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

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

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

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

For **Centre renewal**, the Centre Director must submit:

Brief statement describing how the Centre has achieved its original objectives. For details, please refer to Faculty of Social Science, Centre and Director Review Process, Policy 1.1(a).

A list of current active members. For the definition of an active member, please refer to Faculty of Social Science, Centre and Director Review Process, Policy 1.1.(b).

Brief statement of how the Centre fostered collaborations among members. Such collaborations should provide evidence that at least two Departments in the Faculty of Social Science are actively involved in the activities and outcomes of the Centre. For details, please refer to Faculty of Social Science, Centre and Director Review Process, Policy 1.1.(b).

List of students and postdoctoral fellows involved in the Centre’s activities including participation and attendance at speaker series, co-publications and co-presentation with faculty members or other trainees affiliated with the Centre. This list may highlight students and postdoctoral fellows who were trained by at least one Centre member. For details, please refer to Faculty of Social Science, Centre and Director Review Process, Policy 1.1.(c).

List of Centre activities such as the publications, policy papers, and presentations that involve at least 2 Centre faculty members and/or their trainees, seminars, workshops, speaker series, and any other relevant activities. For details, please refer to Faculty of Social Science, Centre and Director Review Process, Policy 1.1.(d).

List of publications including names of authors, titles of publications, journal name or other outlet in which it was published, and the journal’s impact factor. This list should include only those publications that were co-authored by more than one Centre member. For details, please refer to Faculty of Social Science, Centre and Director Review Process, Policy 1.1.(e).

List of research funding associated with the Centre that involves at least two Centre faculty members and/or their trainees, including all Principal Investigators, Co-applicants, Co-Investigators, and Collaborators. For details, please refer to Faculty of Social Science, Centre and Director Review Process, Policy 1.1.(f).

Sources of revenue (indirect costs) and a report on the use of these funds:

Other required documents:

* A five-year plan identifying objectives, research directions, and outreach activities for Centres seeking renewal. For details, please refer to Faculty of Social Science, Centre and Director Review Process, Policy 1.2.
* Statement from the Chairs of the Departments involved in the Centre indicating support for the recommendation to renew the Centre. These letters should indicate the continued and new resource commitments from the Departments to the Centre.
* If the Centre is housed within NEST, a statement from the NEST Director indicating support for the recommendation to renew the Centre. This letter should indicate the continued and new resource commitments to the Centre.
* Names of individuals who participated in the review of the Centre and drafting the report.

For **Centre termination**, the Centre Director must submit a recommendation for termination of the Centre.

Other required documents:

* A letter from the Centre Director justifying why the Centre should be closed.
* Additional letters of support from Department Chairs and the NEST Director, where applicable.

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

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

1. In accordance with Faculty of Social Science, Centre and Director Review Process (see 1. Centre Review) [↑](#footnote-ref-1)