

# McGill University

## POLICY ON RESEARCH CENTRES

Approved:  
Senate November 20, 2013 Minute IIB4  
Board of Governors regulations for McGill University recognized Research Centres

## POLICY ON RESEARCH CENTRES

### 1. Preamble

Research centres play an integral role in advancing McGill's research mission and in attracting and retaining leading researchers. They contribute significantly to the academic life at McGill in terms of research output, visibility, and overall training of students. As well, they complement the university's academic unit structure.

There are presently different types of units referred to as research centres at McGill. Some are established organizations with formal governance structures, shared research infrastructure, and strengths in intellectual property, while others are temporary groups formed for the purpose of a specific project. Despite the striking differences between these entities, they have all, over the years, become categorized as "centres."

In consultation with



## EXCLUSIONS

The following are not governed by the Policy on Research Centres: institutes that offer for credit courses and programs<sup>3</sup> research centres in McGill affiliated hospitals, hospital research institutes, research teams, groups, networks, platforms, initiatives, laboratories, and other entities known as “centres” whose role is to provide support to the academic activity of the University.

## 5. Designation of a McGill University-recognized Research Centre

1. The creation of a new research centre is usually initiated by a group of faculty members who wish to formalize existing collaboration under the umbrella of an organized unit. To obtain University recognized status, the research centre must apply for designation following the guiding principles in this policy.
2. A research centre is established under the authority of:
  - The Senate and the Board of Governors for official McGill Research Centre
  - A Faculty or Faculties for Transitional Research Centre
3. A research centre that seeks formal recognition by McGill must first obtain endorsement from deans of the lead and other relevant Faculties. Next, it must be recommended for approval by the Research Advisor.

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5. McGill University recognized Research Centres in existence at the time of the adoption of these revised regulations will maintain their status and be inserted into the ~~year~~ cycle of renewals under the previous policy. At the time of their review, their bylaws will be amended to bring them into conformity with these new regulations.
6. Only McGill University recognized Research Centres may use the McGill name and logo in combination with their research centre name and/or logo. The names of "McGill University Research Centre X" or "Centre X, a McGill University Research Centre" are recommended but not mandatory.
7. Research centres continue to have the option of naming themselves in honour of founders or benefactors provided they comply with the University's Policy Relating to the Naming of University

12. When a research centre is seeking University recognition for the first time, the proposed director must be identified in the initial proposal. Subsequent appointments to the director position are the responsibility of the board. The board recommends the appointment of the director and, if necessary, an associated director to the dean of the Lead Faculty for approval.
13. The board of the research centre must meet at least once a year to receive the annual report, review activities and membership, approve the budget, and help resolve any difficulties that may have arisen during the past year.
14. The director of a McGill University recognized Research Centre must hold a faculty appointment in an academic unit at McGill. In cases where there are directors, at least one of the directors must hold a faculty position at McGill. A director is normally appointed for a term of up to six years, renewable. Accountable to the dean of the Lead Faculty, the director is administratively responsible for the research centre and exercises general supervision over its operations.
15. The research centre shall develop criteria for different classes of membership. The nomenclature may vary depending on the context in which the centre operates. Membership in the centre is endorsed by its board and is renewable with each term always for a finite length of time, up to six years.
16. If a research centre wishes to restrict eligibility for full membership to individuals who are not simultaneously full members of another research centre, this must be clearly stated in its bylaws. In the absence of such a provision in the bylaws, full membership shall be deemed open to individuals who are also full members in a different research centre.

## 7. Resource allocation

17. As noted above under Criteria, requirements and expectations, McGill University recognized Research Centres are expected to obtain sufficient funding support its activities. The on-going direct and indirect research costs associated with a research centre, such as operating expenses and the funding of researchers, postdoctoral fellows and students, will typically require external funding.
18. Support for research centres is a line item on the Faculty compacts. McGill University recognized Research Centres may also receive support from the Lead Faculty. For more information, contact the Office of the Vice-Chancellor for Research and Innovation, 3810 University Street, Montreal, QC H3T 1M2, Tel: (514) 393-1004, Fax: (514) 393-1005.

22. The positions of director and associated director of the research centre do not involve any teaching release. Decisions on teaching and administrative release are the responsibility of the chairs and/or directors of the relevant home unit(s) and should be considered part of the support to the centre.

## 8. Annual reporting, review, and renewal

23. McGill University recognized Research Centres are required to submit an annual report detailing their operations and financial status to the dean of the Lead Faculty with copies to the Vice Principal (Research and International Relations), Provost, the deans of the contributing Faculties and relevant Departments/Schools/Institutes.
24. All midterm and cyclical reviews will take place at the decanal level. The dean will then present recommendations to the Research Advisory Committee and to the Academic Policy Committee.
25. To renew its recognition a research centre will be subject to a detailed review in the final year of its mandate. A research centre shall be judged on how well it achieves its goals, which should complement and enhance established units at the University. The review includes consideration of how well its current activities align with the strategic priorities of the University. Upon a positive review, the recognition will be renewed for another term.
26. University recognition of a research unit may be renewed an unlimited number of times.

## 9. Phase-out and termination of University-recognized designation

27. Outside the renewal cycle, fundamental performance problems, including problems of reporting, may lead to the withdrawal of the McGill University recognized Research Centre status and any associated resource allocation before the end of the term. If the research centre no longer satisfies the requirements described in this policy, the dean of the Lead Faculty or the Vice Principal (RIR), with the approval of APC, can recommend to the Provost that the research centre be phased out.
28. Research centres will also lose their University recognized status if there is no apparent activity over a consecutive two-year period. This includes if annual reports are not forthcoming after two consecutive years. If a centre is not able to provide a dean with an annual report, it must communicate immediately with the dean. If justified, exceptions may be granted on a case-by-case basis.
29. A McGill University recognized Research Centre may choose to terminate its status at any time. The director must inform the dean of the Lead Faculty, the Provost, and the Vice Principal (Research and International Relations) without delay if it is no longer active. To voluntarily close the centre, written consent by a majority of the membership is required.
30. The University reserves the right to phase out or immediately terminate the University recognized status of a research centre at any time because of financial exigencies, non-compliance with regulations, or other reasons, with due consideration of human resources, policies, contractual obligations and employment standards.

31. Once a centre is deemed closed, it loses the right to use the designated name of “McGill Research Centre” A phaseout period of up to one year from its dissolution may be granted to include its affairs.

**10. Consultation**

Research Centre Task Force	Consultation	February 2009- August 2010
VicePrincipal (Research and International Relations) Leadership team	Consultation	August 2010
Research Advisory Council (RIAC)	Consultation	December 1, 2010



APPENDIX Proposed sample guidelines of

This is a template for a set of bylaws that conform to the principles provided in these regulations. Each research centre has to adapt their final bylaws to their individual situation. In all cases, the bylaws will be reviewed and approved by RAC and APC.

1. Name and Location

The name of the research centre, in the form “McGill University Research Centre X” or “Centre X, a McGill Research Centre” should be clearly stated. The physical location of the research centre should be clearly identified, for example, by a suitable plaque near the entrance to the research centre in compliance with the University’s Policy on Exterior Signage (<http://www.mcgill.ca/files/secretariat/exterior-signage.pdf>).

2. Purpose

The specific research area or areas to be addressed by the centre should be identified, as should the disciplinary fields that will be advanced through its operation. In addition, the bylaws should outline the purpose of the research centre’s work and the means by which it aims to achieve that purpose.

3. Management

The governance of the research centre is the responsibility of its board. The director of the research centre is responsible for the management and reports to the dean of the Lead Faculty, who – or whose delegate – acts as chair of the board. In the event of an extended absence of the director, an associate director can manage the research centre.

4. Membership of the Board

The membership of the board of the research centre will include the dean or deans (or delegates) of the Faculty or Faculties most concerned, the Vice-Principal (Research and International Relation) (or delegate), the Provost (or delegate), the director of the research centre, two active full members, a graduate student, a postdoctoral fellow, and at least one person from outside the University who is not directly involved in the research centre. (Add others if appropriate.) The dean (or delegate) of the Lead Faculty will assume the chair of the board.

The board members who are also members of the research centre, and who do not serve ex officio, will be elected by their appropriate constituencies. The terms of appointment of the board members, other than the dean(s), Vice-Principal (Research and International Relations), or their delegates, will normally be three years for faculty and one or two years for student-13(or9(egat)-1.pTj ET 3(p of)-13( t)-1i)3  
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7. Membership of the Centre

The centre will have classes of membership. The nomenclature can vary, as well as specific privileges and commitments. Commonly used categories of membership:

- (i) Full member: a senior researcher with a major research affiliation with the centre;
- (ii) Associate member: an established researcher, such as a faculty member, with significant research affiliation with the centre;
- (iii) Visiting member: a visiting scholar, appointed to the research centre for a limited term;
- (iv) Postdoctoral scholar/research associate member;
- (v) Graduate student member.

## APPENDIX: Template for a Research Centre Proposal

### I. Identification

- Name of the research centre
- Proposed director name and affiliation
- Lead Faculty and other Faculties involved
- Physical location of the research centre (office space, laboratories, etc.)

### II. Rationale

- Context and background for creating a research centre (disciplinary, societal, institutional)
- Overall purpose of the research centre
- Past history (research collaborations, grants obtained, publications, and other evidence of collaboration)
- Recommendations (internal and external) reference attached letters of support

### III. Research program

- Long and short term goals and specific objectives
- Description of the proposed centre and the value added (contributions to the discipline, promotion of research, facilitation of connections, etc.)
- Description of the research program axes of research
- Contribution to training (graduate students, postdoctoral scholars, research associates, etc.), if applicable
- Funding for research activities

### IV. Strategic positioning

- Positioning in relation to other research units and groups at McGill, in Quebec and Canada, and internationally (as deemed relevant)
- Added value and importance in relation to the strategic plans of the University, the Lead Faculty, and other schools, departments, institutes
- Future development plans

### V. Governance

- Description of the governance structure, including roles and responsibilities of committees and key positions
- Organizational chart, if applicable
- Proposed inaugural membership of the board and other key committees
- Frequency of board meetings and other committee meetings, as well as the timing of the annual general meeting, as deemed relevant

### VI.

- List of members in the defined categories. (If applicable, the centre might indicate

