

1.0 POLICY STATEMENT

- 1.1 Grant MacEwan University (the University) establishes, approves, and reviews Research Institutes and Research Centres that enhance the Scholarship goals of the University and encourage interdisciplinary research and creative collaborations.

2.0 PURPOSE

- 2.1 Research Institutes are designed to facilitate interdisciplinary and/or multidisciplinary Scholarship that would not be available through regular University departmental activities.
- 2.2 Research Institutes and Research Centres are expected to highlight or advance the expertise of a department, Faculty/School, and/or the University in a subject area.
- 2.3 Research Institutes and Research Centres are established for a specific time duration, and are expected to attract external funding to support its mandate.
- 2.4 Research Institutes and Research Centres must support principles of academic freedom, scholarly integrity, and institutional autonomy.

3.0 APPLICABILITY

- 3.1 All Research Institutes and Research Centres will be governed by this policy as well as by applicable administrative policies. This policy does not apply to Institutes that serve primary administrative purposes within the University.

4.0 DEFINITIONS

Affiliation Agreement

A contract governing a research partnership and/or affiliation between two or more entities, one being the University.

Director

The individual responsible for the administrative operations of the Research Institute or Research Centre and reports on activities to the General Faculties Council Standing Committee on Scholarly Activity. The director is normally a dean or designate.

Naming Regulations

The regulations governing the use of the name MacEwan University, its address, and associated symbols.

Research Centre

A formally constituted unit within the University under the authority of the Board of Governors and approved by the General Faculties Council. A research centre has a narrower focus than a Research Institute within a limited specific area of Scholarship involving one or two faculties and provides training opportunities to students. A research centre may involve external collaboration but not external institute members.

Research Institute

A formally constituted unit within the University under the authority of the Board of Governors and approved by General Faculties Council. A research institute has a broader interdisciplinary/multidisciplinary Scholarship focus than a research centre. Though broad, the Scholarship focus is circumscribed. A research institute is expected to encourage research and creative collaboration among disciplines and between faculties/departments/schools, and provides training opportunities to students. A research institute may provide information of service to the community. A research institute may involve external collaboration and possibly external institute membership.

Scholarship

Scholarship, as defined in MacEwan's mandate statement, means both research and creative activity.

Term

The period of time during which a Research Institute or Research Centre is authorized to operate. Terms are normally five years with annual review. Research Institutes and Research Centres may have their terms renewed upon review under the auspices of the designated senior administrator responsible for research.

Terms of Reference

The document approved by General Faculties Council Standing Committee on Scholarly Activity creating or continuing a Research Institute or Research Centre, and containing a summary of its Scholarship mandate.

Winding Down

Refers to the process of terminating the existence of a Research Institute or Research Centre.

5.0 POLICY ELEMENTS

5.1 Roles and Responsibilities

- 5.1.1 The Provost & Vice-President, Academic is the policy sponsor, and may delegate some or all responsibility for implementation of this policy to the designated senior administrator responsible for research.
- 5.1.2 The General Faculties Council is responsible for approving the establishment of Research Institutes and Research Centres, based on recommendations from the General Faculties Council Standing Committee on Scholarly Activity.
- 5.1.3 The Director, or designate, is responsible for the administration of the Research Institute or Research Centre. This includes the monitoring and knowledge mobilization of research projects, budgetary management, recommending approval of contracts, overseeing hiring, and providing annual reports to the dean (in cases where the Director is not the dean), the General Faculties Council Standing Committee on Scholarly Activity and the Office of Research Services, and preparing for review prior to renewal of term or winding down.
- 5.1.4 The designated senior administrator responsible for research is responsible for the oversight of annual reports and financial statements; that the activities of a Research Institute or Research Centre are in keeping with stated goals and support the University research plans; and that the institute or centre is viable. The designated senior administrator responsible for research is also responsible for the vetting of research contracts.

- 5.1.5 The General Faculties Council Standing Committee on Scholarly Activity assesses proposals to establish, renew, or close Research Institutes and Research Centres and makes recommendations to the General Faculties Council for approval.
- 5.1.6 The designated senior administrator responsible for research monitors and ensures that appropriate memoranda of understanding or legal agreements are in place.
- 5.2 Research Institutes and Research Centres should, in accordance with their approved mandate:
 - 5.2.1 Demonstrate support for the University's Scholarship goals.
 - 5.2.2 Adhere to University policies, procedures, and protocols.
 - 5.2.3 Clearly identify goals, objectives, and describe internal and external review process upon which renewal decisions shall be based.
 - 5.2.4 Encourage collaborative interdisciplinary and/or multidisciplinary Scholarship.
 - 5.2.5 Bring together scholars from different disciplines or specializations within a discipline.
 - 5.2.6 Foster development of new scholars, when appropriate.
 - 5.2.7 Foster development of research skills in students, as appropriate.
 - 5.2.8 Collaborate with scholars at other Universities, as appropriate.
 - 5.2.9 In the case of Research Institutes, attract visiting scholars.
 - 5.2.10 Seek external funding with a view to recover at least direct costs.
 - 5.2.11 Promote sustainability.
 - 5.2.12 Publish the results of research according to University dissemination protocols of MacEwan University.
 - 5.2.13 Provide annual reports including goals achievement and financial statements.
 - 5.2.14 Participate in annual reviews and reviews for renewal or wind down.
- 5.3 **Establishment of Research Institutes and Research Centres**
 - 5.3.1 Research Institutes and Research Centres are established under the authority of the Board of Governors as recommended by General Faculties Council.

- 5.3.2 All proposals for Research Institutes and Research Centres need to address purpose, relevance, life expectancy/duration, budget, Scholarship agenda, resource requirements, and governance.
- 5.3.3 All Research Institutes and Research Centres shall be financially secure with funding provided by the University or other sources. Research Institutes and Research Centres are expected to seek external funding to support their activities. All use of funding by institutes or centres should be appropriate to their scope and activities. A Research Institute's or Research Centre's resource-allocation implications for the University shall be incorporated into the budgetary and other planning processes as approved.
- 5.3.4 Research Institutes and Research Centres shall not normally require the hiring of new full-time academic faculty.
- 5.3.5 At the time of establishment and/or renewal, Research Institutes and Research Centres must set targets against which their success in "adding value" can be periodically assessed by rigorous internal and external review.
- 5.3.6 Selection of the Research Institute or Research Centre's Director (in cases where this is not the dean) is the responsibility of the Provost & Vice-President, Academic, or designate, and dean(s).
- 5.3.7 Research Institutes and Research Centres shall have an advisory group to provide direction and advice. Membership of the advisory group is reviewed by the General Faculties Council Standing Committee on Scholarly Activity and approved by the Provost & Vice-President, Academic, or designate.

5.4 Review of Research Institutes and Research Centres

- 5.4.1 Every Director shall submit an annual report to the designated senior administrator responsible for research setting out a summary of the previous year's activities, including specific references to compliance with the Research Institute's or Research Centre's approved mandate.
- 5.4.2 Twelve months prior to the end of the term, a formal review with external participation shall be conducted to determine the continuance or winding down of the Research Institute or Research Centre.
- 5.4.3 Winding down prior to the end of the term may be recommended by the Provost & Vice-President, Academic to the President, following a consultation process.

5.5 Affiliated Institutes and Centres

- 5.5.1 The University may enter into Affiliation Agreements with third parties to create Research Institutes or Research Centres that engage in research and creative activities that carry forward the mandate of the University through specific attention to an area of Scholarship.

5.5.2 All affiliation or partnership agreements for Research Institutes and Research Centres will be entered into in the name of the Board of Governors of MacEwan University and conform to the Research Partnerships and Affiliations policy.

5.6 Research Institutes or Research Centres created prior to the promulgation of this policy:

5.6.1 Shall be assigned an annual review date by General Faculties Council, and shall on the next annual review date and thereafter comply with the requirements of this policy.

5.6.2 Shall prepare Terms of Reference for approval by General Faculties Council not less than 60 days prior to its first annual review.

5.6.3 Shall be provided a term by the General Faculties Council Standing Committee on Scholarly Activity.

6.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Employee Code of Conduct
- Research Partnerships and Affiliations
- Responsible Conduct of Research and Creative Activity

NOTES:

This policy drew heavily upon policies at the University of Alberta and the University of Calgary, as well as procedure documents.

7.0 ACCOUNTABILITY

Policy Sponsor

Provost & Vice-President, Academic

Responsible Office

Office of Research Services

8.0 HISTORY

Relevant Dates

Approved:	22.06.16
Effective:	22.06.16
Next Review:	27.06

Modification History

14.10.28:	Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
14.12.22:	Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
15.03.17:	Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-02-03-17-2015.
22.06.16:	Comprehensively reviewed and updated to reflect current terminology and General Faculties Council structure. Minor revisions approved by Policy Sponsor.