

GUIDELINES FOR THE ESTABLISHMENT OF A CENTRE

(Revised: September 2020)

1. CONTEXT

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

These *Guidelines* describe the processes for proposal and approval of centres. They are intended to enable due diligence related to review of a proposed centre, its ability to contribute to the priorities of the university, and its viability for a minimum of a five-year term.

B. AUTHORITY TO APPROVE

The Planning and Priorities Committee is responsible for reviewing all proposals for centres and then forwarding a recommendation for establishment to Council.

Centres established as legally incorporated entities must also be approved by Board of Governors. The Planning & Priorities Committee will forward a recommendation to this body as appropriate.

C. PROCESS FOR SUBMISSION

Individuals wishing to establish a centre are encouraged to contact the University Secretary's office early in the process. This office is available to provide guidance throughout the proposal development and approval process.

Proposals to establish a centre will be submitted to the Subcommittee on Centres via the University Secretary and will include the following information:

1. Overview of centre.
 - Name of the proposed centre
 - Brief description of mission/vision of the centre
2. Rationale for the centre.
 - What unique niche at USask will the centre address that cannot be accomplished through existing administrative structures?
 - How will department/colleges/schools on campus contribute to and benefit from the centre?
 - What role is the centre expected to play in the national/international research environment? Are there comparable centres?
3. Research and Academic goals.
 - Describe the major foci and activities of the proposed centre
4. Contribution to USask commitments related to: Indigenization; Equity, Diversity & Inclusion; and Sustainability
 - How will the centre further USask commitments related to the 3 above areas?

5. Assessment.

- Identify key performance metrics that will be used to evaluate the success of the centre. Where possible, baseline measurements and multi-year targets should be included.
- Indicate how a centre will be evaluated after five years.
- If an alternative length or structure of term is being proposed, please provide details and a rationale for the alternative approach.

6. List of Proposed Members.

- Provide the name and contact information of the proposed Director
- List other members of the centre, grouped according to category of membership, if applicable (e.g. associate, external community)

7. Governance.

- Describe the centre's governance structure including responsibilities and roles of the centre's committees and/or advisory board
- Describe, as appropriate, criteria for and categories of members, responsibilities of membership, and voting procedures
- Who is accountable for the centre (e.g. to whom will it report)

8. Finances and Resources.

- Most Centres are established for a five-year period with possibility of ongoing renewal. Please provide a 5-year projection of resources and expenditures of the centre.
- Please detail all cash and in-kind sources of support and indicated whether they are expected or secured
- Provide details on the operating costs of the centre including human resource, general operating and other costs
- Attach a letter from the Capital Planning unit indicating the space requirements for the centre have been reviewed and addressed
- Attach a letter from Information and Communications Technology indicating that any ICT needs of the centre have been reviewed and captured in the operating budget

9. Consultation.

- List all stakeholders consulted during the development of the proposal
- Append any letters of support that have been received

10. Endorsement

- Provide a letter of endorsement from the Dean(s)/Executive Director(s) or Vice-President to whom the centre will report.

D. CONTACT FOR SUPPORT AND SUBMISSION

Comments, questions, or concerns related to the university's Centres Policy and these Guidelines for the Establishment of a Centre or Research Cluster can be directed to:

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