



PROCEDURE FOR POLICY 7.9 – Establishment, Governance and Review of Research
Institutes, Centres and Groups

A. RESEARCH Hc 07 9 - 9.91d -0.253 Tc 0.1(CE)10.6 (Nc 0749)10RE or Per BO / Gen / MC / Dir / C / BDC 9 -0 0 9 9-0.027 Tc

1. Purposes and Functions

- a) Proposed name
- b) Faculties/Departments/School or external institutions directly involved (Please provide documentation indicating support for the proposal for each or all as appropriate)
- c) Rationale and justification
- d) Primary objectives
- e) Primary academic and/or non-academic functions
- f) Expected contributions to the University's mission

2. Membership

- a) Sources, proposed period of tenure, categories and criteria for membership
- b) Names, institutional affiliation, qualifications, and expected contribution of principal members
- c) New faculty appointments proposed
- d) Alternative faculty workload arrangements proposed

3. Governance, Administration and Organizational Relationships

- a) Description and membership of governance structure or governing body
- b) Frequency of meetings of governing body
- c) Names, institutional affiliations, qualifications, and responsibilities of all officers of the Centre/Institute
- d) Level of participation of external institutions in governing body, and/or administration of the Centre/Institute. (Provide evidence that necessary agreements between the University and the external institution have been approved by the University's General Counsel or have been submitted for approval and attach copy of agreement or proposed agreement)
- e) If incorporation is sought, set out reasons for incorporation as appropriate for consideration by the Board of Governors of the University

4. Students and Courses

2

PROCEDURE FOR POLICY 7.9 – Establishment, Governance and Review of Research Institutes, Centres and Groups - Procedures

8. Intellectual Property and Commercialization

- a) Details of proposed arrangements with members (faculty, staff, or students), including members from external institutions, relating to the ownership and/or commercialization of intellectual property created through work undertaken at the Centre/Institute, including a statement recognizing the requirement to follow all guidelines set out by Senate and the UWOFA Collective Agreement.
- b) Details of proposed arrangements for the conduct of private sector contract research

9. Additional Items to be addressed at renewal

- a) Provide documentation of the review process undertaken. Faculty dean should approve process
 - i. Review should consider and address Centre activity, external and self assessment of director, consideration of renewal of director,
 - ii. Renewal should be prepared by the director
- b) The Dean is responsible for reviewing completed application and then makes a recommendation to the Vice President, Research (VPR), regarding Centre renewal and the renewal of the Director. If a change in Centre leadership is anticipated or recommended, the Dean's recommendation must identify a new leader or lay out a clearly defined process and timeline for a change in leadership.
- c) The Centre renewal report/application along with the letter of recommendation from the Dean should be submitted to the Office of the Vice President, Research, three months in advance of the end of the current mandate as indicated in the most recent VPR approval letter. In order to meet this deadline, Centres are advised to begin the review process at least 6 months prior to the end of the current mandate.
- d) For additional information please see page listing "*Items to be included in Submissions and renewals*"

B. RESEARCH GROUPS

A brief description of the proposed Research Group, accompanied by a list of its members and a letter of support from the Dean(s) of the Faculty(ies) involved, must be submitted to the Office of the Vice-President (Research). Research Development Services maintains a record of all Research Groups and should be informed if, at a future date, the Research Group ceases to exist.

Items to be Included in Submissions and renewals

- 1) Centre purpose and function
 - a. Rationale and justification (description of Centre, function, etc.);
 - i. Description of Centre function
 - ii. Goals and objectives
 - b. Description of governance structure, including