

## GUIDELINES FOR THE REVIEW OF RESEARCH CENTRES

This document is intended to provide guidance to Research Centres for preparing the documentation required for their periodic reviews (normally every 5 years) and for the Reviewers who conduct the assessments.

These guidelines should be used in combination with the following policies and procedures:

- *Establishment and Review of Research Centres* Policy RH8300 (2200)
- *Duties and Responsibilities of Research Centre Directors* Policy GV0715 (1069)
- *Procedures for the Establishment and Review of Research Centres*

The guidelines are intended to be flexibly applied according to the principles of proportionality. The administrative requirements, approval and renewal processes, breadth of activities, and other aspects of Research Centres occur along a continuum that is proportionate to the breadth of their academic constituencies. This proportionality is primarily based on the location of the majority of the membership and activities of the centre and approximately parallels a department-faculty-university structure. In brief, the review process should correspond with the relative complexity and resources of the research centre.

### 1.00 SELF-ASSESSMENT BY RESEARCH CENTRE

The preparation of the self-assessment report should be coordinated by the Research Centre Director, who should ensure that it includes contributions from Centre staff, affiliated colleagues, associated students and other internal and external stakeholders (if appropriate). The report should be submitted at least 3 months prior to the peer assessment.

#### 1.01 Background information to be provided by the Research Centre:

Provide a brief description of the Research Centre's:

- Mandate
- Organization and structure
- Staff resources over current term and staff plan for period of renewal
- Financial statements (revenue and expenditure) for current term and budget plan for period of renewal including current financial status (including terms of endowments and/or other funding sources such as VPR)
- Response to recommendations that resulted from the previous review (if any). Also include a copy of the previous external review report.

#### 1.02 Self-Assessment

For each of the following purposes of an approved Research Centre, in accordance with Section 10.00 of the university's *Establishment and Review of Research Centres* policy RH8300 (2200), document and self-assess how well the centre achieved its objectives and goals through the activities undertaken by the members of the centre (limited to the period following the last review or, for new centres, since initial establishment). Organize the self-assessment according to each purpose and its related objectives, goals, and activities. It is important that the self-assessment focuses on activities that can be attributed to the existence of the Centre (i.e. do not report on activities of the members that were unrelated to their participation in the Centre):

- a) To promote and facilitate collaborative and/or interdisciplinary research and enhancement of research networking capacity and infrastructure.
  - E.g. group infrastructure grants, networking activity, etc.
  - E.g. Number of faculty/student/stakeholder members and the degree to which they participate in planning and conducting the work of the centre
- b) To increase and effectively manage the resources and research support for its members and the wider university community.
  - E.g. group research grants, contracts, indirect funding, etc.
  - E.g. staff role descriptions and effectiveness, ability to meet financial requirements of the centre through collaborative efforts
- c) To provide education and training in research and related skills, especially for graduate and undergraduate students and thereby enhance the academic programs of their constituent academic units.
  - E.g. number of graduate/undergrad students involved in centre activities, description of their engagement
- d) To contribute to the university's strategic educational and research missions and to support synergies between research, teaching and learning.
  - E.g. involvement in delivering specialized course content, curriculum development, occasional workshops etc. based on the work of the centre
- e) To transfer and mobilize knowledge gained through research for the benefit of society, via a variety of mechanisms as appropriate.
  - E.g. transfer of knowledge to society and the research community via publications, public presentations, tech transfer etc.
- f) To enhance the reputation of its members, the constituent academic units, and the university through the quality of its work.
  - E.g. stories featured in public venues (newspaper, web-sites), links to government and NGO organizations, industrial linkages etc.

### 1.03 **Statement of objectives, related goals and planned activities for the next five-year term**

Describe objectives and their related goals and activities to achieve them proposed for the period of renewal and any plans or methods to improve the performance of the Centre's mandate. The objectives, goals, and activities should be organized according to the purposes of Research Centres as stated in Section 10.00 of the university's *Establishment and Review of Research Centres* policy RH8300 (2200)

## 2.00 **REVIEW PANEL ASSESSMENT AND REPORT**

The Review Panel will receive the Centre's Self-Assessment at least one month prior to conducting its review. The Panel should ensure that the self assessment report has included contributions from Centre staff, affiliated colleagues, associated students and clients served (if appropriate).

- A. The Panel members should thoroughly familiarize themselves with the Centre's Self-Assessment report prior to the site-visit

- B. During the site visit, the panel shall conduct an evidence-based, comprehensive, and constructively critical review focusing on degree to which the Centre has met the purposes of a research centre (as outlined above) through its objective and goals. The reviewers should examine and be prepared to comment on the Centre's:
- Caliber and quality of the members' collaborative and/or interdisciplinary research and the degree to which it has enhanced the ability of its members to attract infrastructure and networking opportunities
  - Success in assisting its members to attract external research funding support
  - Extent and quality of involvement of its members (faculty, students, others) in the activities of the Centre
  - Adequacy and effective utilization of its resources through its management of finances, staffing and other resources
  - Advancement of student research training and support
  - Contributions to the academic mission of the university and the centre's constituent academic units
  - Extent of knowledge transfer to the research community and to society through publications, outreach and other methods
  - Impact on the reputation and image of the university

In addition, the Panel is encouraged to comment more generally on:

- Other benefits to the university resulting from the existence of the centre
  - The quality of the centre compared to other similar organizations at the national or international level
  - its analysis of the areas of the centre's strengths and weaknesses
  - How the quality and performance of the Centre could be improved
- C. The panel should also assess the feasibility and appropriateness of the Centre's activity objectives and activities proposed for the next five years.
- D. The Panel is expected to prepare a brief assessment report on the Centre as per the above review and make a recommendation on its continuation, conditional continuation or closure.