

RESEARCH CENTRES AND INSTITUTES POLICY

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A. PURPOSE

Research Centres and Institutes (RCIs) at Douglas College (the College) support collaborative research that brings together diverse perspectives to confront key scientific, social and global challenges. Aligned with College and Faculty strategic priorities, these units foster creative interaction and stimulate engagement among students and scholars. The purpose of this policy is to distinguish between Research Centres and Research Institutes; to establish the intended scope of activities and rights and responsibilities associated with each unit type; and to outline procedures for their operation.

B. SCOPE

This policy applies to all researchers undertaking collaborative research at the College.

C. DEFINITIONS

Research Centres: Formally designated non-departmental units facilitating collaborative research, primarily within a single Faculty; may include College researchers from outside of the home Faculty.

Research Groups: Self-designated groups of researchers who work together on research projects or activities and seek College recognition or endorsement of their activities. [Note: collaboration among College researchers does not require “Research Group” designation.]

Research Institutes: Formally designated non-departmental units facilitating extensive multi-Faculty collaborative research, often enhanced by research relationships with other post-secondary institutions and/or other stakeholders (e.g., government, community or private sector affiliates) or by shared resources and infrastructure.

Responsible Administrator (RA): An executive of the College or an administrator responsible for the operations of a College department, Faculty or service area (e.g., Dean, Director, Chief Information Officer, Registrar).

D. POLICY STATEMENTS

1. The authority to be identified as either a Research Centre or a Research Institute is granted at the discretion of the College through a regulated process and for a fixed, renewable term, normally of three years' duration; only RCIs that are currently in an approved term are entitled to so identify themselves.
2. Once approved and designated, an RCI must include the word "Centre" or "Institute" in its title, as appropriate to its activities, as follows:
 - a. Research Centres support the research interests of faculty members within the home Faculty and require the approval of the Responsible Administrator (RA), who will consult with the Vice President, Academic and Provost (VPA).
 - b. Research Institutes support the strategic mission of the College and require the approval of the RA and the VPA. Prior to applying for Institute status, members of Institutes will normally have a history of collaborative activity as a group (e.g., co-supervision of students, co-publications or shared research data, funding and/or projects).
3. Prior to full approval, research collaborations (such as Research Groups) may not identify themselves as RCIs in the conduct of their activities.
4. Research Groups that share the characteristics of RCIs and would benefit from College recognition are encouraged to pursue approval and designation.
5. RCIs are not entitled to physical space, College funding or human resources by virtue of their designation.
6. The Director of a RCI reports to the home Faculty RA (or designate), who is responsible for overseeing the Centre's governance and budgetary accounts.
7. The Director of an RCI will provide an Annual Report on activities to the RA, with a copy each to the VPA and the Research and Innovation Office at the College.

8. Any academic programming offered by RCIs must be approved by the RA(s), in consultation with the VPA, and be approved via the normal governance procedures of the College.
9. On questions relating to the termination and/or dissolution of an RCI, the RA will consult with the VPA before rendering a decision.

MEMBERSHIP

1. The Director of a RCI normally must be a regular faculty member of the College.
2. Research Centres normally include a minimum of three faculty members from one Faculty.
3. Research Institutes normally include a minimum of five faculty members from two or more Faculties.
4. Formal membership in RCIs is limited to College employees, including faculty members and other College research personnel (e.g., instructional facilitators, lab techs, Student Research Assistants). While not formal members of the RCI, student researchers who are not College employees may be recognized as adjunct researchers.
5. RCIs are encouraged to collaborate with community and private sector affiliates; however, such individuals or entities are not formal members of the RCIs and must be identified using other terms, such as 'affiliate' members.

COLLABORATIONS AND FUNDING

1. Douglas College encourages RCIs to pursue external funding opportunities through sources such as government agencies or the private sector.
2. RCIs do not have independent authority to enter into any research funding agreements; all research funding agreements pursued by RCIs must be between external agencies and the College. (Note: All research funding agreements must adhere strictly to College policy and approved procedures.)
3. Where funding is not involved, non-binding symbolic agreements with external organizations, such as MOUs, may be signed after the necessary approvals (i.e., from the RA (or designate) and the VPA) have been secured.
4. In some cases, RCIs that involve extensive external collaborations and partnerships may require that some of the approvals and operating principles described herein may need to be adapted. All modifications to the procedures described herein will require authorization by the VPA.

E. PROCEDURES

See [Standard Operating Procedure](#) (for internal users)

- Establishing a Research Centre or Institute

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- *Commercialization of Intellectual Property*
- *Ethical Conduct for Research Involving Humans*
- *Integrity in Research and Scholarship*

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENTS

- [*Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)*](#)
- [*Collective Agreement between Douglas College and the BC Government and Service Employees' Union \(BCGEU\)*](#)