

Procedures Title: Yukon University Centres Procedures

Associated Policy: Yukon University Centres Policy BA 5.0

Procedure Holder: Office of the Provost and Vice-President Academic

Executive Lead: Vice-Provost, Academic & Research

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1. Purpose and Background

The purpose of these procedures is to outline the processes for establishing, governing, reviewing, renewing and discontinuing University Centres at Yukon University.

2. Guiding Principles

University Centres at Yukon University (“University”) should align with the vision and mission of the University and should support the University in achieving the objectives set out in its guiding plans. University Centres should provide opportunities for the University’s students, faculty, and staff, should be financially sustainable, and should not introduce reputational risk to the University.

3. Definitions

- **Annual Report:** a report prepared by the lead of a University Centre outlining the achievements, contributions, outputs, impacts, and financial viability of an existing University Centre.
- **Establishment Proposal (“Proposal”):** a document outlining the proposal for establishment of a University Centre.
- **Financially Sustainable:** a University Centre that has annual revenue that equals or exceeds expenditures and is reasonably assured of maintaining this state in future years. Sustainability may be demonstrated based on past performance and may be achieved through a reduction in expenditures or an increase in revenues. A University Centre that is not financially sustainable may be suspended or discontinued.
- **Review Report:** a report prepared by the University Centre outlining the University Centre’s impacts over multiple years.

- **University Centre (“Centre”):** a formally structured unit within the University, other than a faculty, department or school, established with the purpose of advancing research, scholarly and/or creative activity and/or knowledge transfer.

4. Procedures

4.1. Establishment of University Centres

- 4.1.1. The following process will guide the establishment of University Centres (“Centres”) at the University:
 - a. Proposals for the establishment of a new Centre will be submitted to the Dean (if the Proposal emerges from within an academic faculty) or to the Vice-Provost, Academic & Research (if the Proposal emerges external to a faculty). The Dean or Vice-Provost, Academic & Research, as appropriate, will serve as the sponsor for the Proposal until the Proposal reaches the Board of Governors, at which point the Provost and Vice-President, Academic will become the sponsor.
 - b. If the Dean or Vice-Provost, Academic & Research supports the Proposal in principle, they will forward the Proposal to Provost Council for its review and endorsement. Provost Council will review the suitability of the Proposal and alignment of the proposed Centre with the institution’s Academic and Strategic Plans and Reconciliation Framework.
 - c. Proposals endorsed by Provost’s Council will be submitted by the Provost and Vice-President, Academic to the President’s Executive Committee for recommendation to the President.
 - d. Concurrently, Proposals endorsed by Provost’s Council will be submitted by the Dean or Vice-Provost, Academic & Research to the Academic and Research Planning and Priorities Committee for recommendation to Senate.
 - e. Proposals recommended to Senate by the Academic and Research Planning and Priorities Committee will be submitted to Senate by the Dean for recommendation to the Board of Governors.
 - f. Proposals recommended by Senate will be submitted by the President to the Board of Governors for approval.
- 4.1.2. If a Proposal is declined at any point in the establishment process, a justification in writing will be provided to the proponent by the sponsor. With approval by the Dean or Vice-Provost, Academic & Research, a Proposal may be revised and resubmitted for consideration beginning with a new review by the Dean or Vice-Provost, Academic & Research.

4.2. Establishment Proposals

All proposals for establishment of a new Centre will contain the following:

- a. Name of the proposed Centre.
- b. Description and justification for the proposed Centre including:
 - A concise statement of the mission and objectives of the proposed Centre and its alignment with the University's strategic and academic plans and priorities, and the Reconciliation Framework.
 - An identification of the scope of activities envisaged and, to the extent possible, a demonstration that these activities complement, but do not compete with, the activities that fall within the mandate of other organizational units of the University.
 - A description of the approaches and methods that may be employed to carry out the objectives and activities of the centre, and any major milestones associated with those approaches if known.
 - A description of the opportunities the Centre will provide for students.
 - A description of the benefits and opportunities likely to result from the establishment of the Centre, including an indication of how it would facilitate research or other scholarly activity among individuals within the University and in the broader community, including Yukon First Nations.
- c. A description of the Centre's membership including:
 - Initial Centre membership, demonstrating appropriate knowledge and expertise collectively through the initial membership to support the establishment, viability, and effectiveness of the Centre and to coordinate its ongoing research and scholarly activity. Membership may be comprised of faculty, staff, and administration, adjunct faculty, research associates and visiting scholars, Professors Emeriti, post-doctoral fellows, support staff and students.
 - The process and criteria used for the selection of future additional members shall be identified.
- d. A description of the organizational structure including:
 - A proposed organizational chart.
 - An overview of the roles and responsibilities of its lead and staff.
 - A description of how the University's faculty, students and staff will be engaged in activities of the Centre and a description of how they will be selected/appointed by the Centre.

- e. A description of the reporting structure of the Centre within the university and its alignment with other academic units where appropriate, demonstrating the centre meets Guiding Principle (j) in the accompanying Yukon University Centres Policy.
- f. A description of the Advisory Committee (see section 4.4. below) identifying the proposed composition or key expertise and/or perspectives desirable for the advisory committee and broadly outlining how the advisory committee will work together to serve its purpose as outlined in these procedures.
- g. A description of supporting resources which will include at minimum:
 - A list of existing facilities, tools, and supporting resource and service needs that exist to support the Centre, and a description of how these items are resourced.
 - A list of required facilities and supporting resource and service needs not yet secured but essential for the success of the Centre, and a justification demonstrating these needs. Anticipated future resource needs may also be identified in this section.

This section should include anticipated costs associated with unsecured resources and strategies for obtaining these resources.

This section should include both the tools and resources required to support the direct activities of the Centre, as well as those required to support Centre functioning, including:

 - Research and/or financial administration
 - Library services
 - Information technology tools and services
 - Space for offices, research spaces and equipment.
- h. A budget and description of financial resources, which will include a detailed budget identifying confirmed funding and anticipated revenue from all sources (e.g., University, research funding agencies, research partners, government, industry, etc.) and proposed annual operating costs.

4.3. Governance and Annual Reporting

- 4.3.1. Centres will submit an annual report to the Dean (for Centres housed within academic faculties) or the Vice-Provost, Academic & Research (for Centres housed outside of academic faculties) no later than June 15 of each year. The annual reporting period will align with the most recently completed fiscal year.

4.3.2. The annual report will include:

- an executive summary of achievements and impacts of the Centre in lay language
- a statement of how objectives have been met, and summarizing achievements for the past year
- a summary of student experiences provided by the Centre and the outcomes of those experiences
- a list of outputs and knowledge mobilization activities from the Centre
- examples of impact within and/or external to the University
- a description of how the Centre advanced goals identified in the University's Reconciliation Framework
- a summary of planned changes to membership or administrative structure
- a proposed activity plan for the following year identifying key activities, goals and outputs
- images, videos and links to digital media where relevant
- a summary of the role and impact of the Advisory Committee
- a summary of key initiatives, projects or activities for the current fiscal year
- a financial report showing revenues and expenditures by budget category for the fiscal year covered by the annual report, and a budget identifying confirmed and anticipated revenues and anticipated expenses for the current fiscal year.

4.3.3. The Dean or Vice-Provost, Academic & Research will submit the annual report to the Provost and Vice-President, Academic and Provost's Council for review and recommendation. This will be followed by a review by the Academic and Research Planning and Priorities Committee and by Senate before being forwarded to the Board of Governors for information. Additional information may be requested at any stage.

4.4. Advisory Committees

Each Centre will establish an Advisory Committee. The purpose of the Advisory Committee is to:

- Advise a Centre during the development of its strategic and/or activity plans, and on the development and evaluation of its activities, including in its annual and review report.
- Identify strategic opportunities aligned with the priorities of the Centre and advise the Centre's lead on existing activities.

- Keep the Centre informed of external factors which may influence the operation or viability of the Centre.
- Assist the Centre in obtaining feedback on its performance.

4.5. Changes to Approved University Centres

- 4.5.1. A Centre that wishes to make a substantive change that deviates from its original approved Proposal must obtain approval through the five-year review process (see Section 4.6) or through the same process as outlined in Section 4.1 if a review process is not imminent or underway.
- 4.5.2. Changes may include, but are not limited to:
 - Renaming the Centre
 - Changes to the mission, scope or key activities of the Centre
 - Changes to the management or organizational structure of the Centre.
- 4.5.3. Decisions regarding which changes require approval shall be made by the Provost and Vice-President, Academic.

4.6. Review, Continuation, Suspension and Discontinuation of University Centres

- 4.6.1. The Office of the Provost will review all Centres on a periodic basis, at least once every five (5) years or as warranted based on Annual Reporting, to ensure that all activities are consistent with the approved mission and scope of the Centre and that the Centre continues to be financially sustainable.
- 4.6.2. The following process will guide the review of Centres:
 - a. The Office of the Provost will notify the lead of the Centre that a review will be completed at least twelve (12) months prior to the end of the mandate of the Centre or earlier if deemed necessary by the Vice-Provost, Academic & Research or Provost and Vice-President, Academic.
 - b. Within three (3) months of receiving this notification, the lead of the Centre will prepare a Review Report that contains the following, reflecting on the period since the Centre's last review:
 - a description of what the Centre has achieved
 - a description of how the Centre has advanced the University's institutional plans
 - a detailed listing of its accomplishments

- a summary of the student experiences provided by the Centre, and a description of the impacts of these experiences on student learning
 - a list of all members
 - a financial report for the full duration of the Centre's operation (which may be drawn from past annual reports), a forecast identifying confirmed and anticipate revenue from all sources, and a description of the Centre's approach to ensuring financial sustainability
 - a summary of the role and impact of the Centre's Advisory Committee
 - a summary of proposed future areas of focus
 - a statement or letter of support from the Dean or Vice-Provost, Academic & Research indicating support for the continuation of the Centre
 - the names of individuals who may be willing to provide external assessments of the Centre, who may be members of the Advisory Committee.
- 4.6.3. On the basis of the Review Report, as well as through a review of annual reports prepared by the Centre, the Provost and Vice-President, Academic may request a more in-depth review by a committee struck by the Office of the Provost. This committee will be composed of members of the University community and will follow a process determined at the discretion of the Provost and Vice-President, Academic.
- 4.6.4. Alternatively, the Provost and Vice-President, Academic may make a recommendation to continue or discontinue the Centre, providing written rationale for the recommendation. In making a recommendation to continue or discontinue a Centre, the Provost and Vice-President, Academic must consider any legal agreements that may affect the status of the Centre.
- 4.6.5. If the Provost and Vice-President, Academic recommends the continuation or discontinuation of the Centre, the Provost and Vice-President, Academic's written recommendation and the Centre's five-year report will be reviewed following the process outlined in Section 4.1 of these Procedures, culminating in review by the Board of Governors.
- 4.6.6. If the Provost and Vice-President, Academic recommends discontinuation of the Centre, the lead of the Centre may provide a written response to the Provost and Vice-President, Academic within two weeks that will accompany the Provost and Vice-President, Academic's recommendation to the President and through its final review by the Board of Governors.

- 4.6.7. If the Board of Governors approves discontinuation of the Centre, the Dean or Vice-Provost, Academic & Research will work closely with the Centre lead to develop a plan for discontinuation.
- 4.6.8. Notwithstanding the review process outlined in these Procedures, the President may, at any time, recommend discontinuation of a Centre to the Board of Governors.
- 4.6.9. In the event that a Centre is unable to demonstrate financial sustainability but there is reasonable grounds to anticipate that financial sustainability may be regained, the Provost and Vice-President, Academic may recommend suspension of the Centre for a set period of time following the process outlined above. Following this period, financial sustainability will be re-evaluated, and the Provost and Vice-President, Academic may recommend continuation, continued suspension or discontinuation of the Centre following the provisions of this policy and procedure.

5. Exceptions to the Procedures

There are no foreseen exceptions to these procedures. However, given the nature of Centres and the funding that supports them, the President may, with approval from the Board of Governors, implement exceptions to the procedures in exceptional circumstances for individual Centres.

6. Problem Solving

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to the Executive Lead who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the University Secretariat.

7. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
June 13, 2025	The Policy and Procedures established by the Board