

Guidelines for the Establishment of a Provisional 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 provisional centres and the approval process and the content of proposals to establish them.

2. Purpose of Provisional Centres

As per the *Centres Policy*, provisional approval may be given to centres when emergent opportunities call for a quick institutional response.

Provisional status is granted for a two-year term, during which time the proponent develops and submits the full centre proposal. Provisional status remains in effect during the approval process, and it is revoked if a full proposal is not received.

3. Approval Process

Proposals for provisional 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 final approval. This decision is forwarded to University Council for information.

4. Provisional Centre Proposals

Those interested in establishing a provisional centre are encouraged to contact the Governance Office and, as 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 align goals and to work collaboratively through this process.

Proponents complete a Provisional Centre Proposal Form (three pages maximum) and submit it to the Governance Office, and this initiates the approval process described above. Forms include the following information:

1. Centre Basics

- Name of centre.
- Dean, executive director, or vice-president to whom the centre will report.
- Name of interim director.
- Anticipated date of submission of the full proposal.

2. Rationale for the Provisional Centre

- What need or opportunity does the provisional centre address at USask?
- What is the rationale for seeking provisional status? What emergent opportunity does the proposal address?
- Why is the structure of a provisional centre more appropriate for addressing this need or opportunity than existing structures (colleges, schools, departments, other centres, and administrative units)?

3. Goals

- What are the objectives and goals of the centre?
- What does success look like in two years?
- What are the major activities that will be undertaken within the provisional centre to achieve its goals?

4. Membership

- Who are the preliminary members?
- Who are the preliminary external partners?
- What are the roles, responsibilities and benefits of membership in the provisional centre?

5. Governance and Management

- What is the proposed governance model of the provisional centre?
- What internal reporting lines and accountabilities exist for the provisional centre?
- If the provisional centre is the result of an external partnership, what are the roles, responsibilities, and powers of the partners in provisional centre oversight, policy generation, and activities?

6. Financial and Resource Implications

- What are the anticipated and secured financial, space, infrastructure, personnel, or other resources needed for operating the provisional centre?
- What is the draft budget for the provisional centre?

7. 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, existing personnel supports, or any other resources being allocated to or assigned to support the centre.

A report on progress must be submitted to the Centres Subcommittee one year after approval is provided.

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