

Guidelines for the Establishment of a Centre

Office of Administrative Responsibility:
Office of the Vice-President, Research

Policy Sponsor (Owner): Vice-President,
Finance and Resources /
Vice-President, Research /
Provost and Vice-President Academic

Procedures Approved by: Centres
Subcommittee

Category: Research and Scholarly Activities

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Next Review Date: January 1, 2027

Guidelines**1. Purpose of Guidelines**

These guidelines supplement the *Centres Policy* of the University of Saskatchewan.

These guidelines outline the purpose of centres and the approval process and the content of proposals to establish them.

2. Purpose of Centres

As per the *Centres Policy*, centres are intended to strengthen, coordinate, or facilitate research, scholarly and artistic work activities that are not readily undertaken within the university's departmental and unit structures.

3. Approval Process

Proposals for new centres are first considered by the Centres Subcommittee of the Planning and Priorities Committee of University Council.

Positive recommendations from the Centres Subcommittee are forwarded to the Planning and Priorities Committee for consideration.

Positive recommendations from the Planning and Priorities Committee are forwarded to University Council for decision.

If the centre is to be established as a separate legal entity, the proposal must also be approved by the Board of Governors through its Governance and Executive Committee. Advice on this will be provided by the Governance Office and the Legal Office.

4. Centre Proposals

Proponents interested in establishing a centre are encouraged to contact the Governance Office and, when appropriate, the Office of the Vice-President Research early in the process for guidance. Proponents are also encouraged to reach out early to and work closely with the dean, executive director, or vice-president to whom the centre will report to work toward alignment of goals and to work collaboratively with through this process.

Proponents complete a Centre Proposal Form and submit it to the Governance Office, and this begins the approval process described above. Forms include the following information:

1. Basic Information

- Name of centre.
- Dean, executive director, or vice-president to whom the centre will report.
- Name and contact information of proposed centre director.
- Brief overview of the mission and vision of the centre.

2. Rationale for the Centre

- What need or opportunity does the proposed centre address at USask and, if applicable, beyond USask?
- What is the added value of the structure of a centre to the university? What does USask gain that could not be gained without the structure of a centre? If the centre is the result of a partnership, what is the added value of the centre for the other partners?
- Why is the structure of the centre more appropriate for addressing this need than existing structures (colleges, schools, departments, other centres, and administrative units)? How will the centre fit in and work with comparable or related units?
- Are there comparable, successful centres at other post-secondary educational institutions?

3. Centre Goals

- What are the major research, scholarly, and/or artistic goals of the centre? If applicable, what are the major programming, training, or partnership goals of the centre?
- What role is the centre anticipated to play in the national and international research environment?
- What are the major activities that will be undertaken within the centre that will help the centre achieve its goals?

4. Alignment with Strategy

- How does the centre support the goals of the college, school, or unit to which it reports?
- How does the centre support the goals of the university's strategic plan?

5. Assessment

- How will the success of the centre be measured, annually and over the five-year term? Consider qualitative and quantitative measures that speak to desired outcomes and impacts of the centre. They can be written as short- and long-term targets for each of the goals articulated for the centre as well as metrics that would be used to evaluate achievement of those targets.
- What does success look like in five years?

6. Membership

- What are the criteria for membership in the centre? What are the roles and responsibilities of members? What are the benefits of membership in the centre? If applicable, what are the distinctions in roles, responsibilities, or benefits between different categories of membership?
- List the members of the centre, and if applicable group them by category of membership.

7. Governance and Management

- What is the governance structure of the centre? Are there advisory boards, committees, steering groups, etc? What is the composition of these governance structures and how are they populated?
- What authority do the governance structures have to oversee or advise on centre direction, policies, or activities?
- What is the management structure of the centre? What internal reporting lines and accountabilities exist?
- If the centre is the result of an external partnership, what are the roles, responsibilities, and powers of the partners in centre oversight, policy generation, and activities?

8. Financial and Resource Implications

- What is the anticipated five-year budget for the centre? Please note any uncertainty that exists.
- What resources from the college, school, or vice-presidential portfolio will the centre use (communications, human resources, technological, administrative, etc). Please ensure appropriate commitments are attained for this.
- Attach a letter from Facilities indicating the space requirements for the centre have been addressed.
- Attach a letter from Information and Communications Technology indicating any IT needs of the centre have been captured in the operating budget.

9. Consultation

- List all stakeholders consulted during the development of the proposal.
- Append any letters of support for the proposed centre.

10. Endorsement

- Append a letter of support from the dean, executive director, or vice-president to whom the centre will report. This letter should indicate commitment of specific financial, space, infrastructure, or any existing personnel supports being allocated to or assigned to support the centre.

For more information, contact the Governance Office:

governance.office@usask.ca

306-966-4632

Related Policies

[Centres Policy](#)

Revision History

Please list the historical information in chronological order from oldest to newest.

Date initially approved and date(s) re-formatted or revised	By who and what type of revision	Maintained by (Office of Administrative Responsibility)
September 2020	Creation of Guidelines	Governance Office
May 2026	Reformatting; create consistency; add clarity; consulted with OVPR	Office of the Vice-President, Research

Approval Path

- Centres Subcommittee