



**Duties and Responsibilities of
Directors of Research Centres**

University Policy No: GV0715

Classification: Governance

Approving Authority: Board of Governors (on the recommendation of Senate)

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Purpose

- 1.00 The purpose of this policy is to provide direction on the duties and responsibilities of Directors (or equivalent) of research centres at the University of Victoria.

Definitions

- 2.00 A Director is the leader of a research centre. The title 'Director' may be changed to a more appropriate title depending on the type of research centre.

Scope

- 3.00 This policy applies to the duties and responsibilities of research centre Directors (or equivalent) at the University of Victoria

Policy

Terms of Appointment

- 4.00 The Director of a research centre shall normally be appointed for a term of five years. Searches and reappointments shall be carried out under the terms of the Procedures for Appointment and Review of Research Centre Directors GV0705.

Qualifications

- 5.00 The position description and criteria for the position of research centre Director shall be set by the Committee struck under the terms of the procedures, following a proportionate model. The position description will normally include the duties and responsibilities detailed in Section 10.00 of this policy.
- 6.00 A research centre Director will normally be a faculty member of the University of Victoria.

- 7.00 The university expects that research centre Directors will be research leaders, capable of:
- a) maintaining the confidence and cooperation of research centre members;
 - b) managing effectively and efficiently the research program and administrative affairs of the research centre; and
 - c) creating an environment conducive to intellectual and research growth.
- 8.00 University faculty members who lead research centres may negotiate arrangements for other duties to be correspondingly revised subject to the approval of the respective Chair, Dean, and/or the Vice-President Research and Innovation as appropriate.

Duties and Responsibilities

- 9.00 The role of a research centre Director (or equivalent) should be determined using a proportionate approach based on the type of centre they lead. Specific duties and responsibilities should be negotiated with the appropriate Administrative Leader (i.e. Dean or Vice-President Research and Innovation).
- 10.00 Research centre Directors are responsible for providing research leadership, which normally includes:
- a) promoting and facilitating leading-edge research, including collaborative and interdisciplinary research, in areas related to the goals of the university;
 - b) building, and providing sufficient support for, a community of innovative researchers to enhance research capacity at the university and to increase internal and external research opportunities for faculty, post-doctoral fellows, and graduate students;
 - c) developing networks between the research centre and researchers in the field in the public and private sectors, locally, nationally and internationally;
 - d) acting as the nexus between the university and the community with respect to research initiatives of mutual benefit;
 - e) where applicable, developing mutually beneficial linkages with industry in order to develop partnerships and collaborative research;
 - f) transferring knowledge to society through outreach (e.g. collaborative research; seminars; workshops; lectures; websites; publications) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property);
 - g) developing strong linkages with appropriate academic departments and units and adding value to line departments through:
 - i) aiding faculty and student recruitment and retention by enriching the research environment;
 - ii) advancing curriculum;
 - iii) informing the teaching of colleagues;
 - iv) mounting workshops and seminars;

- v) providing interdisciplinary research training and mentoring for undergraduate and graduate students; and
- vi) regular communication of research centre activities and opportunities for faculty and students' involvement.

11.00 Research centre Directors are responsible for providing administrative leadership, which normally includes:

- a) leading strategic planning for the research centre to ensure that the centre's objectives are aligned with the university's Strategic Plan objectives;
- b) overseeing the proper discharge of administrative duties of the research centre including supervising personnel, financial management, and operations;
- c) coordinating the appropriate and orderly closure of the centre if required;
- d) working effectively with the research centre's governance committee(s);
- e) pursuing the equity goals of the university in the operations of the research centre;
- f) managing the research plan effectively and efficiently, ensuring that accepted standards of research and ethical behaviour are met;
- g) managing the space needs of the research centre in cooperation with appropriate university authorities;
- h) representing the interests of the research centre internally with senior academic administration;
- i) enhancing the reputation of the research centre and the university by undertaking quality research and communicating that research to the society; and
- j) encouraging and supporting the raising of funds for research conducted by the research centre, capital and operating funds, including cooperation with the Alumni and Development Department's fundraising initiatives.

Authorities and Officers

12.00 The authorities and officers for this policy are:

- i) Approving Authority: Board of Governors (on the recommendation of Senate)
- ii) Designated Executive Officer: Vice-President Research and Innovation
- iii) Procedural Authority: Vice-President Research and Innovation
- iv) Procedural Officer: Vice-President Research and Innovation

Related Policies and Documents

- [Appointment and Re-appointment of Research Centre Directors \(GV0705\)](#)
- [Establishment, Review and Closure of Research Centres \(RH8300\)](#)