

## **GUIDELINES FOR SCHOOLS ON THE PURPOSE, ESTABLISHMENT AND GOVERNANCE OF RESEARCH CENTRES AND GROUPS**

### **1. Introduction**

- 1.1 In October 2021 the Research and Knowledge Exchange Committee approved revised governance principles for all categories of research groupings.
- 1.2 The University now recognises only two categories of research groupings, each with a different level of governance. The first category, Centres of Excellence, will be governed by the Research and Knowledge Exchange Committee and at School level. The second category, Research Centres and Groups, will be governed entirelye

2.2.1 Research Centres and Groups should be engaged in a broad portfolio of activities, such as the following:

- Supporting the development and implementation of School and University research strategy.

- Promoting collaborative, interdisciplinary research and knowledge exchange.

- Generating opportunities for resea

Groups and Centres are managed within each School is expected to be communicated with School staff.

- 3.1.4 The Pro-Vice Chancellor Research & Enterprise and deputies will not be involved in reviews of Research Centres and Groups. However, the PVCRE will be the final arbiter in any conflict in the establishment, continuation or ending of a Group of Centre that cannot be resolved within Schools and reserves the executive right to intervene and direct any process affecting governance.

### **3.2 Process to establish a new Research Centre or Group**

- 3.2.1. Schools are responsible for reviewing requests for a new Research Centre or Group. The request should be submitted to the School's Research Committee (RC) for consideration. The RC should consider the request in line with the School's Research Strategy and the Research Centre or Group should be established in line with the School's Research Strategy.

3.3.1 The primary purpose of the review is to enable Schools to engage in a formative discussion rather than undertake performance management. They enable Schools to assess their portfolio of research groupings and their contribution to supporting School research strategy. It will also provide an opportunity to identify where greater coordination or development might be proposed. Schools will be able to agree different time-scales of review, e.g. biennial, triennial, quadrennial etc. as appropriate.

3.3.2 Schools are able to determine whether Research Groups are better evaluated and supported through academic appraisals rather than a separate review process.

3.3.3 Schools will determine the format of the periodic 3 . . . 8 T 6 ( p )

- 4.2 Any requests for financial support for Groups/Centres should be considered at their establishment and during periodic reviews. There is no expectation that any financial support should be given by Schools, and is wholly at the discretion of the Head of School.

Annex 1: Process for creating a central database record and website for a newly approved Research Centre/Group;

Annex 2: Template Application to establish a Research Centre or Group;

Annex 3: Template Review Form for an application to establish a Research Centre or Group;

Annex 4: Naming of Physical/Virtual Entities of the University.

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| Author           | Debbie Foy     | Department    | RES         | Date Issued | 02/11/2022 |

## **Annex 1: Process for creating a central database record and website for a newly approved Research Centre/Group.**

### **STEP 1: Adding the Centre/Group to the central database**

Contact ITS to request that the new Centre/Group is added to the central database (yellow screens).

Log into the [ITS Service Desk](#)

Select 'Request a Service'

Select 'Service Requests – Business Systems – For changes relating to Central Database'

You will need to provide the following information:

Name of centre/group

Owning school

Category type, e.g. Research Centre or Research Group

Name of Director

Name of person who will be responsible for maintaining Centre/Group membership information on the yellow screens

Brief description of the Centre/Group

ITS will notify you when your Centre/Group has been added to the database.

### **STEP 2: Creating a website**

All Research Centre and Group webpages must be hosted on the Sussex Server.

Forward the ITS email confirming that the Centre/Group has been added to the database to the Digital and Creative Media Team at [dcm@sussex.ac.uk](mailto:dcm@sussex.ac.uk) and ask them to

(1) Create a website template, and

(2) Add the Centre/Group to the list of all research groupings presented on the external Sussex webpages at <http://www.sussex.ac.uk/research/about/groups>

Please read the [Guidance for setting up a website and hosting options](#)

### **STEP 3: Maintaining Centre/Group membership information on the Central Database**

You are able to create and maintain a list of members associated with your Centre/Group via the central database should you want to. This is not public information but can be used to run Research Dashboard reports related to

## Annex 2: Template Application to establish a Research Centre or Group

### PART 1: APPLICATION DETAILS

**PART 5: THREE YEAR PLAN**

Please outline the strategic aims and objectives of the centre/group over the next three years including:

Overview of planned core activities

Resource plan -

### **Annex 3:**

Yes

## **Annex 4: Naming of Physical/Virtual Entities of the University**

### **1. Background**

1.1 The current policy for the naming of buildings on campus was approved in 1996. In that policy it was agreed, amongst other things that “

that, “ ” and

”

1.2 Annex A to the extant policy proposed some changes to the building names then being utilised. Over time however it has become increasingly apparent that the policy has not been adhered to and various conventions have been applied resulting in, for example the Jubilee and John Maynard Smith<sup>1</sup> buildings.

### **2. Purpose of Paper**

2.1 At the time the policy was approved little consideration was given to the opportunities that naming might create

Supports/strengthens the Sussex brand and values, recognising the heritage already inherent across the University's campus.

Enable visitors, staff and students to navigate the campus easily and quickly.

Allow for both memorial and benefactor recognition.

Is sufficiently flexible to allow any subsequent change of usage/occupancy, if required.

Is simple to apply in a consistent and transparent manner.

## **5. Proposals**

### **Academic Buildings/Facilities/Roads**

5.1 In the absence of any other factors the default approach proposed would be that:

New buildings be named after Sussex towns and Villages; and

The naming of new roads, footpaths, car parks, stairs and cycle ways reflect the geography of/proximity to other features of the campus or akin to similar features of the surroundings in local or Sussex terms

### **Exceptions**

5.2 Benefactor Recognition – benefactor naming recognises substantial financial support by donors to the University in accordance with the University's donations policy. In determining the appropriateness of naming a building after a benefactor the following will need to be considered:

The net present value of the gift (or any previous gifts) to the University. It is normal within the sector that the naming of a building in recognition of a major benefaction would only be made when 20% or more of the cost of the building/facility has been met by the donor. A degree of flexibility should be applied to the application of this target in the case of philanthropic giving at the

Naming Policy Page 12 of 14

(where appropriate).

- 5.6 Residential Buildings – the University currently manages 12 residences on campus, the names for which are generally either locally derived e.g. Lewes Court, Stanmer Court or based on other “new” Universities of the early 1960s e.g. Kent House, Lancaster House, Norwich House, York House. For residential buildings the following is proposed that:
- “New” residences would normally follow the conventions outlined in Section 5.1 above, however noting that where there is significant history inherent in a particular development e.g. East Slope then consideration would be given to those names being retained as/when they might be redeveloped.
  - Those residences named after other Universities be re-named at the appropriate juncture to be consistent with the wider naming policy for the University
  - Where a residence comprises multiple buildings then addresses for those buildings would adopt the following conventions:
- [b]

- 6.2 It is the responsibility of the sponsor of the proposal to ensure that sufficient due diligence has been undertaken on the name being proposed and that any risks to the University's reputation that the University might expose itself to, should the name be adopted, are clearly highlighted in the Business Case. Should the Panel give "in principle" approval to a name then a further due diligence check will be undertaken by the General Counsel's Office prior to the Vice-Chancellor's approval being sought.
- 6.3 Where the naming proposal is linked and/or conditional on the University's acceptance of a significant donation then that consideration shall be taken first, and only if the University feels able to accept that donation would any subsequent (linked) naming request be considered.
- 6.4 The "Naming Panel" will only be convened at such point where a request is made for business case to be considered – be that where a new building or facility is being constructed or a where a building or facility (in whole/part) is being re-purposed. The panel will comprise:
- Deputy Vice-Chancellor - Chair
  - Director of Estates
  - Director of External Relations
  - Director of Development and Alumni Relations
  - President of the Students' Union

The sponsoring Director or Head of School will be invited to join the Panel for the consideration of their proposal.

Following the review of any submission the Panel will make recommendations to the Vice-Chancellor for final approval.

Naming Policy (approved by University Executive Group on 12 March 2018)