Academic Centres and Institutes Operation Procedure

Overview

This procedure applies to all academic centres and institutes. This procedure 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 University requirements for the operation of academic centres or institutes.

PROCEDURE

1. ANNUAL REPORTING TO THE FACULTY OR UNIT

All academic centres and institutes must prepare and submit annual reports to the Reporting Dean (for most centres and institutes) or Vice-President (for a small number of centres and institutes that report directly to a Vice-President). The Reporting Deans and Vice-Presidents shall submit an annual declaration to the Provost’s Office listing which units have provided reports and which have not.

Annual reports shall detail:

- objectives of the academic centre or institute and whether they continue to align with University priorities.
- the activities undertaken in the previous year;
- how those activities supported the goals; and
- the centre or institute’s financial report for the fiscal year.

2. ANNUAL DECLARATION TO THE PROVOST’S OFFICE

The Provost’s Office will ensure that all academic units are catalogued and that the contact information for the centre/institute lead of each unit is kept current.

All academic centres and institutes must annually declare the following to the Provost’s Office for the purposes of record-keeping:

- The name and contact information for the centre/institute lead and, if applicable, for the chief administrative officer for the academic centre/institute.
- The names of all members of any boards or advisory committees, if applicable; and
- The names of all affiliated Faculties;

3. PROPOSALS FOR MAJOR CHANGES TO ACADEMIC CENTRES OR INSTITUTES

All proposals for major changes to academic centres and institutes shall be submitted to the Academic Planning Committee (APC) for approval. Where there is a question or dispute regarding whether or not a proposed change to a centre or institute is major, the Provost and Vice-President (Academic) will make the determination after consulting with the Vice-President (Research) and other appropriate parties.

4. ANNUAL REPORTING BY ACADEMIC PLANNING COMMITTEE TO GENERAL FACULTIES COUNCIL

All approvals and re-namings of academic centres and institutes must be included in APC’s annual report to General Faculties Council.

5. FIVE-YEAR STRATEGIC REVIEW AND RENEWAL

The Reporting Dean and/or Vice-President shall ensure that all academic centres and institutes under his or her purview undergo and report on strategic and operational reviews at least every five years.

Academic centre and institute renewal is dependent upon the determination by the Reporting Dean and/or Vice-President, based on annual reporting and strategic and operational reviews, that:

- the centre or institute has made a demonstrated contribution to the mission of the University beyond what is possible by the department/Faculty in which the academic centre or institute is housed;
- the centre or institute continues to be financially viable/sustainable; and
- significant risk, if identified, as been mitigated or addressed.

If, at any point, any of these three conditions is no longer being met, then termination procedures may be initiated for the centre or institute.

6. RISK REVIEW

The Executive Planning Committee (EPC) or the President’s Executive Committee (PEC) may, at any time, request and review the annual report of an academic centre or institute to assess the risk to the University associated with the unit. As a result of this review, EPC or PEC may request that the centre/institute lead investigate and address the perceived risk in a report back to the committee that made the request.

**DEFINITIONS**

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<th>Academic Centre or Institute</th>
<th>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</th>
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通过与大学和其他实体的合作。此类其他实体可能包括其他大学、政府、公共权威机构（例如卫生当局）和非营利组织。如果一个外部实体在中心或研究所内，必须审查处理利益冲突和承诺冲突的过程。大学极其重视学术自由和学术诚信。因此，学术中心和研究所不应设置任何限制这些被广泛接受的学术自由和学术诚信原则。

中心或研究所不是附属公司或分拆公司，或通过非大学政策创建的社团，或租赁大学空间以实现其自身目标的公司。

此外，如果学术中心或研究所有一个管理委员会，委员会的组成是这样的，即大学对阿尔伯塔大学有控制权。

相关学院或研究所

一个相关学院或研究所通过合同或其他法律安排与一个或多个第三方（如合资企业、公司、社团、合伙或其它关联安排）创建中心或研究所，该中心或研究所不是大学的控制。

该中心或研究所报告给一个外部的管理委员会，大学对大学没有控制权。此定义将包括位于或不在大学校园的中心或研究所，包括国家卓越中心。

在所有情况下，必须在合同执行前获得必要的治理审查和批准。

报告院长

该学院的院长，向一个中心或研究所报告。在多个院长与中心或研究所关联的情况下，将被视为报告院长。

学院/研究所负责人

该中心或研究所的负责人，负责报告整个中心或研究所。

重大变化

包括但不限于对一个学术中心或研究所的命名变化，法律状态或关系的变化，或中心或研究所的战略方向的实质性变化。注意，慈善性或荣誉性命名应根据命名政策和相关程序进行批准。

控制

多数投票股份和/或任命多数董事的能力。
Academic Centres and Institutes – Annual Declaration to be Provided to the Office of the Provost

University of Alberta – Strategic Review Report for Academic Centres and Institutes

Academic Centres and Institutes (University of Alberta)

Naming Policy (University of Alberta)