

Guidelines for Centres and Institutes at Dalhousie

(Adopted by the Senate, Jan. 29, 2001)

1. Definition

The terms “centre” (a place of influence or activity) and “institute” (an organization for promotion of a particular cause) are used as synonyms in the present context. At Dalhousie, centres and institutes refer to groups of faculty and staff organized within the University to promote a specific interest and activity which may involve associations with individuals or groups outside the University. To be recognized as a Dalhousie Centre or Institute, the unit shall have a membership comprising at least three faculty members, at least one of whom is a primary investigator or research expert; the other faculty member(s) shall have research interests and expertise related to those of the primary researcher(s). Each Centre and Institute shall have an advisory board.

Centres and institutes have been established at Dalhousie University for a variety of reasons. Some satisfy a desire to provide a specific focus for teaching and research activities within or between existing academic units of the University. Others allow for direct application of research expertise to solve problems brought to them by the external community; and still others provide for the commercial exploitation of knowledge, skills and inventions developed within the University.

(Note, in this document, “Department” means “Department, School, or College of Pharmacy”.)

2. Procedures for the Establishment of Centres and Institutes

Since the activities of centres and institutes are supported by the University’s prestige, funding, staff, or facilities, and their members are involved in the supervision of students conducting research under their auspices, centres and institutes are integral components of the University. The establishment and operation of centres and institutes therefore falls under the responsibility and jurisdiction of Senate.

Although it is important to encourage research initiatives, the development of any proposal for the establishment of a centre or institute should demonstrate that the new unit is likely to work effectively within the University community to the benefit of all. To that end, the existence of the proposal shall be made known to all interested parties.

- 2.1 When the activities of a proposed centre or institute will fall within one Department, the proposal shall be approved by the Department and the relevant Faculty before being submitted for Senate approval.

- 2.2 Proposals for inter-Departmental units require Faculty approval prior to submission to Senate, and those for inter-Faculty units must receive the approval of the relevant Faculties prior to submission.
- 2.3 The proposal submitted to the Senate Academic Priorities & Budget Committee shall include information analogous to that required for new program proposals. To receive a copy of the form "Information Required to Support Proposals for the Establishment of Centres and Institutes" on disk or as an e-mail attachment, please contact the Senate Office at 494-3715. Also, copies may be downloaded from the Senate website at http://admwww1.ucis.dal.ca/transfer/senate/policy_d.cfm?id=1629.
- a) The Senate Academic Priorities & Budget Committee shall not recommend to Senate approval of any proposal that does not demonstrate either that a Director is available to be appointed to the proposed unit for a minimum period of three years, or that an acting Director is available for at least one year during which a search for a Director shall be conducted.
- b) The Senate Academic Priorities & Budget Committee shall not recommend to Senate approval of any proposal lacking evidence of funding sufficient to cover infrastructure and operating costs for at least one year.
- 2.4 On recommendation of the Senate Academic Priorities & Budget Committee, the proposal (revised if necessary) will be considered by Senate and, if approved, will be recommended to the Board of Governors for final approval.
- 2.5 The subsequent implementation of the proposal will be effected by the President's Office. It is understood that the University is unlikely to bear any responsibility for subsidizing newly established Centres or Institutes (aside from usual indirect costs).

3. Procedures for Reporting and Review of Centres and Institutes

The University has determined that one of the best guarantors of quality is periodic review. Therefore:

- 3.1 Annual reports shall be prepared by each Centre and Institute and submitted to the parent academic unit (Department or Faculty) or, for inter-Faculty units, the Senate Office and relevant Deans. Copies shall be sent also to the Vice-President Research and the Office of Institutional Affairs.
- 3.2 Each Centre or Institute based within a single Department shall be reviewed by the Faculty during the periodic review of the Department; each inter-Departmental unit within a single Faculty shall be reviewed by the Faculty in the same manner as a periodic

Departmental review; inter-Faculty units shall be reviewed by an ad-hoc committee of the SAPBC in the same manner as Senate's periodic reviews of Faculties, but the frequency of review shall be every five years after initial approval by the Board of Governors.

4. Procedures for Terminating Centres and Institutes

If a Department, Faculty, or Senate review report recommends that approval for a Centre or Institute be withdrawn and its activities terminated, Senate may recommend to the Board of Governors that the unit be wound up. Details of the wind-up process shall be the responsibility of the President's Office in consultation with interested parties. Senate may also recommend termination of a Centre or Institute whenever:

- 1) a majority of members of the unit, all having been polled, request termination;
- 2) the Faculty (or Faculties) within which the Centre or Institute operates requests its termination, and a majority of members of the Centre or Institute either agrees to termination or is unable to find alternative arrangements outside the Faculty or Faculties requesting termination;
- 3) a qualified person willing to serve as Director has not been found within 18 months of its initial approval by the Board of Governors;
- 4) there is clear evidence that the Centre or Institute is not fulfilling its stated objectives and is unlikely to be able to do so in the near future;
- 5) the activities of the Centre or Institute are judged by the Senate Academic Priorities & Budget Committee to be interfering seriously with other academic functions in the University;
- 6) there is clear evidence that the Centre or Institute has fulfilled its stated goals and has no plans for future activities.