

Guidelines for Non-Research Centres

Introduction

From time to time, Faculties/Units may establish a Centre (or entity) primarily for service or entrepreneurial purposes including non-research objectives, such as teaching or training or public service. Non-research Centres (hereafter referred to as “Centres”) may be established centrally and/or by the Faculty/Unit after review and approval by the relevant Vice-President. Similar to Research Institutes/Centres, Non-research Centres must comply with financial, oversight, and reporting guidelines.

Scope

The following Centres are included within the scope of these guidelines: Business Collision; Graduate Advanced Training and Entrepreneurship (GATE) Centre; Centre for Health, Wellness and Performance (CHWP); Student Wellness Centre; UR Press; Centre for Teaching and Learning (CTL). Departments, or other formations that may use the word “Centre” in their title or to describe their activities, are considered out-of-scope for the purposes of these guidelines. Examples include: Student Success Centre, ta-tawâw Student Centre. At any time, leaders are welcome to contact the Office of the Provost to discuss whether an unlisted Centre would be in- or out-of-scope for the purposes of these guidelines.

Funding

Centres are expected to either: a) have confirmed, sufficient internal or external funding or b) generate sufficient revenue to offset any operating costs. Financial support for Centres should be based on reliable, preferably long-term, committed funding. The budget plan for a Centre must include items such as anticipated costs for administrative and infrastructure support, Information Services and other service costs. The responsible authority (Vice-President or AVP or Dean or Director) should be advised and updated at least annually regarding a Centre's budget plans and financial commitments.

Financial Structures

Every Centre must establish an accounting structure in consultation with Financial Services with all external funds deposited into individual FOAPALs to ensure compliance with internal and external reporting regulations.

Signing Authority

Signing authority will be in accordance with GOV-010-005 Approval Authorities and Execution of Documents and related appendix. Generally, any significant commitments or agreements will be approved and signed by the responsible VP or AVP or Dean or Director.

Leadership and Accountability

Every Centre shall have a leader with administrative responsibility for the Centre. These Centre leaders will be issued an appointment letter from Human Resources outlining their roles, responsibilities, expectations, etc. A Dean/Director may not concurrently serve as the leader of a non-research Centre.

Centres and Academic Programming

A Centre may contribute to undergraduate, graduate, or other training (such as internships) related to ongoing research programs. However, while a Centre may support academic programs, such programs shall not be housed or administered by a Centre.

Equity, Diversity, and Inclusion

Recognizing that commitments to Equity, Diversity, and Inclusion (EDI) strengthen all aspects of University business and have potential relevance and impact to our communities, Centres will document and implement applicable EDI practices and plans.

Policy Compliance

Centres shall conform to University policies and procedures, available on the policy website: [University of Regina Policy | Policy, University of Regina](#)

Reporting and Review

Every Centre shall report annually to the relevant authority (typically VP or AVP or Dean or Director) on its activities, membership, challenges and opportunities. The leader of a Centre is responsible for preparing the annual report and providing it to the relevant authority. The relevant authority may require an interim report at any point in time between annual reports. In such cases, the relevant authority will define the nature and scope of the requested report. The operations of every Centre should be reviewed at least every five years as part of the academic unit review where the Centre resides, or independently if they are not included in an academic unit review.

Consequences for Non-compliance

If a Centre does not meet these requirements, an internal or external review may be conducted, and the Centre may be disestablished by the relevant Vice-President.

If non-compliance with policies is due to the activity/inactivity of the leader of the Centre, the consequences of the relevant policies will be applied.

For more information, contact:

Office of the Provost and Vice-President (Academic)
Provost@uregina.ca