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| | Policy Sponsor: Senate | Approval Date: Senate: June 20, 2019 Board June 25, 2019 |
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Research Centres and Institutes Policy

Responsible Units:

3. Creation of a Centre or Institute The process for submitting a proposal and seeking approval to establish a Centre or Institute is set out in the Procedures. In addition to meeting the requirements set out in the Procedures, proponents must demonstrate the following:
- a. Evidence of sufficient funding to cover infrastructure and operating costs for a period of at least five years;
 - b. Endorsement of the applicable Dean(s), including any financial commitments necessary to support the Centre or Institute;
 - c. Confirmation that a Director is available to be appointed for a minimum of three years, or, alternatively, that an acting Director is available for at least one year during which time a search for a Director will be conducted;
 - d. A proposed governance structure that complies with the governance framework for Centres and Institutes and approved by the SAPRC
 - e. An appropriate fit with the research mission of the University

4. Approval

- b. A qualified person willing to serve as Director of the Centre or Institute has not been found within 18 months of initial approval by the Senate or upon resignation of the Director followed by a failed search;
- c. There is clear evidence that the Centre or Institute is not fulfilling its stated objectives and is unlikely to be able to do so in the near future;

name change from 'Centre' to 'Institute' or vice versa; an appropriate change in single Faculty versus multi

- c. The SAPRC will consider the proposal for conversion of a Centre or Institute and may recommend approval to Senate

3. Review of Institutes

- a. Initial Review Newly-created Institutes shall undergo an initial review within their fifth year of existence or earlier if deemed necessary by the Governing Council, followed by full reviews as outlined below. The initial review shall involve two External Reviewers and shall include the Institute's Annual Reports. The purpose of the initial review will be to assess the ability of the Institute to address its goals given its available resources, to assess its progress against metrics identified during the proposal phase and to ensure that the Institute through its Governing Council remains supportive of its mission and direction.
- b. Review Timing An Institute shall be reviewed as a standalone unit on a regular cycle normally five but not exceeding seven years as published by SAPRC. Governing Council may also request that the SAPRC approve a special review of an institute outside of the published cycle.
- c. Appointment of the Review Committee The Review Committee shall be established prior to the commencement of a review following the process set out in this section. Appointments shall be made in consideration of the principles of equity, diversity and inclusion recognized by the University at the time of the review. The process for selection of Review Committee members is as follows:
 - i. The AVPR

f. Self Study (completed by June 15)

- i. The AVPR shall set a deadline for the Institute's submission of a Self Study. The Self Study shall provide an assessment of the criteria listed in D. (a. through m.) of the Policy and include copies of the Institute's three most recent Annual Reports.
- ii. Upon request by the Director or the Review Committee Chair, and in consultation with the AVPR and Analytics, to the extent possible, will engage in customized data research and analysis for the Institute under review.
- iii. The Institute shall submit the self study to the Governing Council and the AVPR shall review it to ensure that it meets the requirements of this Policy. The Self Study will be forwarded to the Review Committee and External Reviewers.

g. Review Committee Process (June/December)

- i. Before commencing their review, the Review Committee shall consult with the Chair of the Governing Council and the AVPR.

- c. The SAPRO will consider the evaluation of the Research Sub-Committee and may recommend termination to Senate.

April Dean (Centres) or AVPR (Institutes) considers Final Report and response from the Centre/Institute and reports to SAC

Follow-Up

May-June The Dean oAVPR informs the Centre/Institute of needed actions and the date by which these actions should occur

YEAR 3

May 31 Annual Report provides a status update on actions taken based on the review