinary studies or activities.

---

## POLICY

Research centres and institutes will be created as needed to support the values, mission, strategic goals, and priorities of the university and reflect the University's commitment to excellence in scholarship, the integration of research and teaching, and the development of the Fraser Valley. The structure, membership, and activities of centres and institutes will support collaborative disciplinary and interdisciplinary research. Centres and institutes will report their activities and plans annually (to Senate for centres, and to the Board, for institutes), and be fully reviewed every five years.

---

## REGULATIONS

### 1. Establishment of a new research centre or institute:

**Proposals and Approvals:** Proposals for establishing a new research centre or institute will follow the template posted on the Research Services Office website. Proposals will be reviewed by the Associate Vice-President, Research and Graduate Studies, the office of the Chief Financial Officer, the relevant Dean(s), and the Provost and Vice-President, Academic to ensure the relevance and viability of a proposed centre or institute. The Senate Research Committee will review the proposal and if appropriate will recommend the centre or institute for approval by the Senate. The Academic Planning and Priorities Committee reviews the proposal and provides advice to Senate on its financial viability. Senate recommendations for the establishment of research institutes are subject to final approval by the Board of Governors.

#### Donors and Naming:

- In order to fulfill Senate's role in providing advice to the Board of Governors, the Associate Vice-President, Research and Graduate Studies consults with the Senate Research Committee and Community Engagement on naming and donor issues.
- The UFV Board of Governors and Senate retain the right to rename centres and institutes, or to remove a name or donor recognition in response to reputational concerns arising from inappropriate conduct.

### 2. Management structure and membership:

Each centre or institute will have an approved management structure. Centres will have a director, a head, or coordinator, as well as a management committee that will ensure transparency and accountability. Institutes will have a director as well as a management committee and/or advisory council or board. The proposed structure and membership of a centre or institute, and any significant change to the structure, must be approved by the Associate Vice-President, Research and Graduate Studies.

- **Management committee:**

Each centre or institute will establish a management committee which will provide advice and guidance on its activities and programs, including strategic planning and plans for seeking funding for research activities.

- **Faculty Associates:**

Non-remunerated, fixed term memberships are made to faculty who have the qualifications and expertise to contribute to the work of a university research centre or institute.

Appointments to these positions will be made by the Provost, following the recommendation of the Associate Vice-President, Research and Graduate Studies, who will consult with the appropriate Dean.

- Directors, heads or coordinators of a research centre or institute may recommend the appointment of a UFV Faculty member as a Faculty Associate. A recommendation must be presented in the form of a letter from the director, head or coordinator of the research centre or institute to the Associate Vice President, Research and Graduate Studies stating

the reasons for the recommendation. The letter must be accompanied by the candidate's curriculum vitae and expression of interest that identifies the research contribution expected from the candidate. If approved, the appointment will be communicated to the candidate in a letter of appointment from the Provost stating the terms of the appointment.

*External research associates or visiting scholars must be approved through the process as defined in Policy 197 – Adjunct Faculty, Research Associates, and Visiting Scholars.*

**Director/Head/Coordinator:**

Each centre or institute will identify a director, head or coordinator whose appointment will be approved by the Associate Vice-President, Research and Graduate Studies. The director, head or coordinator will:

- maintain a functioning approved management and governance structure;
- ensure that the centre or institute meets the terms of its responsibilities, including adherence to institutional, and professional policies, procedures and regulations, including, but not limited to recovery of overhead and indirect costs on research contracts, ethics, and risk assessment;
- produce an annual program of work for the forthcoming year and an annual report at the end of each year; and,
- report on the activities of the centre or institute.

**3. Reporting:**

An annual report based on the template on the Research Services Office website will be submitted each year by the director, head, or coordinator to the Senate Research Committee, to their management committee and/or advisory board, to the relevant Dean(s) and to the Associate Vice President, Research and Graduate Studies. Institute reports will also be submitted to the Board of Governors. These reports will be submitted no later than ninety days after the end of each fiscal year and will document activities and achievements of the previous year, including any external funding, partnerships, and collaborations.

**4. Review of existing centres or institutes:** Each centre or institute will be reviewed at least once every five years. Centres and institutes will provide a plan of activities and report of completed activities, which will comprise part of the review. The review will be conducted by the Associate Vice-President, Research and Graduate Studies, the relevant Dean(s), the office of the Chief Financial Officer, and the Provost and Vice-President, Academic, and a review report will be submitted to the Senate Research Committee. The Senate Research Committee will provide guidance and recommendations to Senate regarding the continuance of the centre or institute, and any change that may be required in terms of its orientation, productivity, membership, or governance. Dates for review will be established and noted on the annual report.

**5. Other collaborative research arrangements:** Nothing in this policy shall prevent the informal establishment of groups of faculty who wish to collaborate on research, scholarship, or creative activities.

**Procedures:** The UVF Research Office manages and publishes procedures for submitting proposals and the appointment of members.

---