



Research Institute Director

Roles/Responsibilities & Appointment/Reappointment Process

1.0 Overview

The Research Institutes at UBCO provide opportunities for researchers from diverse disciplines to collaborate and share knowledge with each other and with the communities they serve as well as national and international colleagues. A key component of the success of a Research Institute is the appointment of a Director who can provide vision and the necessary guidance and oversight of the institute's activities so it moves forward in a way that maximizes its impact both internally and externally. While the specific roles and responsibilities assigned to a Director will vary depending on the mission of each Institute, this document sets out the common and required roles and responsibilities for those serving in this role as well as the appointment/reappointment process.

2.0 Roles & Responsibilities

2.1 Leadership

- Represent the Institute and provide strategic leadership in developing and communicating the Institute's research mission and how it relates to the broader research vision for the campus.
- Advise the relevant Deans and the senior executive on research administration and activities within the Institute.
- Serve as a liaison between the Institute and the VPRI, which includes the Office of the VPRI, the Office of Research Services, the University Industry Liaison Office and e@UBC.
- Create and meet regularly with an Institute Steering Committee (and External Advisory Board, if necessary) as outlined in UBC Policy O-5.1.
- Submit annual reports to the Office of the VPRI for dissemination to the Senate.

2.2 Research Capacity Building

- Provide and facilitate mentorship of Institute faculty
- Serve as a resource for Institute faculty seeking advice and support to develop strategic research initiatives in response to emerging opportunities
- Support recruitment for new faculty whose research interests overlap with the mission of the Institute.
- Support newly hired Institute faculty by committing Institute space and resources as needed.
- Support Institute faculty in their efforts to obtain external and internal grant funding.
- Ensure Institute faculty are aware of UBC's expertise and capacity in intellectual property management and licensing.
- Work collaboratively with the VPRI to:
 - Support the development of research facilities, research centres and research chairs aligned with the mission of the Institute.
 - Promote knowledge exchange and the integration of Institute research activities into end-user practices, including commercialization when appropriate.



- Enable Institute faculty to pursue diverse external funding sources in the expansion of the research mission.
- Facilitate Institute research partnerships with external entities.

2.3 Research Administration Compliance

- Work with the Office of VPRI and relevant Deans and Associate Deans Research to provide guidance on research policies and procedures of sponsors.
- Ensure Institute faculty, students, and staff are aware of research policies and procedures; develop Institute-specific procedures to mitigate non-compliance risks.

2.4 Research Funding Administration

- Develop protocols to contribute to decisions on requests for research-based teaching releases, cash and in-kind contributions, etc for Institute faculty.
- Be aware of contractual obligations resulting from industry sponsored projects of Institute faculty; interact with the University Industry Liaison Office (UILO) as necessary.
- Be aware of grant funder terms and conditions for research projects awarded to Institute faculty.
- Understand the significance of Institute sign off on the Research Project Information Form (RPIF) and other funding signature pages (e.g., confirm availability of Institute space and other resources prior to sign off).

2.5 Management/Supervision

- Supervision of all institute staff and student appointments.
- Completion of required staff performance evaluations.
- Review and approvals of leave and vacation requests.

2.6 Financial Responsibility

- Comply with UBC's management policies and best practices.
- Approval of all institute transactions in compliance with UBC guidelines, or if applicable, granting agency policies.
- Apply management oversight of the Institute's financial resources including submission of Institute annual budget and monitoring availability of funds prior to initiating spending decisions.

3.0 Appointment/Reappointment Process:

3.1 Initial appointment

- Normally, Directors will serve a five-year term renewable once.
- An appointment committee will be struck to review candidates for the Director position. The committee will typically consist of 5-7 members, the composition of which will be determined by the VPRI Office in consultation with the incumbent Director. It will be chaired by the VPRI (or designate) and typically include representation from the following groups:
 - Deans (or designates) from the relevant Faculties
 - A current Director from one of the other Institutes
 - Representatives from the Institute
 - Other internal and external stakeholders



- The search committee process typically will include the following:
 - Preparing a job description (using Section 2.0 above as a framework) outlining the requirements of the position
 - Advertising the position through appropriate avenues
 - Developing interview questions
 - Determining how the committee will make its decision
 - Reviewing the application materials of the candidates (typically the candidate's CV and letter of application outlining their accomplishments relevant to the requirements of the position and plans for moving the Institute forward).
 - Short-listing the candidates if required
 - Checking of references if required
 - Meetings between the short-listed candidates and relevant stakeholders
 - Formal committee interviews with the short-listed candidates

- Following this process, the committee will make a recommendation to the VPRI regarding a candidate for appointment.

3.2 Reappointment Process

- Should an incumbent elect to stand for re-appointment, a re-appointment committee (comprised in the same way as outlined above) will be struck to review the candidate and to determine whether or not to recommend reappointment.

- The re-appointment process typically will include the following:
 - Consultation on the incumbent's success with Institute members, staff, external stakeholders, and any other relevant constituents
 - Developing interview questions
 - Determining how the committee will make its decision
 - Reviewing the application materials of the incumbent (typically the incumbent's CV and a self-assessment outlining their accomplishments relevant to the requirements of the position and plans for moving the Institute forward, including the desired/anticipated internal and external support to accomplish those plans).
 - Meetings between the incumbent and relevant stakeholders in the event more questions/clarity are required upon the above submitted materials.
 - A formal committee interview with the incumbent if needed.

- Following this process, the committee will make a recommendation to the VPRI regarding the reappointment of the incumbent.

- If the decision is to not recommend reappointment, the incumbent will be advised as soon as possible by the VPRI and the appointment process outlined above will be initiated.



Appendix 1: Orientation process for Institute Directors (onboarding check-list)

- 1) Review this document
- 2) Meet with Vice-Principal, Research and Innovation
- 3) Review documents:
 - UBC Policy O-5.1: Research Centres and Research Institutes
 - UBC Policy LR2: Research Policy
 - UBC Policy FM4: Research Over-expenditure Policy
 - UBC Policy LR11: Inventions Policy
 - Research Project Information Form (RPIF)