

1.0 POLICY STATEMENT

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

2.0 PURPOSE

- 2.1 Research Institutes, Research Centres, and Research Groups are designed to facilitate interdisciplinary and/or multidisciplinary Scholarship that would not be available through the regular activities of an Academic Department at the University.
- 2.2 Research Institutes, Research Centres, and Research Groups:
- 2.2.1 Are expected to highlight or advance the expertise of an Academic department, Faculty/School, and/or the University in a subject area;
 - 2.2.2 Are established for a specific time duration, and may be required to attract external funding to support its mandate; and,
 - 2.2.3 Must support principles of academic freedom, scholarly integrity, and institutional autonomy.

3.0 APPLICABILITY

- 3.1 All Research Institutes, Research Centres, and Research Groups 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 reporting and administrative operations of a Research Institute or Research Centre. The Director of a Research Institute or Research Centre is appointed by the Provost & Vice-President, Academic.

Group Lead (Lead)

The individual responsible for the reporting and administrative operations of a Research Group. The Lead of a Research Group is nominated by proposed group membership during the establishment of the Research Group, subject to the approval of the Dean of the proposed Group Lead's Faculty or School.

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 interdisciplinary/multidisciplinary focus than a Research Institute within a limited specific area of Scholarship. A Research Centre will usually involve one or more Faculties/Schools and provides training opportunities to students or research personnel.

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 focus than a Research Centre. Though broad, the Scholarship focus is circumscribed. A Research Institute is expected to encourage research and creative collaboration among Faculties/Schools, and provides training opportunities to students or research personnel.

Research Group

A formally constituted unit within the University under the authority and approval of the General Faculties Council Standing Committee on Scholarly Activity. A Research Group consists of several faculty members across disciplines that are internal to the University.

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, Research Centre, or Research Group is authorized to operate. Terms are normally five years with annual review. Research Institutes, Research Centres, and Research Groups may have their Terms renewed upon review.

Winding Down

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

5.0 POLICY ELEMENTS

5.1 Roles and Responsibilities

- 5.1.1 The Provost & Vice-President, Academic is the policy sponsor.
- 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. The General Faculties Council Standing Committee on Scholarly Activity is responsible for approving the establishment of Research Groups based on recommendations from the Dean of the proposed Group Lead's Faculty/School and the senior administrator responsible for research.
- 5.1.3 The Director of a Research Institute or Research Centre or the Lead of a Research Group, is responsible for the administration of the Research Institute, Research Centre, or Research Group. This includes the monitoring and knowledge mobilization of research projects, budgetary management, recommending approval of contracts, overseeing membership, and providing reports to the Dean (in cases where the Director or Group Lead is not the Dean), the General Faculties Council Standing Committee on Scholarly Activity, and the Office of Research Services.
- 5.1.4 The designated senior administrator responsible for research oversees operations and reports related to the activities of a Research Institute, Research Centre, or Research Group.
- 5.1.5 The General Faculties Council Standing Committee on Scholarly Activity assesses proposals to establish, renew, or wind down Research Institutes and Research Centres and makes

recommendations to the General Faculties Council for approval. The senior administrator responsible for research, with the recommendation of the Dean of the Faculty/School of the Research Group Lead, assesses proposals to establish, renew, or wind down Research Groups and makes recommendations to the General Faculties Council Standing Committee for Scholarly Activity for approval.

5.2 Research Institutes, Research Centres, and Research Groups should, in accordance with their approved mandate:

- 5.2.1 Demonstrate support for the University's Scholarship and strategic goals;
- 5.2.2 Adhere to University policies, procedures, and protocols;
- 5.2.3 Clearly identify goals, objectives, and activities that the Research Institute, Research Centre, or Research Group aim to achieve;
- 5.2.4 Encourage collaborative interdisciplinary and/or multidisciplinary Scholarship;
- 5.2.5 Seek and secure funding to achieve their stated goals, objectives, and activities; and,
- 5.2.6 Participate in annual reviews and reviews for renewal or wind down.

5.3 Establishment of Research Institutes, Research Centres, and Research Groups

- 5.3.1 Research Institutes and Research Centres are established under the authority of the Board of Governors as approved by General Faculties Council.
- 5.3.2 Research Groups are established and approved under the authority of the General Faculties Council Standing Committee on Scholarly Activity.
- 5.3.3 All proposals for Research Institutes, Research Centres, and Research Groups need to address purpose, relevance, life expectancy/duration, budget, Scholarship agenda, resource requirements, and governance.
- 5.3.4 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.
- 5.3.5 All Research Groups shall be financially secure. Research Group members are encouraged to seek external funding if their financial needs are greater than any prior internal funding secured.
- 5.3.6 All use of funding by Research Institutes, Research Centres, and Research Groups should be appropriate to their scope and activities. An institute, centre, or group's resource-allocation implications for the University shall be incorporated into the budgetary and other planning processes as approved.

- 5.3.7 Research Institutes, Research Centres, and Research Groups shall not normally require the hiring of new full-time academic faculty.
- 5.3.8 At the time of establishment, Research Institutes, Research Centres, and Research Groups must set targets against which their success can be periodically assessed by internal and/or external review.
- 5.3.9 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, with recommendation from the senior administrator responsible for research and Dean(s) in consultation with members of the Research Institute or Research Centre as appropriate.
- 5.3.10 A Research Group's Lead is selected by group membership at the time a Research Group's establishment proposal is submitted to the Lead's Faculty/School Dean for review and recommendation.
- 5.3.11 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.
- 5.3.12 Upon establishment of a Research Institute, Research Centre, or Research Group, the entity may use the established entity name on communication material, including official University letterhead templates.

5.4 Review of Research Institutes, Research Centres, and Research Groups

- 5.4.1 Every Director of a Research Institute or Research Centre 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. Annual reports from Research Group Leads may be requested at the discretion of the senior administrator responsible for research.
- 5.4.2 Twelve months prior to the end of the Term, a formal review, led by the senior administrator responsible for research, in consultation with the General Faculties Council Standing Committee on Scholarly Activity, shall be conducted to determine the continuance or Winding Down of the Research Institute or Research Centre, or Research Group.

5.5 Modifications to Research Institutes, Research Centres, and Research Groups

- 5.5.1 To modify the name, mandate, Director/Group Lead, or pursue any other significant modification to an existing Research Institute, Research Centre, or Research Group, a letter summarizing all proposed modifications should be sent to the senior administrator responsible for research. The senior administrator responsible for research will advise whether the proposed modifications are approved or if further action is needed.

5.6 Affiliated Institutes and Centres

- 5.6.1 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.

6.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

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

7.0 ACCOUNTABILITY

Policy Sponsor

Provost & Vice-President, Academic

Responsible Office

Office of Research Services

8.0 HISTORY

Relevant Dates

Approved: **23.06.05**

Effective: **23.06.05**

Next Review: **28.06**

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.
- 23.06.05:** Comprehensively revised to include Research Groups, update processes and references for all research entities defined in policy, and describe naming rights for all research entities defined in policy. Approved by General Faculties Council motion GFC# 08-06-05-2022/23.