

Royal Roads University Procedure

Effective Date:

April 13, 2007

4. Procedures

4.1 Establishment of Research Centres

4.1.1 A proposal for a new Research Centre will be submitted to the appropriate school Director (if school-based), Dean (if faculty-based), or the Associate Vice President Research (if university-based) using the guidelines provided in Appendix A.

4.1.2 Following consultation with, and approval by, the appropriate individual in section 4.1.1, the proposal will be submitted to the Program and Research Council for consultation as well as to the Vice President Academic, the Vice President Finance, and the Associate Vice President Research.

4.1.3 Following consultation with, and approval by, the parties identified in section 4.1.2, the proposal will be sent to the Finance & Audit Committee and to the Program & Research Council, who will each provide feedback to the President. The Vice President Academic will also submit the proposal to Academic Council, which will review the proposal and advise the President on its feasibility. The President will provide a recommendation to the Board of Governors regarding the establishment of the Research Centre.

4.1.4 On an annual basis, the Research Centre will provide a report to the appropriate school Director (if school-based), Dean (if faculty-based), or the Associate Vice President Research (if university-based) regarding its activities for the year. The school Director shall also submit the report to the Dean, Associate Vice President Research, and Vice President Academic. Similarly, for faculty-based Centres, the Dean shall submit the report to the Associate Vice President Research and Vice President Academic; and, for university-based Centres, the Associate Vice President Research shall submit the report to the Vice President Academic.

The report will include: the activities for the year and how they relate to the activities originally outlined; the planned activities for the upcoming three years including a detailed timeline; an updated list of members of the Research Centre and their roles; details regarding the governance of the Research Centre; details on all research activities including publications, presentations, grants, consulting, etc.; financial information on all activities; and financial projections and resource implications for the next year. The school Director, Dean or Associate Vice President Research will include this report in their annual reports.

4.2 Review of Research Centres

4.2.1 A formal review will begin at the end of the fourth year the Research Centre has been in operation and will assess:

- a. the effectiveness of the Research Centre in carrying out its stated goals;
- b. the strength of the Research Centre's research program and its contributions internally and externally;
- c. the financial viability of the Research Centre; and
- d. the Research Centre's on-going consistency and fit with the Academic and Research Plans as well as the University's Strategic Plan and unique mandate as reflected in the RRU Act.

4.2.2 The Vice President Academic will assign a Committee to undertake the review and may assign an external or internal 'lead' (see Appendix B).

4.3 Closure of Research Centres

4.3.1 The University reserves the right to close a Research Centre during its approved period for financial exigency or other reasons, with due regard to human resources policies and employment standards legislation.

4.3.2 In the event that a Research Centre is not recommended for renewal during its scheduled review, the following procedure will be followed:

- a. Any staffing implications will be dealt with through the appropriate collective agreement(s) or appointment contract provisions.
- b. All assets held by the Centre will revert to the University.

APPENDIX A

Guidelines for Establishing Research Centres/Institutes at Royal Roads University

1. Name of the proposed Research Centre.

2. Purpose/Rationale

Proposals should provide a full rationale and should include the following:

- the area(s) of research which are currently not adequately or readily covered within a program or group of programs, school or faculty and how this proposal addresses that gap;
- how the Research Centre fits/links to the University's Strategic Plan and the unique mission of the University as reflected in the RRU Act;
- how the proposed Research Centre fits within the Academic and Research Plans of the University;
- how the proposed Research Centre fits within the plans of the school, faculty, or the University as a whole, depending on where it is proposed to be based.
- clear identification of the benefits to RRU for establishing the Research Centre;
- clear identification of the costs to RRU for establishing the Research Centre;
- clear identification of the benefits to the wider community/society for establishing the Research Centre;
- how the proposed Research Centre differs from, or what contribution it will make with reference to, other Research Centres regionally, nationally and internationally.

3. Structure

Proposals should identify the structure of the Research Centre, including:

- whether the Research Centre will be school-, faculty- or university-based and the rationale for that recommendation;
- how the Research Centre will link with the Office of Research for the management of its day-to-day affairs;
- how the Research Centre will be managed (e.g., will there be a Director, Assistant Director, etc.? who will serve in those capacities?);
- the governance structure of the Research Centre (i.e., will the Research Centre operate with a management committee and, if so, who will be a part of that? is there an opportunity to include external individuals in the governance, and under what conditions? etc.);
- all the individuals who will be part of the Research Centre and their role(s), including criteria and procedures for appointing members;
- interdisciplinary areas that will be brought together; and
- the life expectancy of the Research Centre (i.e., for a limited term or indefinite).

4. Resources

Proposals should provide details regarding any and all resource implications for the Research Centre (space, technology, staff, etc.). This must include a detailed three-year operating budget which clearly indicates how the Centre is to be funded and identifies all operating costs.

5. Activities & Outcomes

Proposals should identify the activities expected to be undertaken, including their respective timelines, and the scope of research planned. Activities may include:

- incorporating an endowed or funded chair
- establishing a joint centre with another institution
- training researchers
- supporting research seminars and conferences
- supporting non-academic executive education, continuing education/outreach programs

- providing policy consultation
- disseminating research findings
- publishing articles, reports, etc.

Proposals must identify measurable targets for the Research Centre. For example:

- dollars in grants expected
- number of proposals to be submitted
- number of contracts to be undertaken
- number of articles, presentations, workshops to be written, organized, attended, etc.

Proposals should provide information regarding potential external partnerships and collaborative activities (note: this may involve core faculty, associate faculty, adjunct faculty, visiting scholars, graduate and undergraduate learners, research associates and research assistants).

APPENDIX B

Process for Reviewing Research Centres/Institutes

A formal review will begin at the end of the fourth year the Research Centre has been in operation and will assess:

- a. the effectiveness of the Research Centre in carrying out its stated goals;
- b. the strength of the Research Centre's research program and its contributions internally and externally;
- c. the financial viability of the Research Centre; and
- d. the on-going consistency of the Research Centre with the Academic and Research Plans as well as the University's Strategic Plan and unique mandate, as reflected in the RRU Act.

The Vice President Academic will establish a Review Committee for the Research Centre. The Review Committee will normally include at least one external individual.

The Research Centre will undertake a self-study which will include:

- details on how the Research Centre has met or exceeded its original goals;
- details regarding the activities of each member over the four years (publications, presentations, contracts, grants received, grants applied for, etc.);
- copies of the annual reports submitted; and

- summary of the annual budgets/financial information for the Research Centre.

The self-study will be provided to the Review Committee along with all other materials related to the Research Centre.

The Review Committee will undertake additional activities to verify the Centre's outcomes and activities. Upon completion, the Review Committee will provide a full report, including the self-study and all information gathered and submitted, for review to the appropriate school Director, Dean or Associate Vice President Research, depending on where the Research Centre is based. A copy of the full report, along with recommendations from the appropriate school Director or Dean or Associate Vice President Research, will be submitted to the Vice President Academic, Vice President Finance and Associate Vice President Research (if school- and faculty-based) and Dean (if school-based).

The Vice President Academic, Vice President Finance, Associate Vice President Research and Dean will review the report and the Vice President Academic will submit it, along with recommendations, to the Program and Research Council, to Academic Council, and to the Finance & Audit Committee. Academic Council, Program and Research Council, and Finance & Audit Committee will each provide feedback and recommendations to the President. The President will provide a recommendation to the Board of Governors to either:

- Continue the Research Centre for a further five years; or
- Disestablish the Research Centre and phase it out during its final year.

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