

Procedure for The Review of Academic Centres



University Secretariat

AC 21/11/2019

1. Purpose

The Procedure for the Review of Academic Centres supports the Academic Centres Policy by ensuring that the highest standards are maintained and that policy-related processes best facilitate the activities of the Centres. The Procedure specifies steps for the review and discontinuation of Academic Centres and applies to all UCD Academic Centres as defined in the Policy.

Other processes that may coincide with a review include re-titling a Centre, appointing a new Director or merging two or more Centres. Relevant paperwork for these can be submitted together with the review report.

2. Review Process

All Academic Centres are subject to review during their third year of operation, and thereafter subject to periodic review in accordance with a schedule determined by the ACCAC, whereby the period of time between reviews does not exceed five years. The purpose of the review is to ensure that centres are meeting the objectives established during the application process and have addressed any issues raised during the last review process.

Where an Academic Centre is scheduled for a Review, the following process should be followed.

2.1. Completing the review report

- At the start of the academic year ACCAC shall determine the review schedule for the year and notify relevant Centre Directors of the upcoming review.
- It is the responsibility of the Centre Director to complete and submit a review report to the ACCAC using the form provided. ACCAC will ensure that the Centres have sufficient time to prepare the report.
- The review report must be approved and signed by the Head of School and the College Principal before being submitted to ACCAC.

2.2. Review by ACCAC

- ACCAC will establish review panels consisting of a minimum of 3 or more ACCAC members and appoint a chair for each panel. The Panels review centres as per the schedule determined by the ACCAC. Subsequent to the review, the Chair of the Panel shall submit their recommendations to ACCAC.
- ACCAC, on consideration of the review panel recommendations, shall determine whether the centre should continue to operate or not, and set the timeline for the next review. The ACCAC may decide that:
 - a) Where the ACCAC considers that the Centre is sustainable and has met or exceeded its objectives as outlined in the Rationale and the Plan for the Centre,

- the ACCAC will recommend that the Centre continue to operate for a period no longer than 5 years before the next review.
- b) Where the ACCAC considers the Centre is required to address identified issues in order to fully meet its objectives as outlined in the Rationale and the Plan for the Centre, the ACCAC will recommend that the Centre continue to operate for a period no longer than 2 years before the next review.
 - c) Where the ACCAC considers that the Centre is not meeting its objectives in the rationale and the plan for the Centre, the Centre will be required to resubmit a revised review report before the end of the academic session. Where the ACCAC considers that the Centre is not sustainable and has failed to meet its objectives in the rationale and the plan for the Centre, the ACCAC will recommend that the Centre be wound down by the end of the academic session.
 - d) The Centre be discontinued with immediate effect.
- Following the review, a communication will be issued from the Chair of ACCAC to the relevant Centre Director.

Please see Appendix 1 for flowchart of process.

3. Process for discontinuing a Centre

3.1. Discontinuation by request of Centre

In some cases, a centre may achieve all its objectives within a defined period and the Centre Director may decide that its continuation does not add further value or benefit to the research or the University. In this instance an Academic Centre can be discontinued on the request of the Centre Director. The request should be submitted using the [Application Form to Discontinue an Academic Centre](#) provided by ACCAC. In such cases the decision to discontinue a Centre will be endorsed by ACCAC.

3.2. Discontinuation as a review outcome

A decision to discontinue a Centre can also be taken by ACCAC as an outcome of a review where the Centre has not met the criteria established in the Academic Centres Policy or does not engage with the Centre review process (see 2.2 above).

4. Roles and responsibilities

Role	Responsibilities
Centre Director	- Prepares and submits review report to the ACCAC.
Head of School/ College Principal	- Signs off on all review reports submitted to the ACCAC.
Review Panel	- Evaluate the Review Report against the criteria specified in the Academic Centres Policy and provide the ACCAC with their recommendations.
ACCAC	- Notify Centre Directors of the review schedule at the start of each Academic Year. - Complete review and communicate review outcomes to Centre Directors.

5. Related documents

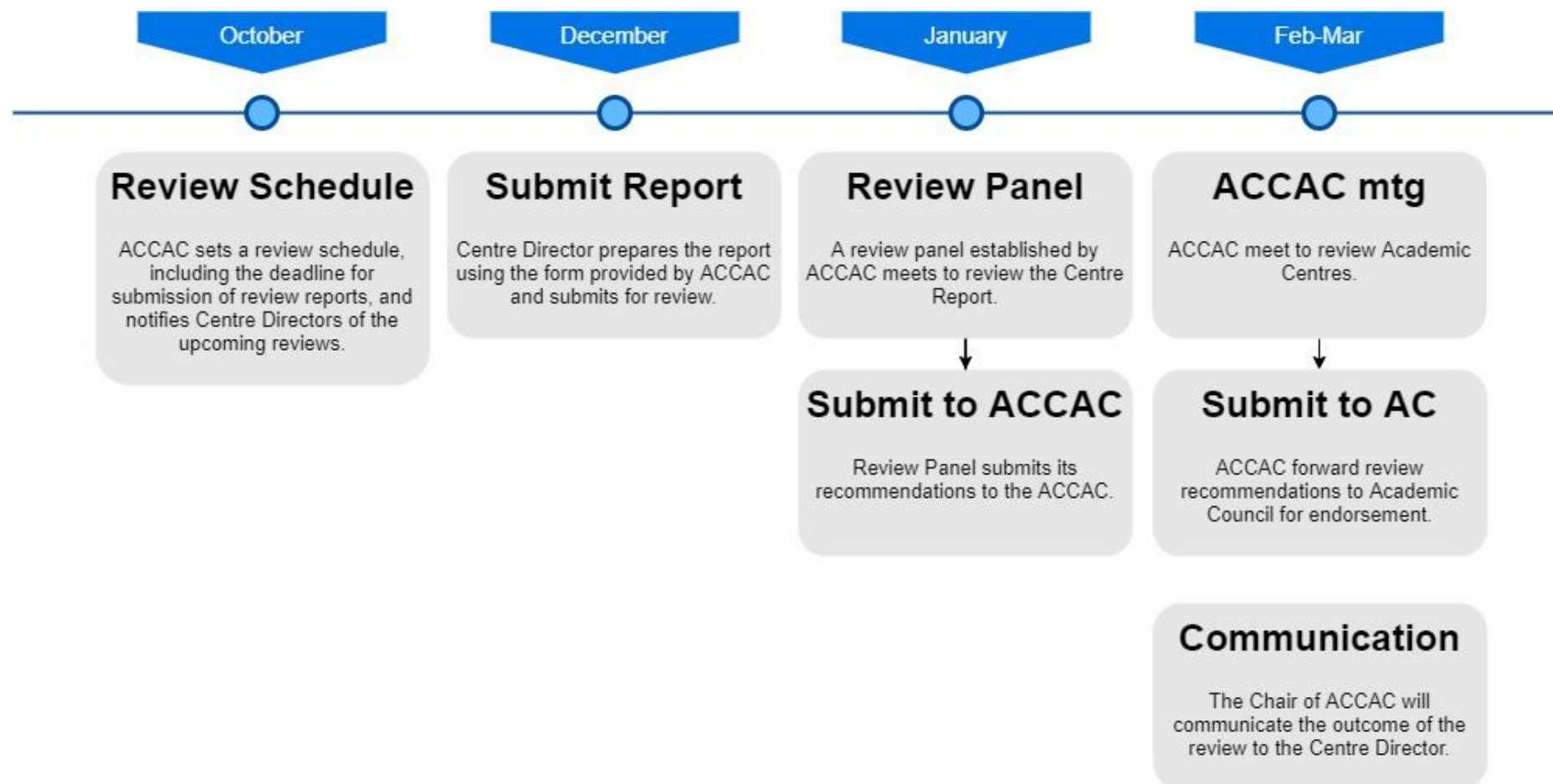
All policies and policy related documents and forms are subject to amendment. Please refer to the UCD Governance Document Library website for the official, most recent version.

- Academic Centres Policy
- Academic Centre Review Report
- New Centre Director Nomination Form
- Re-name an Academic Centre Form
- Centre Director Guidance for Review Report
- Review Panel guidance document

6. Version history

Version	Date	Summary of Changes	Approved
1.0	21/11/19	Procedures approved	AC
1.1	14/02/23	Amendments to section 2.2 to reflect Policy changes approved by AC 23/11/23	ACCAC (TBC)

Appendix 1: Academic Centres Review Process



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