

GUIDELINES FOR THE ESTABLISHMENT OF A PROVISIONAL CENTRE

(September 2020)

A. CONTEXT

These *Guidelines for the Establishment of a Provisional Centre* supplement the university's centres policy, which was approved by University Council on XXXXX.

Provisional approval may be given to centres when emergent opportunities call for a quick institutional response.

Provisional status may be granted for a maximum 2-year term. Prior to the end of the 2-year term, the centre must submit a full application to receive full approval.

B. AUTHORITY TO APPROVE

The Planning and Priorities Committee has the authority to approval establishment of a provisional centre. The decision will reported to Council for information.

C. PROCESS

1. A short (3-page maximum) proposal for provisional establishment of a centre will be submitted to the Subcommittee containing the following information:
 - Proposed centre name
 - Name of interim Director
 - Objectives and goals of the new centre
 - Rationale/necessity for seeking provisional status
 - Preliminary memberships
 - External partners
 - Proposed governance model
 - Anticipated and secured financial and other resources
 - Proposed timeline for submitting the required documentation for obtaining formal approval
2. Submission of the proposal will be accompanied by a letter of support from the Dean(s)/Executive Director(s) or Vice-President to whom the centre will report. The letter must guarantee financial support to enable development of the centre.
3. Decision of the committee will be reported to Council for information.
4. A report on progress must be submitted to the Subcommittee one year after approval is provided.
5. Prior to the end of the 2-year term, the centre must submit a full application to receive full approval.