



UNIVERSITY OF MANITOBA POLICY

Policy:	Academic Centres and Institutes
Effective Date:	April 1, 2009
Revised Date:	
Review Date:	April 1, 2019
Approving Body:	Senate
Authority:	<i>University of Manitoba Act</i> Section 34 (I)
Responsible Executive Officer:	Vice-President (Academic) and Provost
Delegate:	
Contact:	University Secretary
Application:	Senate members; Faculty/School Councils

Part I Reason for Policy

- 1.1 To set out the conditions and general guidelines on the establishment and administration of academic centres and institutes that focus primarily on education and education-related activities (e.g., program development, teaching, service and outreach). These guidelines are administered on behalf of the Senate Committee on Academic Review (SCAR) by the Office of the Vice-President (Academic) & Provost.

Part II Policy Content

2.1 Definitions:

- 2.1.1. An academic centre/institute is a formally structured organizational unit of the University. It is established under the authority of the Board of Governors, normally on the recommendation of the Senate of the University. The purpose of an academic centre/institute is to focus on education and education-related activities, and to encourage academic program innovations and collaborations among disciplines and between

Departments, Faculties and Schools. Academic centres/institutes also provide unique educational opportunities for students and may develop service and outreach activities relevant to the community at large.

Academic centres/institutes normally provide for the strengthening, coordination or facilitation of educational activities not readily undertaken within the University's department structure, building upon the expertise, competence and staff interest existing at the University.

Academic centres/institutes are generally expected to:

- a) have clearly identified goals and objectives;
- b) have some degree of permanence, transcending collaboration on a particular, limited project/program;
- c) bring together educators from different disciplines and/or areas of specialization within a particular discipline;
- d) attract visiting professors and other educators; and
- e) cooperate with educators at other universities and/or institutions.

On occasion, academic centres/institutes may involve formal partnerships with other universities and/or institutions. University involvement in such joint centres/institutes is subject to formal agreement.

2.2 Policy Governing the Establishment of Academic Centres/Institutes

2.2.1 Every academic centre/institute within the University is accountable through its director to a University officer - a department head, dean, or the Vice-President (Academic) & Provost as appropriate. Financial responsibility for the centre/institute is vested with this University officer. Faculty/School deans/directors shall report to the Vice-President (Academic) & Provost on all matters related to academic centres/institutes.

2.2.2 The director of an academic centre/institute is administratively responsible for the academic centre/institute. Directors will exercise general supervision over the operation of the unit with specific responsibilities varying with the size of the unit as well as the complexity of its policies and operations.

For any joint Faculty/School initiative, the director shall be responsible to whichever department head, dean or director [or the Vice-President (Academic) & Provost] is so designated either in the initial proposal to

create such a unit, or as subsequently recommended and approved. In general, only those units which cannot appropriately be administered at the department or faculty level shall be the responsibility of the Vice-President (Academic) & Provost.

- 2.2.3 All academic centres/institutes shall be financially secure with core funding derived from either the University or other sources. In this regard, while the University may provide support to academic centres/institutes through its operating budget, academic centres/institutes are expected to seek external funding to support their activities.
- 2.2.4 Academic centres/institutes shall not normally require the hiring of new full-time academic faculty. Each member, including the director, should hold an appointment in an academic department. If release time is required this should be done under terms and conditions agreeable to the appointee's department and faculty. Selection of an academic centre/institute director is the responsibility of the University officer to whom the director will report.
- 2.2.5 While the organizational and administrative structures of academic centres/institutes vary as a function of their objectives, size and funding arrangements, all academic centres/institutes shall normally have an advisory committee. The specific terms of reference of such committees may vary from one unit to another; however, the general purpose of these committees is to provide advice on the unit's activities and programs.
- 2.2.6 All University academic centre/institutes must conform to University policies and procedures.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Policy is required.

Part IV Authority to Approve Procedures

- 4.1 The President may approve Procedures which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is April 19, 2019.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Approving Body deems it necessary or desirable to do so;
 - (b) the relevant Bylaw Regulations or Policy is revised or rescinded.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Academic Centres and Institutes Procedures