

Nipissing University Policy on Centres and Institutes

| | |
|---|--|
| Office of Accountability: | Vice President, Academic and Research |
| Office of Administrative Responsibility: | Office of Research Services – Associate Vice President, Academic and Research |
| Approver: | Senate |
| Scope: | Compliance with University policy extends to all members of the University community that wish to form a Centre or Institute |
| Original Approval ~ February 2011 | |
| Renewal Approval Date: | February 2013 |
| Renewal Date: | February 2016 |
| Policy Number: | NU-RES-2011.05 |

Introduction

A research centre or institute is a formally structured organizational unit of the University that is established to bring together researchers with an interest in a specific research area or topic. A centre or institute serves to focus and sustain activities in specific research areas and to encourage collaboration among the disciplines and programs.

Research centres or institutes provide an identity and reputation to enable the leveraging of new opportunities and external funding. They are responsive to changing circumstances and opportunities, creating synergy and community engagement, as well as providing opportunities for mentoring, and the development of expertise.

Centres or institutes provide for the strengthening, coordination or facilitation of research initiatives that are not readily undertaken within the University's faculty structure, and build upon the expertise, competence and staff interests that exist within the University.

Centres or institutes are generally expected to:

- have clearly identified goals and objectives;
- have some degree of permanence, transcending collaboration on a specific, limited project;
- bring together scholars from different disciplines and/or areas of specialization within a particular discipline;
- maintain high levels of research or other types of scholarly productivity;
- foster the training of future researchers;
- co-operate with scholars at other universities and/or institutions;
- acquire external funding to operate on a cost-recovery basis

On occasion, research centres or institutes may involve formal partnerships with other universities and/or institutions. Involvement in such partnerships is subject to formal agreement guided by the intent of conditions in this policy, and signed by the Vice-President Academic and Research.

Definitions

Research Institute: A research institute is an organization created to undertake interdisciplinary research involving more than one faculty. It is operationally and financially responsible to the University through the Vice President Academic and Research.

Research Centre: A research centre is an organization created to undertake research in a specific discipline or interdisciplinary within a faculty or school but not to the exclusion of other related disciplines. It is operationally and financially responsible to the University through the Dean of the Faculty with a reporting responsibility to the Vice President Academic and Research.

Date of Founding: The date the institute or centre received the final approval required for inception.

Academic Responsibilities

Academic programs shall not be housed in a centre or institute, although academic programs within faculties may be associated with a centre or institute.

Duration

Research centres or institutes are initially established for five years. A centre or institute may be extended for additional three- or five-year terms pending successful review using the process specified for that type of centre or institute. Terms for centres or institutes will terminate at the end of the academic year.

Funding

Centres or institutes are expected to secure funding from external sources. Centres or institutes are normally expected to develop financial self-sufficiency through external cost recovery during their first five years of operation. Exceptions to that normal expectation require the approval of the President. University contributions may be provided to centres or institutes in the form of operating funds and/or in-kind support in compliance with University policies and procedures.

Directors

Each research centre or institute will have a Director who has administrative responsibility for the centre or institute, including its overall management, budget, and reporting requirement. Directors will exercise general supervision over the operation of the centre or institute, with specific responsibilities varying with the size of the centre or institute, as well as with the complexities of its policies and operations.

The Director will normally be an in-scope faculty member (term or tenured) at Nipissing University.

Typically, the Director is appointed for a three- or five-year term that is consistent with the tenure of the centre or institute. A Director who is a faculty member of the University will receive all benefits and privileges accordingly.

Membership

Within its constitution, each research centre or institute shall identify criteria for membership. Membership in a center/institute is supplemental to a member's academic home. Members may be appointed to a centre or institute in accordance with the needs of the centre or

institute. Examples of memberships include but are not limited to:

- research fellows
- research or professional associates
- adjunct professors (when external to the University)

Committee or Board

While the organizational and administrative structures of centres or institutes vary as a function of their objectives, size and funding arrangements, each centre or institute shall normally have a committee or board that provides guidance and oversight of the conduct and management of its affairs. The specific terms of reference of such committees or boards may vary from one centre or institute to another; however, the general purpose of the committee or board is to provide advice on the activities and programs of the centre or institute.

Compliance

Research centres or institutes must conform to University policies and procedures.

Types of Centres or institutes

All Nipissing University centres or institutes must have an approved constitution. The constitution shall define the mandate of the centre or institute and describe the organization, management and membership:

- University Research Institutes are intended to address areas of strategic research importance to the University and report to the Vice-President Academic Research.
- Faculty Research Centres are located within a faculty and report to the Dean.

These research centres or institutes are more fully discussed below.

University Research Institutes

Reporting

The Directors of University Research Institutes will report annually to the Vice-President, Academic and Research. The report will detail the activities of the institute and its personnel, including scholarly and research accomplishments, graduate/undergraduate training and other research-related activities (e.g. conferences, workshops, seminars) and financial status of the centre or institute. In addition as part of this review, the Director's accomplishments in this role will be assessed, and such assessment will be made available to the Dean of the Faculty constituting the academic home of the Director as part of the performance review process. The Vice-President, Academic and Research will also provide the Director with a copy of the assessment.

Creation

- i) A proposal to create a university research institute will be submitted to the Vice-President, Academic and Research. The proposal must include a draft constitution that addresses the following points:
- Name and purpose of institute.
 - Rationale for need of institute.
 - Short-term and long-term goals.
 - Membership (including name of Director).
 - Administrative structure.
 - Funding – This shall include a detailed budget proposal for the first three to five years that includes the anticipated revenue from all sources (eg., University, government, industry, recovery of indirect costs, royalties) and all annual operation costs, as well as plans for achieving financial self-sufficiency through external cost recovery.
 - Physical resources – Required research facilities (eg., space, equipment, library holdings, laboratories) must be identified.
 - Staff requirements must be identified with an indication of how they will be met.
 - Complementarity with existing research initiatives of the University.

In addition, letters of support and commitment should be provided that are signed by the appropriate University

officer(s). Any commitments or agreements to provide space, teaching release time or other resources (eg., clerical support), including the recovery of indirect costs from contract research, should be documented and signed by those authorized to make such commitments.

- ii) The Senate Committee on University Research (SCUR) will receive and review all proposals for the establishment of university research institutes.
- iii) Based on the above review, the Vice-President, Academic and Research may recommend to the Academic Affairs Committee of the Board of Governors that the institute be created, normally for a period of five years. The authority to establish institutes resides with the Board of Governors. Academic implications of new institutes will be reported to Senate.

Review of Institutes

To ensure that all research carried out by University Research Institutes is consistent with the goals of the University and that institutes enhance the general reputation of the University, the Vice-President, Academic and Research shall review such institutes on a periodic basis. Normally, the review process will take the following form but is subject to revision upon the approval of the Vice-President Academic and Research:

- i) Notice of review will be communicated to the Director of the institute by the Vice-President, Academic and Research at least nine (9) months prior to the end of the current term of the institute. In response, the Director shall within one (1) month submit a report to the Vice-President, Academic and Research that contains the following:
 - a) a description of how and why the institute has achieved or revised its original objectives; a detailed listing of its accomplishments; a current membership list; and a detailed financial statement that identifies all past and projected sources of revenue and annual operating costs;
 - b) the requested period of extension, and a plan which

- identifies future directions and development strategies for the proposed term;
- c) letters or references indicating support for the requested extension.
- ii) On the basis of the above report, the Vice-President, Academic and Research, in consultation with the SCUR, may recommend:
- a) the institute continue for a specified period of time;
- b) the institute be terminated, with any legal agreements that affect the status of the institute taken into consideration in the recommendation; or
- c) a full review of the institute be conducted.
- iii) If a full review is required, the Vice-President, Academic and Research will at least six (6) months before the end of the term of the institute, appoint a formal independent Review Committee that shall normally include:
- a) a senior researcher with administrative experience and no direct involvement with the institute who will act as the Chair;
- b) the director of another institute;
- c) a researcher who is not affiliated with the institute but who is knowledgeable in the field of activity;
- d) the Vice-Chair of the SCUR or his/her delegate; and
- e) other members as deemed appropriate.
- iv) The Review Committee shall develop its own process for conducting the review, but the primary focus shall be to assess the extent to which the institute has fulfilled its objectives; the appropriateness of its future goals; and its financial viability. The review should include meetings with the Director and members; discussions with non-members from related departments and fields; and assessments from external reviewers.

- v) Within three (3) months of being established, the Review Committee must provide a written report to the Vice-President, Academic and Research, with a copy to the Director of the institute under review. The Director may submit a written response to the report to the Vice-President, Academic and Research.

- vi) The Vice-President, Academic and Research, in consultation with the SCUR, shall consider the report before making a recommendation on the future of the institute. The Vice-President, Academic and Research may recommend:
 - a) the institute continue with review in three (3) or five (5) years;
 - b) the institute continue with review in one (1) year; or
 - c) termination, with any legal agreements that affect the status of the institute taken into consideration in the recommendation.

Faculty Research Centres

Reporting

Faculty research centres are faculty-based and report to the Dean.

Creation

Each faculty will develop its own criteria for the establishment and management of Faculty research centres. These will comply with the general requirements described herein and be consistent with the specific requirements for University Research Institutes. The Senate Committee on University Research (SCUR) will receive and review all proposals for the establishment of faculty research centres and report to Senate for information. Faculty Research Centres that have resource implications for the institution beyond the faculty shall require approval of the Vice-President Academic and Research prior to their creation.

Extension of Term

Each faculty will develop its own criteria for the review and extension of faculty research centres. These will comply with the general requirements

described herein and be consistent with the specific requirements for university research institutes.

Funding

Each faculty will develop its own criteria for the support, financial and otherwise, of faculty research centres, which report directly to the Dean.

Transition

The university, and faculty centres or institutes that exist at the date this policy is approved are continued herein and are subject to the terms of this policy. A listing of university and faculty centres or institutes subject to revision is provided in Appendix A and is intended as information to accompany this policy.

University Centre or Institute Partnerships

In addition to Nipissing University centres or institutes, the University may participate with centres or institutes that are part of a multi-institutional consortium or exist under a corporate structure. A listing subject to revision is provided in Appendix A and is intended as information to accompany this policy.

Appendix A: Listing of Current University and Faculty Research Centres and Institutes

Nipissing University Research Centres or institutes and University Centre or Institute Partnerships (as of December 10, 2010)

This listing accompanies the approved Policy on Nipissing University Research Centres or institutes and is subject to revision.

University Centres or Institutes

No current University Centres or Institutes

Faculty Centres or Institutes

Institute For Applied Social Research (IASR)

Northern Canadian Centre for Research in Education and the Arts (NORCCREA)

University Centre or Institute Partnerships

No current University Centres or Institute Partnerships