

Policy Name:	Policy on Research Centres and Research Institutes		
Policy No:	3.6	Approval Authority:	Approved by Senate on April 25, 2016 (Sen 058/25/04/2016)
Volume	3, Academic Affairs and Research	Responsible Executive:	Dr. Ann- Barbara Graff, Vice President, Academic and Research
Chapter	6, Research Centres and Research Institutes	Responsible Office:	Academic Affairs and Research
Originally issued:	January 20, 2016	Revisions:	

1.0 Purpose

1.1 The purpose of this policy is to define Research Centres and Research Institutes, the intended scope of their activities, and their required governance and reporting structures.

2.0 Definitions

2.1 **Research Centres** and **Research Labs** are non-departmental units established for the purposes of facilitating collaborative research mainly within the University. Centres and labs may be virtual or physical spaces.

2.2 **Research Institutes** are created to facilitate collaborative multi-university initiatives and to provide research-related services to the community.

2.3 **Research Committee** is the Senate Committee responsible for overseeing Research Centres and Institutes on behalf of Senate.

2.4 The **Constitution** is the governing structure set out by a **Centre** or **Institute**. It must include: objectives, organizational and reporting structure, composition of its Governing Body (see 2.5), criteria for and categories of membership, privileges and responsibilities of membership, and terms and conditions of affiliates program, if any. Any changes to a Research Centre or Institute's constitution must be approved by Senate on the advice of Senate's Research Committee.

2.5 **Governing Body**. Each Research **Centre** or **Institute** has a Governing Body, such as a board of directors or a steering committee that serves as its primary executive authority and oversees its activities.

3.0 Policy

3.1 The purposes of Research Centres and Research Institutes encompass, but are not limited to facilitating collaborative research, especially multi-disciplinary research, and facilitating multi-university initiatives.

3.2 Each Research Centre and Research Institute is subject to all applicable University policies, including but not limited to purchasing, travel, space usage, and workplace health and safety policies.

3.3 A Research Centre or a Research Institute is entitled to identify itself as a part of NSCAD University and to use the University's name, address and logo in the conduct of its activities.

3.4 These rights are granted at the discretion of Senate for fixed, renewable terms.

4.0 Governance and Reporting

4.1 The Director of a Research Centre reports to the Vice-President (Academic & Research) or designate. The Director is chair of the Governing Body and is responsible for overseeing its governance and budgetary accounts.

4.1.1 A majority of voting members of the Governing Body shall be Regular Full-Time Faculty members at NSCAD University, unless special dispensation is obtained from Senate.

4.1.2 The Governing Body is required to meet at least once per year and additionally as appropriate. For Research Centres and Institutes with complex budgetary and/or reporting requirements, meeting at least quarterly is preferable.

4.1.3 Research Centres and Institutes may establish their own rules regarding quorum for meetings of the Governing Body, as long as they consist with principles of fairness.

4.1.4 The Governing Body will conduct its business transparently. Meetings of the Governing Body will be open to all Members of the Research Centre or Institute. Minutes will be taken at all meetings of the Governing Body and will be available to all Members of the Research Centre or Institute.

4.2 The Vice-President (Academic & Research) or designate, acting in consultation as appropriate with other university administrators, shall review each Research Centre's activities annually including its financial management and compliance with university policies, and shall report the results of that review to the Research Centre's Director by August 31 of each year.

4.3 The Director of a NSCAD-based Research Institute reports to the Vice-President (Academic & Research). The Vice-President (Academic & Research) shall be responsible for overseeing all Research Institutes in which NSCAD University participates as part of a multi-university consortium. The activities of Research Institutes shall be reviewed directly by the Vice-President, Research.

4.4 The Vice-President (Academic & Research) shall deliver to the Senate Committee on Research by October 31 of each year a summary report dealing with the activities of all Research Centres and Institutes during the preceding year. The Research Committee shall forward this report for information to Senate and to the Board of Governors.

5.0 Establishing, Reviewing and Discontinuing Research Centres and Research Institutes

5.1 With the application for the establishment of a Research Centre or Institute, a Constitution must be submitted that specifies the following:

- a. a statement of its special purpose;
- b. a provision for the three-year appointment of a Director, with the process for re-appointment or election of a new Director;
- c. a statement recognizing the obligation to conduct its activities in accordance with University policies and Tri-Council research and ethics guidelines; and

- d. a statement of its internal governing procedure, including a statement about membership; how meetings will be duly constituted; and quorum determined;
- e. a list of initial members and their roles;
- f. a schedule of grants which will be sought to support activities of the Centre or Institute;
- g. For Research Centres, the application must be formally approved by at least one (1) divisional chair.

5.2 Applications shall be submitted to the Vice-President (Academic & Research), who will forward completed applications to the Research Committee of Senate for approval.

5.3 Research Centres and Research Institutes will typically be established for a term of 5 years.

5.4 Renewal will be upon application via the Vice-President (Academic & Research) to the Senate Research Committee, and will be contingent on past performance, financial sustainability, and its continuing purpose.

5.5 In considering applications for renewal, the accomplishments of Research Centres and Research Institutes will be measured against their stated initial goals and plans. Specifically, the impact must be demonstrated of a Research Centre or Institute in enhancing research over and above what would have been accomplished by individual faculty members.

5.6 The Vice-President (Academic & Research) will comment on the report and recommend renewal or termination. The proposal will then be forwarded to the Senate Research Committee, which will vote on the renewal application and report its decision to Senate.

5.7 The Vice-President (Academic & Research) may recommend to the President termination prior to the end of the term of a Research Centre or Institute. Such termination would be recommended based on a demonstrable breach of Tri-Council Policy (including but not limited to TCP2: *Ethical Conduct for Research Involving Humans*), NSCAD University codes of conduct, purchasing policy, or applicable university policy. In such cases, the Director shall have an opportunity to appeal the recommendation before the President makes a final decision.

6.0 Rights and Obligations of Research Centres and Research Institutes

6.1 Acting under the authority of its Director, and subject to the policies set out herewith, Research Centres and Research Institutes have the right to:

- a. use the University's name, address, logos and symbols in connection with its activities;
- b. solicit external grants and contracts in the University's name;
- c. request the maintenance of university budgetary accounts and reports;
- d. use the assistance of Human Resources in hiring employees;
- e. direct the duties of its employees; and
- f. apply for university support, including access to lab space or equipment, internal competitive grants.

6.2 The Director of a Research Centre or Institute has the obligation to:

- a. approve all contracts to be undertaken by or on behalf of the Research Centre or Research Institute, and further obtain the prior approval of the Vice-President (Academic & Research) for any contract;
- b. submit a written report to the Vice-President (Academic & Research) on the unit's activities, including all contractual obligations entered into by or on behalf of the unit, once

annually for the twelve months ending March 31 of each year, by no later than June 30 of each year;

- c. submit an annual financial statement showing revenues and expenditures for the twelve months ending March 31 of each year, by no later than June 30 of each year.
- d. Typically, the Director is not entitled to teaching relief or financial compensation

7.0 Membership

7.1 NSCAD University's Research Officer provides some specialized support for specific projects, project teams and researchers.

7.2 The Director of a Research Centre or a NSCAD-based Research Institute must, in most cases, be a regular full-time (tenured) faculty member of the University.

7.3 NSCAD Faculty, undergraduate and graduate students, technicians, and research associates/fellows are eligible for membership in Research Centres and Research Institutes. However, members must be formally appointed. The Constitution of the Centre or Institute must define membership (levels of membership, term of membership, nature of participation/qualification to secure membership, etc.) and also have an approved mechanism for defining affiliated membership for those who are not current faculty appointees or students of NSCAD University.

8.0 Scope

8.1 This policy encompasses all Research Centres, Research Institutes, and similar organizations at NSCAD University that are not parts of established administrative units.

9.0 Authority

This Policy is administered under the authority of the Vice-President (Academic & Research) and Senate. All research practises adhere to Tri-council guidelines.