



Policy Title: Policy Governing Institutes and Centres

Parent Policy	None
Policy Administrator	Associate Provost, Research & Graduate Studies; Vice Provost Academic Excellence
Approving Body	Senate
Approval History	2018-04-03; Senate Motion #2017/18 – 033 2016-03-08; Senate Motion #2015/16 – 042

Purpose:

The objectives of this policy are to:

- Define the principles surrounding institutes and centres;
- Define the difference between research and teaching & learning institutes/centres;
- Define the difference between institutes and centres;
- Define the responsibility of Senate in the establishment and dissolution of institutes and centres.

Scope of this Policy:

All Institutes and Centres

Policy Statement:

Institutes and Centres exist at Trinity Western University to advance the university mission through advancing knowledge and learning, as well as contributing to culture and society. The principal objectives are to conduct and stimulate research or teaching in a specialized field, to attract funding, and to enhance the scholarship or teaching of faculty, staff, students, visiting researchers, and community leaders.

Institutes/Centres identify themselves as Trinity Western University entities; organize conferences, symposia, and other events under the university logo; and apply for, solicit, and administer funding as entities of Trinity Western University. Institutes/Centres have an advisory board and are led by a director or group of directors, at least one of whom must be a tenured or tenure-track faculty member at Trinity Western University (this includes emeritus faculty).

Teaching & Learning Institutes/Centres may develop and offer curriculum in a specific area of study. Research Institutes/Centres will conduct research in a field of particular importance to the mission and/or the strategic research plan of the university, and for which there exists a sufficient strength of faculty, staff, or other resources within the university. The objectives of all Institutes/Centres will be accomplished through collaborative effort involving a group of scholars.

Definitions:**Centres:**

Centres exist to further the research or teaching priorities and goals identified by a collection of faculty members. They exist primarily to achieve goals which could not be achieved outside the work of the centre. Centres are established to explore a particular theme, either disciplinary or interdisciplinary in nature, to which TWU faculty members may contribute. While interested scholars from outside the university may be allowed to participate as members of a centre, customarily members will be limited to TWU staff and faculty. A centre will conduct some or all of the following tasks: collaborative research projects, dissemination of research, collaborative scholarship in teaching and learning, organization of roundtables, conferences, or workshops in the university or in the community, and collaborative grant applications.

Institutes:

Institutes are large collaborative organizations of faculties/schools, community leaders, and external scholars that are hosted at the university. Institutes are established to explore a larger interdisciplinary subject and should include members from at least two different disciplinary areas. Institutes are intended to build bridges with the outside community and therefore Institute membership is open to faculty members, interested scholars, and the broader public. Institutes are intended to serve a broad array of themes and as a result, they may oversee one or more Centres designed to explore a more particular theme within the interest of the Institute. It is possible that as an Institute evolves it may become part of a network of Institutes outside the context of the university.

Research Institutes/Centres:

Research activities must be the primary focus of research Institutes/Centres. Applications and annual reports for research Institutes/Centres are reviewed by the Academic Research Council.

Teaching & Learning Institutes/Centres:

Activities centred around teaching and learning must constitute the major focus of Teaching & Learning Institutes/Centres. Applications and annual reports for Teaching & Learning Institutes/Centres are reviewed by the Curriculum Sub-Committee of Senate.

Dormancy:

Institutes/Centres are considered dormant after failing to submit an annual report. A dormant institute/Centre will have its name removed from the TWU website and the title can no longer be used; however the institute/Centre will remain a Senate approved institute/Centre that can be reactivated.

Establishment:

A proposal for a new Institute or Centre is initiated by one or more faculty members and approved through a Senate process.

Reviews and Dissolution:

- (a) Institutes and Centres will be reviewed regularly through an established Senate process.

(b) Dissolution of an Institute or Centre must be recommended by Senate to the Provost for approval.

Date of Founding:

The date the Institute or Centre received final approval for its inception by the Provost.

Procedures: None

Child Policies: None

Other Related Policies: None