

University of Waterloo

Guidelines for the Review of Centres/Institutes

- A. All Centres/Institutes will be reviewed at least once during the five-year period of existence. Notice of the review will be communicated to the Director of the Centre/Institute by the Vice-President, University Research at least nine months prior to the end of the mandate of the Centre/Institute. In the first instance and at the discretion of the Vice-President, University Research, an initial evaluation of each Centre/Institute shall be conducted.
- B. As a Centre/Institute comes up for review, its Director will be asked to prepare a report along the guidelines outlined in C.2. below; the report is to also include a reflection of the opinions of the members of the respective Centre/Institute concerning its operation. In addition, reports should include a summary of: (a) faculty involved in the Centre's activities; (b) numbers of graduate students involved in the Centre's activities (over the duration of the Centre and since the last review); (c) a list of publications from the Centre's activities (or other, appropriate, academic measures of research activity). The report is then to be submitted to the Senate Graduate Research Council, by a date established by the Vice-President, University Research, for consideration and determination as to whether a formal, independent review committee should be struck to conduct a full review of the Centre/Institute.
- C. In the event that a more thorough examination is required, the following process will be observed:
 1. The Review Committee will be appointed by the Vice-President, University Research in consultation with the Senate Graduate Research Council at least six months prior to the end of the mandate of the Centre/Institute; the membership of the Committee will include:
 - A senior researcher with administrative experience and no direct involvement in the Centre/Institute (preferably a former Dean or Department Chair), who shall chair the Committee;
 - The Director of another Centre/Institute;
 - An academic who is not a member of the Centre/Institute but is knowledgeable in the field of its research activity;
 - The Vice-President, University Research or her/his delegate to assess financial and corporate concerns;
 - Other appointments as may be deemed appropriate.
 2. The Director of the Centre/Institute is required to provide the Chair of the Review Committee with the following information:
 - A progress report which includes a statement describing how and why the Centre/Institute has achieved or revised its original objectives; a detailed listing of research accomplishments, a current membership list and a detailed financial statement;
 - A five-year plan which identifies future research directions and development strategies;

- Statements from appropriate Department Chairs and Faculty Deans indicating continued support for the Centre/Institute;
 - Names of individuals who could provide external assessments of the Centre/Institute.
3. The mechanism by which the Review Committee elects to conduct the review shall be at the discretion of the Committee in consultation with the Vice-President, University Research. It is recommended that the primary thrust of the review process involve meetings with the Director and members, and an assessment of activities, achievements and progress that has been made towards the fostering and promotion of the given field. In addition, it is suggested that the review process include solicitation of external assessments and discussion with non-members of the Centre/Institute from related departments.
 4. The Review Committee is required to submit a written report to the Vice-President, University Research, normally within four months of being established. Before submission to the Vice-President, the Chair of the Review Committee will have provided a copy of the report to the Director of the Centre/Institute under review to ensure that the report contains no factual errors. The Director may submit a written commentary on the report to the Vice-President, University Research.
 5. The Senate Graduate Research Council will consider the report of the Review Committee, consulting with the Committee and Director of the Centre/Institute as necessary before making a recommendation to Senate concerning the future of the Centre/Institute. The recommendation may be:
 - Continuation with review in 5 years
 - Continuation with review in 1, 2 or 3 years
 - Termination

Approved by the Senate Research Council 890914.
Revised by the Senate Research Council 920228.