

A Template for the Organization and Management of UW Research Centres and Institutes

This template is to be used as a guide when structuring the organization and management of Research Centres/Institutes. Provided the ultimate authority for the Centre/Institute rests with the University Officer with financial responsibility for the Centre/Institute (usually the Dean), details may vary. When a Centre's activities span two or more Faculties, authority may rest with a committee of two or three Deans, the Vice-President, Academic & Provost, or the Vice-President, University Research.

In what follows "Centre" means "Centre" or "Institute". "Dean" means "Dean" or "Deans" or "Vice-President, Academic & Provost" or "Vice-President, University Research".

The Director:

- May be a regular UW faculty or staff member, or an external appointee.
- Will be appointed for a fixed term of up to three years, normally renewable once.
- Is appointed by the Vice-President, Academic & Provost, on the advice of the relevant Dean. The Centre charter may specify that there be a nominating committee that is chaired by the Dean, or her/his delegate, and which provides advice to her/him on the appointment or reappointment of the Director. If a nominating committee is required by charter, a process for its establishment must be part of the Centre charter.
- Is ultimately accountable to the Dean, in some cases, through a department Chair/school Director.
- Is responsible for the overall management of the Centre, the preparation of its annual budget, supervision of Centre employees (if any), etc.
- May have an advisory committee to provide advice and guidance regarding the Centre's operation. The advisory committee should be representative of the Centre's membership, and there must be a prescription to provide for regular rotation of its membership. Normally, members of the advisory committee shall serve for non-renewable terms of up to three years.
- In the absence of a separate Scientific Director, is responsible for guiding the research agenda of the Centre, with input from its membership.

The Executive Committee:

- Is chaired by the Dean, or his/her delegate.
- Includes the Director, Scientific Director (if there is one), and others as determined by the Dean
- Provides advice to the Dean, Director and Scientific Director
- Reviews the annual budget and provides a recommendation to the Dean

The Board:

- Includes the Dean (or his/her delegate), Director, Scientific Director and, at the discretion of the Dean, selected members of the Executive Committee
- May include members external to the University
- Is advisory, providing advice on the general and financial management of the Centre, its scientific direction, etc.
- The Chair is selected in a manner acceptable to the Board membership, and serves for a period of up to three years, normally renewable once.