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

Academic Centres and Institutes Termination Procedure

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

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 termination of academic centres and institutes.

PROCEDURE

Termination of academic centres and institutes shall occur by one of two means:

1. In consultation with the relevant Dean(s), the Provost and Vice-President (Academic) may suspend or terminate the operation of any academic centre or institute at any time. In such cases, the Provost and Vice-President (Academic) must at the earliest opportunity inform the GFC Academic Planning Committee (APC) of the suspension of activity and the reasons for doing so. Prior to the suspension or termination of an academic centre or institute, consideration must be given to the impact this would have on any agreements that have been entered into with third parties.
2. By lack of submission of annual reports to the **Reporting Dean** for a period of two consecutive years. In such cases, on the recommendation of the Reporting Dean, the Provost and Vice-President (Academic) shall inform GFC APC of the relevant unit's failure to report and notice of closure.
 - a. Prior to GFC APC's consideration of the matter, on the recommendation of the **Reporting Dean**, or the Provost and Vice-President (Academic), the director of the centre or institute may request a review meeting with the Provost and Vice-President (Academic) to dispute the recommendation.
 - b. Termination plans, prepared by the reporting Dean, must include details of any financial encumbrances, physical resources, effect on teaching or other dissemination obligations. Termination of an academic centre or institute means that the GFC-reserved designations "centre" or "institute" are no longer applied to the academic activities of the participants.
 - c. The termination of an academic centre or institute must be included in GFC APC's annual report to General Faculties Council.

DEFINITIONS

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>
Reporting Dean	<p>The Dean of the Faculty to which a centre or institute reports. In the case where multiple Deans are associated with a centre or institute, one Dean will be deemed to be the reporting Dean.</p>
Control	<p>Majority of voting shares and/or ability to appoint the majority of directors.</p>

FORMS

There are no forms for this Procedure. [[▲Top](#)]

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