**FACULTY OF SOCIAL SCIENCE – CENTRE ESTABLISHMENT/RENEW AND DIRECTOR REVIEW**

**Policy:**

The Faculty of Social Science at the University of Western Ontario is currently home to many Research Centres. This policy provides the establishment and the review process for the renewal of the mandate of Centres and their Directors. This policy complies with [Western University Policy 7.9 – Establishment, Governance and Review of Research Institutes, Centres and Groups](https://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp79.pdf).

**Purpose:**

The objective of this policy is to provide concrete and consistent direction regarding the review procedures and processes for Research Centres and their Directors.

**Scope:**

This policy applies to Research Centres within the Faculty of Social Science that are registered and accountable to the Office of the Vice-President (Research). This includes all Centres affiliated with the Faculty of Social Science.

**POLICY**

1. **ESTABLISHMENT OF A NEW CENTRE**
2. Initial requests to establish a Centre should be first sent to the Dean of the Faculty of Social Science.
3. The request should include a completed [application](https://ssc.uwo.ca/research/docs/Application%20for%20Centres%20and%20Directors_FSS%20vApril42022.docx) for Centre establishment.
4. Centres are registered for five-year terms.
5. The request should indicate whether the Centre should be research eligible (to apply and hold research funds). Further steps should follow the Faculty of Social Science [Policy for Affiliate Membership Renewal Process](https://www.ssc.uwo.ca/research/CentreDirectorReview.html).
6. The Dean or Associate Dean of Research will provide an initial approval of the request and will forward the Centre application along with the letter of recommendation from the Dean to the Office of the Vice President, Research, three months in advance of the end of the current mandate as indicated in the most recent VPR approval letter.
7. **CENTRE REVIEW**
8. All Centres in the Faculty of Social Science will be reviewed prior to the end of their mandate.
9. Centres are renewed for five-year terms.
10. The Dean will issue the notice of review to the Centre Director and the Centre Governing Committee at least 6 months prior to the end of the Centre mandate.
11. The Centre Director in collaboration with the Centre Governing Committee will review the Centre and submit a completed [application](https://www.ssc.uwo.ca/research/CentreDirectorReview.html) for Centre review.
12. The Dean or Associate Dean of Research will provide an initial approval of the request and will forward the Centre application along with the letter of recommendation from the Dean to the Office of the Vice President, Research, three months in advance of the end of the current mandate as indicated in the most recent VPR approval letter.
13. If the Centre Director and Members are not seeking a renewal of the Centre, the Centre Director must submit a recommendation for termination of the Centre. The letter must justify why the Centre should be closed. Support letters must be submitted from Department Chairs and also from the NEST Director where applicable.
14. **CENTRE DIRECTOR**

**3.1. Appointment of a new Director of a Centre**

1. The Dean appoints the new Director of the Centre at the recommendation of the Centre’s Governing Committee. The Dean in the following circumstances will normally institute a search: 1) to appoint the inaugural Director of a newly established Centre; 2) if an incumbent of an existing Centre does not wish to be re-appointed; or, 3) if an incumbent of an existing Centre has served two consecutive terms.
2. The Director Search Committee will consist of three members, which should consist of at least two members of the Governing Committee, and the NEST Director or their designate.
3. At the direction of the Dean or Associate Dean Research, the Governing Committee will solicit an open search to the members of the Departments involved in the Centre. Interested incumbents should submit the following:
	* an updated cv
	* a letter to the Dean outlining her/his motivation and vision (goals and intentions) for the Centre
	* there may be a public presentation by short-listed candidates on their vision for the Centre
4. The Governing Committee, in consultation with the Associate Dean Research, may organize a town hall with Centre members, governance/advisory committees, students, faculty, and other stakeholders to solicit feedback on the incumbents
5. The Governing Committee may solicit direct feedback from Department Chairs, the NEST Governing Council, and Centre membership, before making the final decision.
6. When necessary, the Dean may appoint an interim Director to a new or existing Centre to serve normally no longer than twelve months. An interim Director will be chosen if the Centre Director will be on leave, or if the process for appointing a new Centre Director is in progress.

**3.2. Performance Review and Renewal process**

1. Directors are renewed for five-year terms.
2. All Centre Directors will undergo a performance review prior to the end of their term or as requested by the Dean.
3. The performance review is based on the duties and responsibilities outlined in this policy under point 3.3.
4. If a new Director is being appointed at the time of a Centre renewal, there is no need to submit a performance review.
5. The Dean or Associate Dean Research will issue the notice of review to the Centre Director at least 6 months prior to the end of their term.
6. The Centre Director seeking renewal is responsible to prepare an [application](https://www.ssc.uwo.ca/research/CentreDirectorReview.html).
7. The completed application should be submitted to the Dean by the date stipulated in the notice for review.
8. The Dean, in consultation with the Associate Dean Research, will consider the application before deciding to: i) renew the mandate of the Centre Director; or ii) request the Centre Governing Committee and members to conduct an election for the Centre Director position.
9. The Dean, in consultation with Associate Dean Research, may solicit direct feedback from Department Chairs, the NEST Director, and Centre members before making the final decision.
10. The Dean or Associate Dean of Research will forward the application along with the Dean’s recommendation letter to the Vice President, Research (VPR).

**3.3. Roles and Responsibilities of the Centre Directors**

Centre Directors report directly to the Dean of the Faculty of Social Science. Centre Directors are responsible for providing research and administrative leadership, which typically includes:

1. Promoting and creating collaborative and interdisciplinary research within the Centre;
2. Building collaborations and supporting researchers to enhance research capacity and increase internal and external research opportunities for faculty members, post-doctoral fellows, and graduate students;
3. Developing new opportunities for training students, postdoctoral fellows, and community researchers;
4. Establishing connections with the community whenever possible, including collaborative relationships with researchers in the relevant fields in the public and private sectors, locally, nationally and internationally;
5. Supporting activities related to knowledge dissemination and public outreach (e.g., collaborative research; seminars; workshops; lectures; websites; publications);
6. Supporting the submission and implementation of external grant applications and policy-relevant contracts associated with the Centre;
7. Working closely with the Dean or Associate Dean (Research), NEST Director (where applicable), and the Faculty of Social Science’s Communications Officer and Research Officers to promote activities of the Centre to various stakeholders within academia, government, business, and other relevant bodies; and participating in the Centre’s website maintenance;
8. Managing and overseeing the Centre budget; and,
9. Serving on the NEST Governing Council, where applicable.