

University of Prince Edward Island	Policy No. admordgnl0001	Revision No. 2
Policy Title: Centres Policy		Page 1 of 9
Creation Date: January 18, 2003	Version Date: February 13, 2024	Review Date: February 13, 2029
Authority: Board of Governors and Senate	Responsibility: Vice-President, Academic and Research	WWW Access: Yes

1. Introduction

The University of Prince Edward Island (The University, UPEI) values and encourages collaborative teamwork of Centres and Institutes at the University.

- 1.1. The pursuit of impactful scholarship, research and knowledge creation at the University is led by the efforts of its faculty members and librarians. On occasion, faculty members and librarians, along with staff and students, may group together to address research and scholarly issues of mutual interest. The development of such collaborative teams can serve a number of strategic objectives, for example by:
 - creating a critical mass of researchers/scholars, and increasing their research impact; enhancing scholarly collaborations
 - facilitating interdisciplinarity
 - increasing the visibility of scholarly work and research at UPEI, nationally and internationally and
 - increasing the University’s ability to link research, education and outreach.
- 1.2. These groupings may be located within a Department, Faculty or School, or may span across such boundaries and have a University-wide mandate.
- 1.3. The overarching goal of these research and scholarly groupings is to enhance the opportunities for faculty to be successful in their academic and scholarly pursuits while supporting the unit’s strategic plan.

The goal of Faculty-based Centres is to provide targeted support of initiatives that are key to the strategic plan within a Faculty.

The goal of University Centres and Institutes is to provide targeted emphasis on key research strengths of broad institutional interest, aligned with the University’s Mission and Strategy.

2. Purpose

This Policy covers the defining principles, purpose, review and termination of academic research and scholarly Centres and Institutes of the University.

3. Scope

- 3.1. This Policy applies to those groupings, formed by faculty and staff members and/or students of UPEI, seeking Centre or Institute status as defined below, for the pursuit of University scholarly, research or outreach goals.
- 3.2. The University reserves the terms “Centre” and “Institute” for those entities that have been approved by the processes outlined in this Policy except where they have been established as administrative or service units, such as those providing student support services. National or provincial Centres led from elsewhere (outside the University of Prince Edward Island) are not governed by this Policy.
- 3.3. “Research Labs” or “Research Groups” are terms that faculty members and librarians may use *ad hoc* to refer to their research grouping. They do not meet the definitions of Centre/Institute under Section 4.1 and thus, are out of the scope of this Policy.

4. Definitions

4.1. Centre/Institute

Centres and Institutes are recognized University entities which connect researchers/scholars with multi-sectorial components of a broader community to advance the generation and application of knowledge. Consistent with general practice, there is a variety of terms from “Faculty-based Centre” to “University Centre” to “Institute” based on size, scope, resources and reputation of the grouping. Centres and Institutes are not necessarily permanent as per their specific funding arrangements or mandated functions.

- 4.2. “**Faculty**” is used to refer to the Faculty academic unit while “**faculty**” refers to individual faculty members.

- 4.3. **University Members** mean staff, faculty members, librarians and students who are involved in operational, supervisory or oversight roles in the functioning of University Centres, Institutes and Research Labs.

5. Responsibilities

- 5.1. This Policy is authorized jointly by Senate and the Board of Governors.
- 5.2. The responsibility to implement and maintain this Policy lies with the Vice-President, Academic and Research (VPAR).
- 5.3. The responsibility to comply with this Policy lies with all University Members involved in the operations, supervision or oversight of University Centres and Institutes.

6. Policy

6.1. General Defining Principles

- 6.1.1. The key criterion for the establishment and on-going operation of a Centre or Institute is that it must add value to the University's research, scholarly and/or outreach mission beyond that which would accrue from activities normally organized as individuals within existing University structures (i.e. Departments, Faculties, Schools). A Centre or Institute should not have expectations of permanency. Their existence is linked to the specific functions and goals identified at their establishment and/or review. At regular periods of time, a Centre or Institute will be reviewed to assess its performance against prescribed objectives and to explore continuation.
- 6.1.2. The University recognizes two types of Centres/Institutes: Research Centres and Outreach Centres. Hereafter in this document, the term Centre is used collectively to encompass both Centres and Institutes.
- 6.1.2.1. Research Centres, depending on their scope, are established at the Faculty or the University level to undertake research/scholarly work. They recognize an established, or an emerging, innovative area of strategic importance to the Faculty (for Faculty Research Centres) or University (for University Centres).

General oversight of Research Centres falls to the Research Advisory Committee (RAC).

- 6.1.2.2. Outreach Centres are established within the University with a primary focus on advancing knowledge dissemination, utilization and/or transfer in a manner that extends engagement beyond the University's normal activities.

General oversight of Outreach Centres falls to the Academic Planning and Curriculum Committee of Senate (APCC).

- 6.1.3. It is recognized that the activities of Research and Outreach Centres are not mutually exclusive. As such, Centres will be classified based on their declared, primary focus.
- 6.1.4. Where Research Centres involve external parties, relationships must be managed through formal contractual agreements between the University and those entities. These agreements shall take into consideration overarching principles in the Contract Research Policy.
- 6.1.5. The University may also participate in funded national or provincial Centres. Such Centres have separate statutory, governance, compliance, and reporting requirements associated with them. When led from the University of Prince Edward Island, these specific Centres will be assigned UPEI Centre status, and will be monitored by the appropriate Committee of Senate.
- 6.1.6. Normally, two UPEI Centres that cover the same focus, resources and/or personnel will not be established and duplicated.

Closely aligned interests should be combined whenever possible. For example, if a UPEI Research Centre grew into a nationally funded Centre, the original Centre would be discontinued, and the national funded Centre would be assigned UPEI Centre status.

6.2. Teaching Activities within Centres

- 6.2.1. Centres cannot of themselves be responsible for undergraduate and/or graduate teaching activities. Any teaching activities must be delivered through the Faculty/School and its academic programs as governed by the UPEI Senate.

6.2.2. Centres may, through arrangements with Faculties/Schools, assist in the coordination and/or delivery of undergraduate and/or graduate teaching programs. Centres may serve an active role in the promotion, organization and support of teaching activities, particularly extension education activities (e.g., professional continuing education).

6.2.3. At the graduate level, research/scholarly training may be undertaken within Centres. However, final academic responsibility resides through the Departments, Faculties and Schools directly responsible. Students whose programs are associated with a Centre must be enrolled through a Faculty/School.

6.3. **Establishment and Recognition of Centres**

6.3.1. The participants in a proposed Research or Outreach Centre may come from one or more than one Faculty/School. As such, Centres may seek approval for recognition and operation:

- (a) within an individual Faculty/School, or
- (b) at the University level.

In the first case, the Centre will report to the Faculty Dean, while in the second case it will normally report to the Vice-President, Academic and Research or their designate.

6.3.2. The lead participants should prepare a Proposal to Establish a Centre for submission to the relevant Dean or the VPAR.

The Proposal will normally include:

- 6.3.2.1. The name, objectives and proposed activities of the Centre;
- 6.3.2.2. The rationale for establishing the Centre;
- 6.3.2.3. A list of current participants and criteria for expanding for membership;
- 6.3.2.4. A description of the Centre's organizational structure;

- 6.3.2.5. A detailed business plan that includes the financial, space and human resource requirements of the Centre, and how those requirements will be financed.

The plan must also provide an indication of funding required to support the Centre (both initial start-up costs and costs of on-going operations) and of the internal and external sources of that funding, where applicable.

Centres are normally expected to be financially self-sustaining.

- 6.3.2.6. Letters of support from Chairs and/or Deans of areas involved in work of the proposed Centre with demonstrated collaboration of faculty members from the originating department or Faculty;
- 6.3.2.7. A provision for regular reporting, and for strategic and operational review normally every five years; and
- 6.3.2.8. A statement recognizing the Centre's obligation to conduct its activities in accordance with University policies.

- 6.3.3. Proposals will be reviewed by the RAC in the case of Research Centres, or by the APCC in the case of Outreach Centres. The applicable Committee shall consider whether the proposal is consistent with the academic mission of the University, and whether the resource requirements and sources of funding have been appropriately considered.

If the proposal is endorsed by the Committee reviewing it, it will be recommended to the Senate and the Board of Governors for approval.

The proposed University-level Centre will be formally established upon receiving the approval of the Board of Governors.

6.4. **Management of Centres**

- 6.4.1. In all their operations, Centres must ensure that the reputation of the University is maintained. Centres must acknowledge their relationship with the University in correspondence and published material.

All Centres must comply with the University's Visual Identity Policy.

6.4.2. The University Centre will have a Director, appointed by the Vice-President, Academic and Research based on their expertise and qualifications, and approved by the Board of Governors. The Director of a Faculty Centre is recommended by the Centre, following consultation with relevant stakeholders, and approved by the Dean, normally for a duration of three years (renewable).

6.4.3. An advisory committee of the Centre should be established on the recommendation of the Dean to whom the Faculty-based Centre will report or the VPAR to whom a pan-University Centre reports.

The role of the advisory committee is to assist and guide the Centre and its Director on matters of strategy, policy and financial administration.

6.5. Reporting and Periodic Review of Centres

6.5.1. The Director of a Centre shall prepare an annual report outlining recent activities and personnel. It will include an Income and Expenditures Statement (if applicable) of the past year as well as plans and a budget for the coming year.

The report will be reviewed by the relevant Committee (Refer to Section 6.1.2).

A brief update on Centres, based on the annual reports, shall be included in the VPAR's annual report to Senate.

6.5.2. A review of the activities of each Centre shall be periodically conducted, normally at least once every five years. The Dean to whom the Centre reports or the VPAR of their designate is responsible for initiating the review.

The review should examine the operation of the Centre, the extent to which it continues to serve the strategic interest of the University, and its fiscal viability.

The results of the review shall be presented to the relevant Committee. That Committee will forward its recommendation on the Centre's continuance to the Senate and Board of Governors.

6.6. **Termination of Centres**

The University reserves the right at any time to terminate the operation of a Centre for academic, administrative or financial reasons. Closure of a Centre may also be recommended as a result of its periodic review.

In either of the above cases, recommendation for termination shall be made by the applicable Dean or the VPAR to the relevant Committee.

This Committee shall review the recommendation and forward that recommendation and its own recommendation, including the rationale for such a recommendation, for consideration by the Senate and the Board of Governors.

6.7. **Implementation**

6.7.1. The VPAR shall develop guidelines, procedures and/or templates to assist in the administration of this Policy, as needed. These procedures shall be publicly available on the UPEI website.

6.7.2. This Policy shall apply to all entities at UPEI using the designation, University Centre or Institute, as outlined in this Policy.

Any entities not currently in compliance with this Policy will have six months from the date of the Policy's approval by the Board of Governors to come into compliance.

6.7.3. Entities presently approved under prior versions of this Policy will be governed under the revised policy upon its approval by the Board of Governors, and will have one year to institute any required changes in management, reporting and/or review as required by this Policy.

7. **Review**

7.1. This Policy will be reviewed every five (5) years or earlier as circumstances dictate and the review will be initiated by the VPAR.

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8. Related Policies

8.1. Contract Research Policy

8.2. Responsible Conduct of Research Policy, Scholarly, and Creative Work Policy