

Research Centres and Research Institutes Framework

1.3 Governance and Management Template

1. Research Centres

For Research Centres, the following governance, role appointments and specific management responsibilities apply:

Role	Appointed by	Conditions/Composition	Responsibilities
Director	Executive Dean, in consultation with the Provost and DVC&VP(R)	The Executive Dean to document the responsibilities of the Director, using the Director's Responsibilities Template , and arrange any necessary authorities.	Carry out the responsibilities and duties as documented by the Executive Dean. Report to the Executive Dean or delegate. Provide an annual report to the Executive Dean and the Provost and DVC&VP(R) using the Annual Reporting Requirements Template , with a copy to the Head of the 'home' School.
Management Committee	Executive Dean, in consultation with the Provost and DVC&VP(R)	Composition appropriate to the size and nature of the Centre's activities. University staff and titleholders only.	Support the Director in the planning, governance, budgeting and monitoring of Research Centre activities.
Advisory Committee or Group	Executive Dean, in consultation with the Provost and DVC&VP(R)	Composition appropriate to the size and nature of the Centre's activities. May include expert community input external to the University.	To obtain community input.
Executive Dean	-	-	Oversight of the management of the Centre. Determine the means by which expert input from the broader community will be provided. To seek approval in writing on any major changes to the Centre under Framework Principle 10, in consultation with the Director. Establishing a review committee, as per the Reviewing Research Centres and Research Institutes Template.
Head of 'home' School	-	-	Provide day-to-day administrative support.
Provost and DVC&VP(R)	-	-	Receive annual reports on the Centre and, if any actions are required to address issues raised in the report, then arrange implementation. Consider requests for major changes to the Centre under Framework Principle 10. If the change is significant (e.g. major change of focus or reclassification to a higher organisational level), a new submission to the VC&P will be needed. Fund Centre reviews, upon prior agreement with the Executive Dean about the costs involved.

Research Institutes

For Research Institutes, the following governance, role appointments and specific governance responsibilities apply:

Role	Appointed by	Conditions/Composition	Responsibilities
Director	Provost and DVC&VP(R), and accountable to the Institute Board	The Provost and DVC&VP(R) to document the responsibilities of the Director, using the Director's Responsibilities Template , and to arrange any necessary authorities and delegations.	Carry out the responsibilities and duties as documented by the Provost and DVC&VP(R). Report to the Provost and DVC&VP(R), who will provide oversight for the management of the Institute. Report to the Head of the 'host' Faculty on matters of day-to-day administrative support. Seek approval, in consultation with the Institute Board, for any major changes to the Institute under Framework Principle 10. Provide an annual report to the Provost and DVC&VP(R) using the Annual Reporting Requirements Template .
Institute Board	Provost and DVC&VP(R)	Composition appropriate to the size and nature of the Institute's activities.	Activities include budget approval, financial oversight, strategic priority setting, performance management (including that of the Director) and risk management.
Management Committee	Provost and DVC&VP(R)	Composition appropriate to the size and nature of the Institute's activities. University staff and titleholders only.	Day-to-day support of the Director in the planning, governance, budgeting and monitoring of Research Institute activities.
Advisory Committee or Group	Provost and DVC&VP(R)	Composition appropriate to the size and nature of the Institute's activities. May include expert community input external to the University.	To obtain community input.
Provost and DVC&VP(R)	-	-	Oversight of the management of the Institute. Receive annual reports on the Institute, and if any actions are required to address issues raised in the report then arrange implementation. Consider requests for major changes to the Institute under Framework Principle 10. If the change is significant (e.g. major change of focus), a new submission to the VC&P to re-establish the Institute will be needed. Fund Institute reviews, and establish a review committee. Re-constitute or disestablish an Institute Board, if necessary.
Executive Dean (host Faculty)	-	-	Provide day-to-day administrative support.