

Original Approval Date: December 5, 2012

Parent Policy: [Centres and Institutes Policy](#)

Academic Centres and Institutes Establishment Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	GFC Executive Committee
Scope:	Compliance with this University procedure extends to all members of the University community.

Overview

This procedure applies to all **academic centres and institutes**. It does not apply to **affiliated centres and institutes**, nor shall it apply to research consortia that are created to fulfill the mandate of a research grant.

Purpose

To outline the University's requirements for establishing academic centres and institutes.

PROCEDURE

1. The proposal to establish an academic centre or institute must define its vision and purpose, explain the need for the unit within the priorities of the Faculty and/or University, and demonstrate that the proposed Centre/Institute does not duplicate other efforts at the University. Centres and Institutes are expected to position the University of Alberta as a national and international leader, therefore, the proposal must demonstrate the established or emerging excellence of the group of faculty involved, and the qualifications of the proposed director. The benefits and risks to the University must be presented, and support from partners within and outside the University must be documented.
2. A *University of Alberta Template for Proposals to Establish New Academic Centres and Institutes* can be accessed from Forms (below). Proposers will use the template provided which will be submitted to the Office of the Provost and Vice-President (Academic) for assessment. Proposers are encouraged to consult the Office of the Provost and Vice-President (Academic) in advance of drafting a proposal.
3. All proposals for establishment of academic centres and institutes shall be submitted initially to the Provost and Vice-President (Academic) for assessment. Proposals deemed to be in good order will be forwarded by the proposer(s) to the GFC Academic Planning Committee (APC) for final approval.

When the University of Alberta forms a partnership with another entity in creating an academic centre or institute, full approval processes must be followed with all partner entities prior to operation.

The use of the words "Centre" and "Institute" are reserved by GFC, therefore, initiatives shall not use these words in public documentation prior to receipt of notice of approval.

All academic centres and institutes operating but not approved by APC shall come into compliance immediately or cease to use the reserved titles of "Centre" or "Institute".

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

Academic Centre or Institute	<p>An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta . An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations. If an external corporate entity is involved in the centre or institute, the process for managing conflict of interest and conflict of commitment must be reviewed. The University attaches the utmost value to academic freedom and scholarly integrity. Accordingly, academic centres and institutes shall not place any limits on these accepted principles of academic freedom and scholarly integrity.</p> <p>Centres or Institutes are not subsidiary companies, spin-off companies, societies created through non-university policies, or groups or corporations that lease University of Alberta space to achieve their own ends.</p> <p>Additionally, if the academic centre or institute has a governing board, membership of the board is constituted such that the University of Alberta has control.</p>
Affiliated Centre or Institute	<p>An affiliated centre or institute is created through a contractual or other legal arrangement with one or more third parties such as a joint venture, a corporation, a society, a partnership or other affiliation type arrangement by which a centre or institute is created which is not under the control of the University.</p> <p>The centre or institute reports to a governing board that is external to the University of Alberta and for which the University does not have control. This definition would include centres and institutes located on or off the University's campuses, including national centres of excellence.</p> <p>In all cases, the required governance reviews and approvals must be obtained prior to contract execution.</p>
Control	<p>Majority of voting shares and/or ability to appoint the majority of directors.</p>

FORMS

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[University of Alberta Template for Proposals to Establish New Academic Centres and Institutes](#)

RELATED LINKS

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[Contract Review and Signing Authority Policy](#) (UAPPOL)

[Naming Policy](#) (UAPPOL)

[Post-Secondary Learning Act](#) (Government of Alberta)

[University of Alberta Centres and Institutes](#)