

**OFFICE OF THE PROVOST
POLICY: INSTITUTES/CENTRES AT TWU**

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Approval: The Provost

Contact Person: Dr. Elsie Froment, Dean of Academic Research

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1.0 Definitions

1.1 Research Institute/Centre

A research institute or research centre (these terms are used interchangeably) is created to promote and encourage scholarly activity of a basic or applied nature in a specific area of study. A research institute/centre is an organized research unit which serves as a locus for such activities as stimulating research, attracting research funds, enhancing the research experience of faculty, professional staff, students, and visiting scholars, and developing and offering curriculum in a specific area of study. In pursuit of this objective, the institute/centre may establish links inside and outside of Trinity Western University; organize seminars, symposia and conferences, apply for external funds for research or the dissemination of scholarly information; and maintain an appropriate infrastructure. There shall be two types of institutes/centres: University-based and Faculty/School-based.

1.2 University-based Institutes/Centres

A University-based research Centre/Institute undertakes research in an area that is of broad-based interest and priority within the University and involves faculty, staff, and students from a range of Faculties, Departments, and Schools within the university. It shall be operationally and financially responsible to the University through the Dean of Academic Research.

1.3 Faculty/School-based Institutes/Centres

A Faculty/School-based research centre is an organization approved by the Provost's Office on behalf of the University to undertake a specific discipline or interdisciplinary areas within a Faculty or School. It shall be operationally and financially responsible to the University through the Dean of the constituting Faculty or School with a reporting responsibility to the Dean of Academic Research.

1.4 Date of founding

The date the institute or centre received the final approval for its inception by the Provost.

2.0 Objectives of Research Institutes and Research Centres

The principal objectives of research institutes/centres at Trinity Western University shall be to conduct research stimulate research in a specialized field, attract research funds, and enhance the research experience of faculty, professional staff, students, and visiting scholars. Research institutes/centres may develop and offer curriculum in the specific area of study. The objectives will be accomplished through collaborative effort involving a group of researchers. The research to be conducted will be in a field of particular importance to the mission of the university, or in which there exists a sufficient strength of resources within the University. In considering the creation of a new institute or centre, consideration shall be given to: compatibility of the institutes/centres goals with the mission and mandate of Trinity Western University, existing research organizations within Trinity Western University, demonstrable advantages to be gained, and whether there are sufficient resources (financial, personnel, knowledge, skills) to sustain such an effort.

3.0 General Principles

This policy is intended to provide guidance in the establishment, management, and review of research institutes and centres at Trinity Western University.

3.1 The university is committed to promoting excellence in research among its faculty and professional staff. The creation of research institutes/centres can enhance the capacity of faculty and professional staff to form creative partnerships inside and outside of the University and to attract supplementary funding in support of their research programs, and to contribute to the enhancements of the educational, research, and service missions of the University.

3.2 It is necessary that all research institutes/centres created under the auspices of the university are compatible with the mandate and mission of Trinity Western University and support the research goals of the members (faculty, professional staff, and students) of the Trinity Western University academic community.

3.3 The objective of this policy is not to add to the administrative burden of research institutes and centres, but to establish conditions that will enable them to plan effectively, ensure financial and programmatic accountability to the University, communicate effectively with relevant constituencies within and outside the University, and to mitigate the University's exposure to financial and legal liabilities.

3.4 Research institutes/centres can identify themselves as a Trinity Western University entity, organize conferences, symposia, and other

events under the university's logo, and apply for or solicit research funding as a Trinity Western University unit only if they have been officially recognized by the University.

3.5 All Trinity Western research institutes/centres agree to abide by all Trinity Western University policies, including those governing financial administration and accountability of research funds, intellectual property rights, and research ethics policies.

3.6 To ensure both effectively planning and accountability and adequate participation in decision-making, all research institutes/centres must establish an Advisory/Management Committee of key stakeholders which will meet at least once a year. In the case of University-based institutes/centres, the Dean of Academic Research must be a member of this committee. In the case of Faculty/School-based institutes/centres, the appropriate Dean of the Faculty/School must be a member.

4.0 Procedures for the Establishment of a Research Centre/Institute

An institute/centre may begin as an information research group or network formed to identify and coordinate a particular focus on research within an academic department, faculty, or school, and to promote that activity, locate funding, and facilitate communication among interested faculty.

Research groups which desire to establish an institute/centre will consult the Dean of Academic Research. The Dean of Academic Research may refer the group to the University program development process to develop a preliminary proposal for presentation to the Provost. If the Provost endorses the preliminary proposal, the group will continue the program development process to develop a detailed proposal. When the Dean of Academic Research and is satisfied with the detailed proposal, it will then be presented to the Provost. The Provost may accept the proposal, recommend further development and/modifications, or table the proposal. If the Provost accepts the proposal, he/she will present it for any further institutional approvals. Implementation of the institute/centre can occur only after the approvals process is complete.

5.0 Annual Reporting

Each institute/centre must submit an annual report to the Dean of Academic Research by May 15th of each year. This report must include:

- a) the goals set, those accomplished and those yet to be accomplished, for the year just ending;

- b) projects initiated and completed in the areas of research, conferences, and consulting;
- c) specific objectives for the next year, and general plans for the next three years,
- d) a list of all current members of the institute/centre;
- e) a financial statement for the past year;
- f) a budget for the next fiscal year (May 1- April 30);
- g) a list of the scholarly presentations and publications by faculty, staff, and students associated with the institute/centre;
- h) a copy of the minutes of the Management/Advisory Committee.

6.0 Review of Research Centres/Institutes

6.1 All research institutes/centres established by the University must be reviewed after the first three years of operation, and thereafter every five years. Institutes/centres established with substantial external funding for a set period of time must be reviewed after five years, or earlier, if the external funding expires prior to the initial five year period.

6.2 The Dean of Academic Research must notify the Director of an institute/centre of a forthcoming review by May 1st of the fiscal year in which the review is to be conducted.

6.3 An Ad Hoc Review Committee will appointed by the Dean of Academic Research to undertake the review. The membership of the review committee will be comprised of:

- a) the Dean of Academic Research or designate, who will act as chairperson;
- b) a faculty member affiliated with another institute/centre;
- c) two senior faculty members who are not members of the institute/centre;
- d) one faculty members from the Research Committee who is not in the academic discipline most closely affiliated with the institute/centre;
- e) in the case of Faculty/School-based institutes/centres, the Dean of the Faculty/School in which the institute is housed will be included.

6.4 The mechanism by which the Review Committee elects to conduct the review shall be determined at the discretion of the ad hoc committee. The review process should involve meetings with the Director and members of the institute/centre, assessment of achievements and of past and future activities, and the progress that has been made towards the development of the given field. The review process should include consultation with non-members of the institute/centre where appropriate.

6.5 The Dean of Academic Research will submit a written report to the Provost for review. Based on this report, the Provost will decide whether the institute/centre will:

- a) continue operation with a review in five years;
- b) continue, with a report to the Provost's Office in the next two years or less dealing with problems and concerns that were identified by the ad hoc review committee;
- c) cease operation within 12 months.