1.0 PURPOSE

1.1. The purpose of this procedure is to outline responsibility, governance, and reporting structures for Research Centres, as well as the processes for establishing, reviewing, or discontinuing a Research Centre.

2.0 RIGHTS AND RESPONSIBILITIES

2.1. Acting under the authority of its Director, Research Centres have the right to:

2.1.1. use the University's name, address, and symbols in connection with its activities;

2.1.2. solicit external research funding agreements and collaborations in the University’s name;

2.1.3. request the maintenance of university budgetary accounts and reports;

2.1.4. use the assistance of Human Resources in hiring personnel; and

2.1.5. direct the duties of its personnel.

2.2. The Director of a Research Centre is responsible for:

2.2.1. ensuring that governance documents and constitutions exist, are adhered to, and are amended as necessary;

2.2.2. ensuring that all agreements involving a Research Centre have secured the necessary approvals in accordance with SFU Policy B10.11 Signing Authorizations;

2.2.3. maintaining an up-to-date web/social media presence that includes a list of members and research activities;

2.2.4. maintaining a record of Research Centre meetings and relevant decisions; and

2.2.5. ensuring the timely and accurate submission of annual reports and, when applicable, renewal requests.
3.0 GOVERNANCE AND REPORTING

3.1. The Director of a Research Centre is required to submit a written annual report to the responsible Dean on the unit’s activities, once annually for the twelve months ending March 31 of each year, by no later than June 30 of each year. During the last year of a Research Centre’s term, renewal requests must be submitted alongside the annual report (see Section 5 of this Procedure). Failure to submit this report on time will trigger a dissolution process.

3.2. The responsible Dean or designate, acting in consultation as appropriate with other university administrators, shall review each Research Centre’s activities annually including its financial management, compliance with university policies, and updated communications plan, and shall report the results of that review to the Research Centre’s Director and to the Vice-President, Research and International (VPRI) on or before September 15 of each year.

3.3. The VPRI shall deliver an annual summary report, for information, to the Senate Committee on University Priorities (SCUP) by October 31 of each year, outlining the activities of all Research Centres and Research Institutes during the preceding year and the results of the annual review. SCUP shall forward this report for information to the Senate and to the Board of Governors.

4.0 PROCEDURE FOR ESTABLISHING RESEARCH CENTRES

4.1. With the application for the establishment of a Research Centre, a Constitution must be submitted that specifies the following:

4.1.1. a statement of its special purpose;

4.1.2. a statement of how the work of the proposed Research Centre aligns with Faculty priorities;

4.1.3. a declaration that the objectives of the proposed Research Centre do not significantly overlap with other SFU Research Centres or Research Institutes;

4.1.4. a statement of the Faculty resources (if any) required to support the proposed Research Centre;

4.1.5. a provision for the appointment of a Director (normally, the Director is not entitled to teaching relief or financial compensation);

4.1.6. a statement recognizing the obligation to conduct its activities in accordance with University policies; and

4.1.7. a statement of its internal governing processes.

4.2. In addition, the application must include:

4.2.1. a description of a communication plan that is aligned with University Communication policies (including plans for maintaining an up-to-date web/social media presence); and

4.2.2. evidence that the application has been approved by the appropriate Faculty Dean or designate.
4.3. Applications will be evaluated against the following criteria:

4.3.1. alignment in scope and composition with the University’s definition of a Research Centre;

4.3.2. value to the researchers and to the Faculty in receiving the designation;

4.3.3. strength of stated goals, and feasibility of pathway to reaching them (relative to any associated resource requirements and/or risks to the University);

4.3.4. potential impact (beyond what would be accomplished by individual faculty members); and

4.3.5. alignment with evolving Faculty strategic priorities.

4.4. Any Research Groups considering applying for Research Centre status should consult with their Faculty Dean or designate prior to submitting an application.

4.5. Applications shall be submitted through the Faculty Dean or designate, who will forward supported applications to Senate (through SCUP) for approval.

4.6. Research Centres will normally be established for an initial term of 5 years.

5.0 PROCEDURE FOR RENEWING AND DISCONTINUING RESEARCH CENTRES

5.1. Requests for renewal require an application to SCUP, through the responsible Dean or designate and will be contingent on past performance and, as appropriate, the development of refreshed and relevant purpose and objectives.

5.2. At the period of renewal, the designation process outlined in Policy R40.01 Section 5.2.1 (requirement for naming) will normally apply.

5.3. Renewal applications must be submitted during the last year of the term, alongside the annual report (no less than 3 months prior to the end of the term). Failure to submit this report by the specified date will trigger a dissolution process.

5.3.1. Renewal requests are evaluated by:

a) accomplishments of Research Centres, measured against their stated initial goals and plans;

b) alignment in scope and composition with the University’s definition of a Research Centre;

c) demonstrated impact beyond what would have been accomplished by individual faculty members; and

d) continued alignment with evolving Faculty priorities.

5.4. The Dean(s) of the Faculties involved will comment on the report and recommend renewal or termination.

5.4.1. If the recommendation is for renewal, the proposal will then be forwarded to SCUP, which will vote on the renewal application and report its decision to Senate. Normally,
SCUP will recommend a renewal term of 5 years.

5.4.2. If the Dean(s) of the Faculties involved recommend termination of a Research Centre prior to the end of the term, the Dean will report this recommendation to SCUP. SCUP will vote, and report its final decision to Senate.

6.0. RELATED POLICY AUTHORITIES

6.1. The other University policy authorities that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

6.1.1 Signing Authorizations (Policy B10.11);

6.1.2 University Communications policies.