

SUBJECT: CENTRES AND RESEARCH INSTITUTES

Centres and research institutes at the University of Northern British Columbia are established for the purpose of undertaking and facilitating research activities in subject areas of specific relevance to the mandate and mission of the University. The University fosters the development of innovative and interdisciplinary research in specialized areas through the establishment of externally funded and supported centres and research institutes. Institutes have the role of advancing both the level and breadth of research undertaken at UNBC. Centres and research institutes should offer UNBC faculty additional venues for research opportunities and activities across a number of UNBC programs. A research institute has a second specific purpose in that it serves as a dedicated vehicle for the promotion of basic and applied research at UNBC, and for the recruitment of additional research funds which otherwise might not be available to the University. Centres complement research activities through the promotion of workshops, conferences and continuing education.

1. Definitions

Centres:

A centre coordinates various activities of interest and relevance to the University which include conferences, workshops, and continuing education, but does not exclude research.

Research Institutes:

A research institute is primarily constituted for the purpose of undertaking innovative and interdisciplinary research.

2. Core Values

In addition to reflecting the University's strong commitment to innovation, centres and research institutes should facilitate activities relevant to the University's mission. In the establishment of centres and research institutes special priority will be attached to research work and activities which promise benefits to the region and its people.

3. General Requirements

These requirements apply to all centres and research institutes which use University facilities and/or use the University's name, and/or are funded in part by the University, as well as other centres and research institutes which it is felt desirable to associate with the University. All centres and research institutes report to the University Senate through the Senate Committee on Research and Graduate Studies. This committee is chaired by the Associate Vice-President (Research) and Dean of Faculty of Graduate Studies.

4. Scale of Composition

In order to ensure adequate scope and flexibility in responding to research opportunities, UNBC research institutes should have a minimum critical mass of faculty involved as members. For research institutes, membership will be broadly based with faculty representation coming from a variety of program disciplines to ensure interdisciplinarity. In addition to regular UNBC faculty, membership in the research institute is specifically encouraged for Research Fellows, Postdoctoral Fellows, Visiting Scholars and Associate Members drawn from faculty at other institutions and from industry. Research institutes will also employ staff and graduate students as opportunity and funding permits.

5. Approval of Centres and Research Institutes

Centres and research institutes of the University of Northern British Columbia must be approved through the authority of University Senate and the Board of Governors.

6. Approval Process for Centres and Research Institutes

Every centre or research institute will follow the procedure outlined below:

- 6.1 A formal, written proposal will be made to the Senate Committee on Research and Graduate Studies (SCRGS) by the relevant Academic Unit, Faculty Council or College with the appropriate approval from the Academic Head (eg. Dean or Director); where proposals involve an international component, proposals will also be approved through the Senate Sub-Committee on International Agreements (SSCIA) and the Senate Committee for Academic Policy and Planning (SCAPP);
- 6.2 Proposals approved by the SCRGS (and where appropriate SSCIA and SCAPP) will be recommended by SCRGS and other relevant committees to Senate for approval;
- 6.3 If the proposal is approved by the Senate, the proposal for the centre or research institute will be forwarded to the Board of Governors with a request for Board Approval.

7. Proposals: Format and Content

Proposals may vary in content according to the nature of the centre or research institute being proposed. All proposals, however, must address the following points:

- 7.1 Purpose
The purpose of the centre or research institute should be fully explained: its aims and goals, its nature (research, etc.), its methods of achieving its goals, philosophy and mandate.
- 7.2 Relevance
Proposals should address the question of whether they are consistent with the University's mandate, and the general question of how they will benefit the University, the community and the University's geographical region, as appropriate. Where neither is the case, it is incumbent upon the proponents of the proposal to make a particularly strong case for the establishment of the centre or research institute notwithstanding the lack of direct relevance to the University's mandate.
- 7.3 Life Expectancy
Proposals should address the question of the life expectancy of the centre or research institute. If they are set up for a limited period of time, the proposal should indicate a date of termination. If they are set up for an indefinite period, the proposal should indicate a date which they will be reviewed and possibly terminated. The review will be carried out by a committee appointed under the authority of the Associate Vice-President (Research) with the approval of the Vice-President (Academic).
- 7.4 Budget
Detailed and fully justified budgets will accompany any proposal for a University centre or research institute. In particular, budgets will identify actual and potential financial resources as well as, how much, if any, internal funding will be requested. A budget of income and proposed expenditures for at least the first five years of operation should accompany the proposal.
- 7.5 Research Agenda
Proposals should indicate the research agenda to be pursued by the centre or research institute. Specifically, a proposed program of research for the first three years should be identified in the planned or projected activities of the centre or research institute.

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- 7.6 **Commitments by UNBC**
Proposals should make it clear what short and long term commitments the University will be making to the centre or research institute, if such commitments are envisaged. This includes all infrastructure support including accounting, auditing services, and secretarial support.
- 7.7 **University Facilities**
Proposals should address the question of use of University facilities, including rentals, availability of space, required library resources, use of equipment, and the question of overhead payments to the University.
- 7.8 **Membership**
Proposals should give details of the criteria and procedures to be used in establishing the membership of the proposed centre or research institute. If there are to be different classes of members (Members, Associate Members, Research Fellows, Postdoctoral Fellows, Visiting Scholars, etc.), details must be provided as to the process by which appointments will be made to each class. Appointment procedures must be made clear.
- 7.9 **Governance**
All centres and research institutes at the University of Northern British Columbia will operate with an internally appointed management committee and an externally appointed advisory committee. The management committee will include the Director (ex officio); relevant members of the Faculty and will be chaired by the Associate Vice-President (Research) or her/his designate. The management committee will meet on a quarterly basis. The advisory committee will meet minimally once per year. An annual report of the activities of the centre or research institute, including an auditing statement, will be presented to the University Senate each year.
- 7.10 **Employment Opportunities**
Proposals should address the question of employment of students, and similar opportunities for members of the University community.
- 7.11 **Personnel**
Proposals should address the question of personnel, especially the question of hiring people by the centre or research institute, the relation of such people to the University (adjunct status, etc.), to whom such people are responsible, and related matters.
- 7.12 **Legal Implications**
Proposals should address the legal questions implicit in setting up a centre or research institute - legal liability, insurance, copyright, ownership of intellectual property, etc.

Where the proposal includes a contract with an outside body (granting agency, another university, or other body), a draft copy of this will accompany the proposal. No contracts or grants can be accepted on behalf of the University without vetting through the usual University approval process for academic research and activities.

8. Annual Reports

Each centre or research institute will submit an annual report through the Chair of the management committee. This committee will forward the report through the Senate Committee on Research and Graduate Studies, which in turn will forward the report to Senate. The annual report will contain the following information:

- a) The name of the centre or research institute
- b) The name of the Director (or such other title as may be appropriate) and a list of the members of the centre or research institute, arranged by category (see above); including the members of the management committee and the external advisory committee;
- c) A statement of history of the centre or research institute;

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- d) A general report on activities for the reporting period;
 - e) The Academic and Research Contributions members of the centre of research institute: a list of publications and other scholarly activity for the reporting period;
 - f) An audited budget report;
 - g) A statement of plans for the following academic year.