Draft Policy for Consultation

University Centres: Establishment, Operation and Termination

Feedback can be sent to Policy@Mun.ca

Authority

Board of Regents

Purpose

To provide a framework for the establishment, review and closure of Centres at Memorial University.

Scope

All organized, non-incorporated entities using the Memorial University name or inferring a relationship with Memorial University,

Definitions

Centres: For the purposes of this document “Centre” includes distinguished groups, centres, institutes, centres-of-excellence and similar organizational constructs that are not separately incorporated (and therefore covered by the Affiliations section of the Act) and evoke a specific association with Memorial University. Cases in which the word “centre” is solely applied to a building or physical space excluded from this policy.

Types of Centres: To facilitate oversight, Centres are organized into two groupings: Research or Educational. Vice-Presidents Council will assign a Vice-President to provide administrative oversight. Centres not deemed to be research in nature comprise the Educational category.

Policy

Memorial University encourages the development of Centres that have the potential to enhance our reputation and support our core mission: the pursuit and dissemination of knowledge.

To protect the reputation, finances and efficient function of the University this policy establishes requirements for the creation, operation and eventual closure of such entities.
Centres are granted status exclusively by the Board of Regents.
Centres will report their activities annually and will reapply for continuance every five years.

Further key aspects of this policy are as follows:

1. Only approved Centres may share the University identity. Approval is granted exclusively by the Board of Regents and the Board requires recommendations from the Senate and from Vice-Presidents Council to consider establishing a Centre.

2. The Memorial University Act protects the identity of the university by restricting identification to those internal or external entities (groups, faculties, institutes,…) approved by the Board of Regents.

3. All Centres at the University are subject to this policy even if they pre-date this policy. Organizations may not claim to be Centres at the University or avail of any benefits relating to Centre status (opportunities for funding, space, formal association, etc.) if they have not completed the Procedure for Establishing Centres and/or been recognized by the University as a Centre.

4. Intellectual collaboration beyond established organizational structures through the creation of Institutes and Centres dedicated to particular academic purposes are encouraged.

5. The process of establishing a Centre requires multi-level endorsement. This includes Unit Heads, Deans, Senate, Vice-Presidents Council as appropriate for each Centre. See procedure for the Establishment, Review and Closure of University Centres (to be developed)

6. Every Centre requires the endorsement of Vice-Presidents Council. Vice-Presidents Council will bring the application to the University Planning and Budget Committee of Senate (PBC) for review and to the Board of Regents for approval.

7. Only with Board authorization may these groupings use the Memorial name as part of their title and carry out their business as a Centre.

8. Centres whose activities reach beyond their faculty/school will report directly to Vice-Presidents Council. Centres whose activities primarily are contained within their faculty/shool will report through their Unit Head to the Dean. The Dean will report for each Centre to Vice-Presidents Council as per the Establishment, Review and Closure of University Centres procedure (to be developed)
Related Documents

- [The University Act](#)
- Approval and Reporting Matrix for Centres (*to be developed*)
- Template for the Establishment or Renewal of University Centres - Notice of Intent (*to be developed*)
- Template for the Establishment or Renewal of University - Full application (*to be developed*)
- Template for the Annual Report of University Centres (*to be developed*)
- Template for the Termination of University Centres (*to be developed*)

Procedures

- Procedures for the Establishment, Review and Closure of University Centres (*to be developed*)