

Governance Structure

Approved March 20, 2020

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I. MISSION STATEMENT

The Loyola Sustainability Research Centre (LSRC) promotes a transdisciplinary approach to research and education about relationships among natural, human, and technological systems through basic and applied research, research creation, and art and design. Our understanding of environmental issues and their societal context emphasizes interactions between social and ecological systems from local to global scales, a problem-oriented choice of methods, and solution-oriented integration of results from different perspectives. The LSRC brings faculty members, students, and post-doctoral associates from across the university together to explore the many facets of sustainability and resilience. The LSRC supports research synthesis and knowledge transfer that are relevant for decision making, policies, and a transition toward a culture of sustainability.

2. GOVERNANCE STRUCTURE

The administrative structure of LSRC consists of two Co-Directors or a Director, the Administrative Board, the Advisory Board, the Annual Assembly, and Special Assemblies.

a) Co-Directors / Director: Responsibilities and Selection

As a research centre recognized by the Faculty of Arts and Sciences, the LSRC is led by two Co-Directors or, if this is not possible, by one Director. These positions report to the Dean or Associate Dean of Research in the Faculty of Arts and Science. The responsibilities of these positions are as follows:

- overseeing the scientific direction and administration of the research unit
- overseeing the coordination of LSRC activities, including outreach, special events, and management of communications both within the unit and externally to partner institutions, external members, funding agencies, and the community.
- managing the day-to-day staff operations of the unit
- ensuring that the unit conforms to the relevant Collective Agreements and policies in effect within Concordia University
- managing or overseeing the management of the budget of the unit
- preparing or overseeing the preparation of the annual report, which includes reporting on budget, human resources, internal relations with other Concordia units such as departments and faculties, and inter-institutional affiliations
- reviewing material for renewal of the recognition status

- developing and revising plans for securing external and internal funding for the unit's operations and research activities.

These positions are elected for three years and may be re-elected for a second three-year term without re-nomination. An outgoing Co-Director or Director can be re-nominated for a third term following the procedure outlined below. When there are Co-Directors, their terms are staggered.

The nomination and election procedure for Co-Directors and Directors is as follows: A call for nominations is sent out to Core Members¹ by the second week of the last winter semester of an outgoing Co-Director or Director's term. Ten working days are allowed for nominations. Nominees must be Core Members. Self-nominations are not allowed. Following the nomination process, the Coordinator circulates the CVs of the nominees to Core Members, who are then given ten working days to vote. A non-vote is treated as an abstention. The nominee with the majority of the votes cast is appointed to the position, subject to the approval of the Dean or Associate Dean of Research in the Faculty of Arts and Science. In the event that this process is unsuccessful in filling at least one Director's position, it is repeated. The directorship term runs June 1-May 31. When there is a single Director, a call for nominations for a Co-Director occurs the second week of January every year until the position is filled.

Upon approval of the current document, the sitting Co-Directors will complete the terms to which they have already been elected. Their replacements will be elected according to the procedures detailed above.

b) Administrative Board (AB)

This seven-member body oversees the strategic direction and administration of LSRC. The AB is responsible for determining the Centre's policies and procedures, advising on operations and activities, and selecting the members of the Advisory Board. In addition to the two Co-Directors, the AB consists of the Principal of the Loyola College for Diversity and Sustainability, one previous Director or Co-Director of the LSRC, and three other Core Members. The Coordinator of the LSRC serves as the recording secretary. The Coordinator does not have voting rights unless elected as one of the representative Core Members on this body. The Core Members and the previous LSRC Director/Co-director (if there is more than one interested) are elected to serve two-year terms. The election procedure is the same as for the Co-Directors (see 2a) except that self-nominations are allowed. There are at least two meetings each year.

Upon approval of the current document, the administrative board will be formed in accordance with the procedures detailed above.

¹ Core members are internal Concordia researchers from any faculty whose primary internal research affiliation is with the LSRC. Note that this does not include postdoctoral fellows. See 3 and 4 for details on membership.

c) Advisory Board (AdvB)

This seven-member body is responsible for providing general guidance and advice on LSRC operations and events and serves to facilitate information exchange. In addition to the two Co-Directors / Director, the AdvB consists of the Dean or Associate Dean of Research of the Faculty of Arts and Science, the Coordinator of the LSRC, two to three Concordia representatives who are not affiliates of the LSRC (two if there are Co-Directors, three if there is a Director), and one current Concordia student. The three Concordia representatives and the student are appointed by the AB, the former for a two-year and the latter for a one-year term. There is at least one meeting each year.

Upon approval of the current document, the advisory board will be reconstituted in accordance with the procedures detailed above.

d) Annual Assembly

LSRC organizes an annual meeting of all affiliated members. The purpose of this Annual Assembly is to advise the Administrative Board and to act as a forum for information exchange between affiliates.

e) Special Assembly

LSRC organizes Special Assemblies of Core members when required, for example, to deliberate on proposed amendments to these governing documents.

3. MEMBERSHIP, PARTICIPATION, AND REPORTING

All affiliates of the LSRC are expected to be active in the intellectual life of the LSRC, attending seminars and/or workshops whenever possible. Affiliates are encouraged to participate via web conference when they are not local to reduce carbon costs of travel. Anyone wishing to become an affiliated member of LSRC must have a clear link to the LSRC mission. Those applying for Core Membership, Internal or External Associate, or Visiting Associate status must submit a *curriculum vitae* and/or bio. New applications will be vetted by the Centre's Coordinator and, except for potential Student and Post-doctoral Associates, by its Co-Directors. Where a person is applying to become a Core Member, Internal Associate, or External Associate of the LSRC, their *curriculum vitae* and/or bio will be circulated to all Core Members, who will then have ten business days to vote on their inclusion. A failure to vote within this timeframe will be taken as an abstention. New Core Members, Internal Associates, and External Associates will be accepted based on a majority of Core Member votes in favour. Affiliates are expected to acknowledge the contribution of LSRC in their work when appropriate.

The Loyola Sustainability Research Centre subscribes to the Statement on Equity, Diversity and Inclusion (EDI) set forth by the Tri-Council funding agencies of the Government of Canada and to that set forth by Concordia University. It is committed to

- Supporting equitable access to funding opportunities for all researchers and trainees;
- Promoting the integration of equity, diversity and inclusion-related considerations in research design and practices; and
- Increasing equitable and inclusive participation in the research system, including on research teams.

The LSRC will work to develop the inclusive culture needed for research excellence and to achieve outcomes that are rigorous, relevant and accessible to diverse populations.

4. CATEGORIES OF AFFILIATION

LSRC has the following five broad categories of affiliation:

a) Core Members – are university researchers or practitioner researchers/creators/artists who are deeply invested in the research activities and intellectual life at LSRC and for whom LSRC is their primary Concordia research centre association. The Coordinator, hired by the Faculty of Arts and Sciences, will be a researcher or practitioner researcher and thus a Core Member. As individuals whose connection to LSRC is substantial and long-standing, Core Members advise the Administrative Board in setting the Centre's strategic direction through their participation in Annual Assemblies and Special Assemblies.

b) Internal Associates – are university researchers or practitioner researchers/creators/artists based at Concordia whose primary Concordia research centre association is not with the LSRC. This category also includes those who are at Concordia but have neither a permanent nor a tenure-track position, as well as retired former Core Members. LSRC Internal Associates are still expected to significantly advance the mission and outreach of LSRC through regular collaboration and attendance at LSRC events but will not be expected to take on an unpaid administrative load.

c) External Associates – are university researchers or practitioner researchers/creators/artists or community-based researchers and artists not based at Concordia whose activities enrich the community of practice of the LSRC. External Associates are still expected to significantly advance the mission and outreach of LSRC through collaboration and, if possible, attendance at LSRC events, but will not be expected to take on an unpaid administrative load.

d) Student and Post-doctoral Associates – are those affiliated researchers who are working under the supervision of a Core Member or Internal Associate or whose affiliation is recommended by a Core Member or Internal Associate. Student and Post-doctoral Associates will have the option to be profiled on the LSRC website and will be invited, whenever possible, to participate in LSRC events.

e) Visiting Associates – are visiting researchers who have applied to be affiliated with LSRC during their stay in Montreal. The duration of these residencies is a maximum of one year, renewable.

5. RESEARCH ETHICS

All LSRC affiliates are expected to follow established ethical guidelines regarding research with human subjects and animals. For research on human subjects, at the core is the requirement for informed consent and the mitigation of harm. The participant's right of withdrawal during the study must also be respected. For research on animals, all procedures must be carried out in a humane and ethical manner in accordance with the guidelines and standards of the Canadian Council on Animal Care (CCAC) and with all applicable laws, regulations. Faculty and students must obtain the approval of their university ethics board before conducting research involving human subjects or animals.

6. AMENDMENT PROCEDURES

This document may be changed if the following conditions are met:

- 1) A proposal is presented to the Administrative Board and approved by a simple majority of all members of this Board. This proposal can be brought forth by any member of the Administrative Board or by a Core Member if sponsored by at least one member of the Administrative Board.
- 2) The proposed amendment(s) are presented to the Core Members and discussed at a Special Assembly (see Section 2e) of these members.
- 3) The proposed amendment(s) are approved by a 2/3 majority of votes cast with at least 50% of the Core Membership voting.