**Performance Review Form for the Directors of Centres in the Faculty of Social Science[[1]](#footnote-1)**

**Centre Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframe of Review:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Centre Director should include a self-assessment including a statement of past performance with respect to the purposes, objectives, and goals of the Centre, as well as the goals and planned activities for the next five years.

The Director should prepare a report that includes the following:

* A list of activities the Director has led to promote and create collaborative and interdisciplinary research within the Centre.
* Provide evidence of an enhanced research capacity and increase in internal and external opportunities for faculty members, post-doctoral fellows, and graduate students (this should include a list of grants, agreements, contracts, training opportunities, research fellowships, etc.).
* Provide concrete evidence of collaboration with the community including partnerships with public and private sectors at local, national, or international scales, including a list of partners and the significance and outcomes of the partnerships.
* A list of collaborative dissemination and outreach activities including research, seminars, workshops, lectures, websites, and publications.
* Provide evidence of successful submission and implementation of Tri-Council and other external grant applications and contracts associated with the Centre. This should include a list of grant applications submitted, funded and implemented as well as a brief statement on the significance of the project and their outcomes.
  + Tri-Council:
  + Other:

Other required documents (submitted directly to the Dean):

* If the Centre is affiliated with NEST, a statement from the NEST Director indicating support for the continued mandate of the Centre Director
* Statement from the Chair of the Director’s home department indicating support for a continued mandate of the Centre Director.

Other optional documents (submitted directly to the Dean):

* Letters of support (maximum 3) from active members of the Centre who are actively involved with the Centre.

Signature of Centre Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of NEST Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In accordance with Faculty of Social Science, Centre and Director Review Process (see 2. Centre Director Performance Review, 2.4. …intention for renewal of their mandate) [↑](#footnote-ref-1)