

Research Centres and Research Institutes Framework

1.7 Research Centre or Research Institute Reviews Template

Each Research Centre or Research Institute is required to have a major review early in the final year of its establishment period. However, the Executive Dean (in the case of a Research Centre) and the Provost and DVC&VP(R) (in the case of a Research Centre or Research Institute) may initiate a review at any time. If renewal beyond the original establishment period is not sought, the final year review is not necessary, although a final Annual Report is still required. Review processes are required to address the criteria listed below.

1. Establishing a Review Committee

Responsibility: Executive Dean for a Centre or Provost and DVC&VP(R) for an Institute

Establish a review committee with the following minimum composition:

- a) One external member with exceptional standing in the academic area of the Centre/Institute, as Chair of the Review Committee;
- b) A senior researcher within the University, from a Faculty not associated with the Centre/Institute;
- c) Any additional members that the Executive Dean or Provost and DVC&VP(R) considers appropriate; and
- d) for Centres only, the Associate Dean (Research) from the responsible Faculty.

2. Documents for review

Responsibility: Director of Research Centre or Research Institute

Arrange for the Review Committee to be provided with the following information:

- a) A copy of the original establishment documentation;
- b) Copies of previous annual reports;
- c) Relevant data pertaining to performance;
- d) A written submission from the Director outlining the major achievements and research impact of the Research Centre or Research Institute, and proposed future developments; and
- e) Any additional information as requested by the Review Committee.

3. Review Committee terms of reference

Responsibility: Review Committee

- a) Review the purpose, goals and priorities of the Centre/Institute and assess whether those goals remain appropriate to the University's strategic aims.
- b) Review the activities and achievements of the Centre/Institute in relation to its own statement of aims, objectives and functions, and the indicators stated in the original establishment proposal.
- c) Evaluate the research performance of the Centre/Institute in the context of trends in the area and the performance of comparable structures elsewhere.
- d) Review the organisational structure of the Centre/Institute in the context of its research and other functions, and the effectiveness of its governance and management.
- e) Review the role played by the Centre/Institute in relation to relevant industry and government bodies, and/or in service to the profession and the community.
- f) Review the quality and extent of the involvement of the Centre/Institute in research training and its support for Early Career Researchers.
- g) Recommend, in light of its performance, whether the Centre/Institute should continue and, if so, in what form.
- h) For a Research Centre, present a report to the Executive Dean, and for a Research Institute present a report to the Provost and DVC&VP(R) and Institute Director.

4. Outcomes of review

Responsibility: Executive Dean responsible for Research Centre

- a) In the case of a Research Centre review, prepare a written response to the Review Committee's report and submit both documents to the Provost and DVC&VP(R) for consideration.
- b) Oversee the implementation of any review recommendations approved by the Provost and DVC&VP(R).

Responsibility: Director, Research Institute

- c) In the case of a Research Institute, present the Review Report to the Institute Board and assist the Chair of the Institute Board to prepare a written response to the Report. Submit this to the Provost and DVC&VP(R). If the Provost and DVC&VP(R) is a member of the Institute Board, he/she must not be involved in this part of the process.

Responsibility: Provost and DVC&VP(R)

- d) Consider all recommendations made in the Report and the response, and approve a final set of recommendations for implementation, including a determination whether to renew the Centre/Institute for a further specified period (conditionally or otherwise), or re-establish the Centre/Institute in another form, or disestablish the Centre/Institute.
- e) In the case of a recommendation to disestablish the Centre/Institute or establish it in another form, submit to the VC&P for approval.
- f) Inform the responsible Executive Dean, the Director of the Centre/Institute and, where applicable, the Institute Board, of the final decisions reached during the above process.
- g) For a Research Institute, oversee the implementation of any review recommendations.