

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

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Memo to: Okanagan Senate

From: Policies and Procedures Committee

Re: Amendment to UBC Okanagan Policy on Research Institutes

At its November 2007 meeting, the Senate accepted a recommendation of the Policies & Procedures Committee and approved a new policy on Research Institutes. The text of that policy is attached.

Since the policy was approved, the Committee has observed that, while research institutes are usually shared by more than one Faculty, there may be instances where it makes sense to establish a research institute within a single Faculty. The Committee therefore recommends that the Senate modify its policy to allow for that possibility.

The Committee recommends the following amendment to second bullet under “Characteristics of Research Institutes at UBC Okanagan” (addition in bold):

- Is not **normally** identified with a single faculty.

Motion: *That the Policy on Research Institutes approved by the Senate on 07 November 2007 be amended as recommended by the Policies & Procedures Committee.*

Respectfully submitted,

Daniel Keyes

Chair, Policies & Procedures Committee

CHARACTERISTICS OF RESEARCH INSTITUTES AT UBC OKANAGAN

A research institute

- Requires Senate approval to exist.
- Is not identified with a single faculty.
- Is intended to be permanent, i.e., intended to exist for more than three years.
- Generally involves external funding as well as the UBC Okanagan base operating budget and is normally allocated a budget.
- Houses paid administrative personnel, including a director.
- Adheres to standard university research policies.
- Is governed through a steering committee which shall include senior administrators as well as faculty and the institute director. There may also be a separate external advisory board.
- Submits annual reports to the Senate on activities. If the institute does not perform to the Senate's expectations three years in succession, Senate may vote to dismantle the institute.
- Does NOT offer undergraduate or graduate programs or degrees; undergraduate and graduate work is the purview of faculties, schools, colleges, and departments.
- May initiate, develop, and/or undergraduate and graduate courses in partnership with one or more faculties, schools, colleges, or departments.
- Participating faculty members are appointed to a Faculty, rather than to the Institute itself.

DEVELOPMENT AND APPROVAL PROCEDURE FOR RESEARCH INSTITUTES

1. Proposal initiated by faculty, Dean, or other university personnel.
2. Preliminary plan submitted to Associate Vice-President, Academic & Research.
3. Associate Vice-President, Academic & Research establishes a committee to develop a full proposal and informs Okanagan Senate Learning and Research Committee.
4. The full proposal, including a business plan, the structure, procedures, plans for a review following a specified period of operation, and an indication that the institute will be fully viable within three to five years, submitted to Senate Learning & Research Committee. The Learning & Research Committee ensures the academic credibility of institutes.
5. Learning & Research Committee reports to Senate with a recommendation.
6. Senate consideration for approval.
7. Senate recommends approval by the Board of Governors.
8. Once approved, the proposal returns to the Associate Vice-President, Academic & Research for implementation oversight.

Applicability Note

The policy is intended to apply to all UBC Okanagan research institutes established in future. Institutes that were established prior to the creation of this policy, may wish to consider proposing (and submitting for approval as appropriate) certain adjustments, e.g., to their names, to bring existing units in line with the new policy.