

SIMON FRASER UNIVERSITY  
OFFICE OF THE VICE-PRESIDENT, ACADEMIC  
MEMORANDUM

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To: Senate  
From: J.M. Munro, Vice-President, Academic  
Subject: Policy AC 35 - Centres and Institutes  
Date: 23 June, 1992

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A major revision of AC 35 - policy on Centres and Institutes was approved by the Board of Governors on 26 May, 1992 with an amendment to include Senate approval of new centres and institutes. The revised policy is attached for the information of Senate.

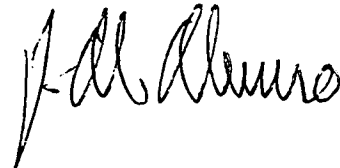
The way in which Senate approval can be accommodated is for the Senate Committee on Academic Planning to receive and review recommendations for the establishment of centres and institutes, and forward recommendations for approval to Senate. Following Senate approval, these recommendations will be forwarded to the Board of Governors for approval. Section 4.3 of AC 35 would then read:

- 4.3 An Administrative Officer who supports an application for a University Charter shall forward the application to the Governing Committee for Centres. An application which is approved by the Governing Committee shall be forwarded to the President, to Senate (through the Senate Committee on Academic Planning) and the Board for approval.

I recommend the following motion be approved by Senate:

**Motion:**

**"That the Senate Committee on Academic Planning be given the mandate to receive and review recommendations for the establishment of centres and institutes under AC 35 and forward recommendations to Senate and the Board of Governors."**



Enclosure

Policy No. AC35

SUBJECT: Centres and Institutes

### 1.0 Scope

1.1 This policy encompasses all centres, institutes, and similar organizations at Simon Fraser University which are not a part of established administrative units. In this policy the term "centre" refers to all such organizations.

1.2 Centres are non-departmental academic or administrative units which are established for special purposes, of an ongoing nature, related to the goals of the University.

1.3 The purposes of centres encompass, but are not limited to, the following: to facilitate collaborative research, especially multi-disciplinary research; to undertake specific types of teaching or training programs; to facilitate multi-university initiatives, such as centres of excellence; and to provide specific types of services to the community.

1.4 Every centre is subject to the authority of University policies.

1.5 Every centre is required to have a University Charter authorizing its operations.

### 2.0 University Charter

2.1 A Charter entitles a centre to identify itself as an agent of Simon Fraser University and to use the University's name and address in the conduct of its activities.

2.2 A Charter is granted at the discretion of the Board of Governors, upon recommendation from the President, and continues in force until revoked.

2.3 A Charter shall place the centre under the terms of a Schedule, as listed in the Attachment to this Policy.

### 3.0 Governance and Reporting

3.1 The Director of each centre reports to an Administrative Officer, who is in turn accountable to the University's Governing Committee for Centres.

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3.2 **Schedule A** lists all University centres which are under the direct authority of a Dean. For all Schedule A centres, the Charter shall identify a Dean of Faculty who shall be the Administrative Officer responsible for the governance and budgetary accounts of the centre.

3.3 **Schedule B** lists (a) all centres that have a university-wide mandate and (b) all centres in which Simon Fraser University participates as a part of a multi-university consortium. The Vice President, Research shall be the Administrative Officer responsible for the University's participation in all Schedule B centres.

3.4 The University's Governing Committee for Centres is composed of the Vice President, Academic and the Vice President, Research.

3.5 Administrative Officers, acting in consultation with other university administrators as appropriate, shall review each centre's activities annually, including financial management and conformity with university policies, and shall report the results of that review to the centre's Director and to the Governing Committee for Centres by August 31 of each year.

3.6 The Governing Committee for Centres shall deliver, by October 31 of each year, a summary report dealing with the activities of all centres during the preceding year, to the President, who shall take this report to the Board of Governors.

#### 4.0 Establishment, Review and Discontinuation of Centres

4.1 In order to be eligible to apply for a University Charter, a centre must have a Constitution which specifies the following: (a) a statement of its special purpose; (b) a provision for the appointment of a Director; (c) identification of the applicable Schedule; (d) a statement that recognizes the centre's obligation to conduct its activities in accordance with University policies; and (e) a statement of its internal governing procedure. The application must be approved by the appropriate Administrative Officer.

4.2 The Governing Committee for Centres, acting in consultation with other university administrators where appropriate and after consultation with members of the centre or those who are proposing a new centre, shall recommend to the President the appointment of the Director of a centre for an appropriate term of office, and also may recommend the revocation of that appointment at any time. In both cases the President's decision shall be final.

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4.3 An Administrative Officer who supports an application for a University Charter shall forward the application to the Governing Committee for Centres. An application which is approved by the Governing Committee shall be forwarded to the President and the Board for approval.

4.4 The Governing Committee for Centres may recommend revocation of a centre's Charter to the President at any time. In such cases the centre's Director shall have an opportunity to appeal against this recommendation before a final determination is made by the President and the Board.

#### 5.0 Rights and Obligations of Centres

5.1 Acting under the authority of its Director, and subject to Sect. 4.1(d), a centre shall have the right to:

- (a) use the University's name, address, and symbols in connection with its activities;
- (b) solicit external grants and contracts in the University's name;
- (c) request the maintenance of university budgetary accounts and reports;
- (d) utilize the assistance of Personnel Services in hiring employees;
- (e) direct the duties of its employees; and
- (f) apply for university support to its Administrative Officer.

5.2 The Director of a centre shall have the obligation to:

- (a) approve all contracts to be undertaken by or on behalf of the centre, and further obtain the approval of its Administrative Officer (and, for Schedule A centres, the appropriate Vice President) for any contract;
- (b) submit a written report to its Administrative Officer on centre activities, including all contractual obligations entered into by or on behalf of the centre, once annually for the twelve months ending March 31 of each year, no later than June 30 of each year;
- (c) submit an annual financial statement, showing revenues and expenditures, for the twelve months ending March 31 of each year, no later than June 30 of each year.

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6.0 Membership

6.1 The Director of a centre must be a regular employee of the University.

6.2 Membership in a centre shall be by application to the Director, subject to appeal (for Simon Fraser University personnel only) to the Administrative Officer, whose decision shall be final.

## ATTACHMENT

The following centres and institutes have been granted a charter as of the date of the adoption of this Policy. For all Schedule A centres, the responsible administrative officer of the University is identified.

### SCHEDULE A

#### Dean, Faculty of Arts

Community Economic Development Centre  
Criminology Research Centre  
Feminist Institute for Studies on Law and Society  
Gerontology Research Centre  
{\*Historical Records Institute}  
{\*Institute for Applied Logic}  
Institute for Quaternary Research  
Institute for Studies in Criminal Justice Policy  
Institute of Fisheries Analysis  
Institute for the Humanities  
Mental Health, Law and Policy Institute

#### Dean, Faculty of Science

Behavioural Ecology Research Group  
Chemical Ecology Research Group  
Energy Research Institute  
Environmental Science Research Institute  
Institute for Aquaculture Research  
Institute for Molecular Biology and Biochemistry  
Dr. Frank Allison Linville Institute in Sensory Research

#### Dean, Faculty of Applied Sciences

Canadian Centre for Studies in Publishing  
Centre for Policy Research on Science and Technology  
Centre for Systems Science  
Centre for Tourism Policy and Research  
Institute for Human Performance  
Laboratory for Computer and Communication Research  
Logic Programming and Fifth Generation Computing Group  
Geraldine and Tong Louie Human Performance Centre

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Dean, Faculty of Education

Centre for Education, Law and Society

Dean, Faculty of Business Administration

W. J. VanDusen B.C. Business Studies Institute

**SCHEDULE B**

Centre for Image Sound Research

David Lam Centre for International Communication

International Centre for Criminal Law Reform and Criminal  
Justice Policy

Tri-University Meson Facility (TRIUMF)

W.C.U.M.B.S. (Bamfield Marine Station)

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