



5.14 POLICY ON RESEARCH CENTER ESTABLISHMENT

1. General

The purpose of this policy is to govern the establishment and administrations of Research Centers.

2. Establishment of Research Centers

The establishment of Research Centers shall be approved by the Board of Trustees with the recommendations from the Research Center and Research Unit Committee, the Executive Committee, and the Academic Review and Rank Assessment Committee.

3. Functions of Research Center

Research Centers shall focus on the following functions:

- 3.1 Conducting sponsored research projects which normally require multidisciplinary or specialized expertise.
- 3.2 Participating in supervising thesis, conducting teaching, curriculum development, etc.
- 3.3 Conducting training programs relevant to the area of expertise of the Research Center.
- 3.4 Conducting advanced services that require research expertise of the staff of the Research Center.

4. Approval of Research Faculty Members

A “Research Faculty Member” is defined as a full-time researcher with PhD degree. His/Her main responsibilities are to conduct research for Research Center that he/she is affiliated with and supervise thesis for SIIT graduate students. In addition, a “Research Faculty Member” can involve in teaching of academic courses at SIIT if suitable. An appointment of Research Faculty Members shall be approved by the Board of Trustees with recommendations from the Research Center and Research Unit Committee, the Executive Committee, and the Academic Review and Rank Assessment Committee.

5. Establishment of Research Center and Research Unit Committee

5.1 Members of Research Center and Research Unit Committee

The members of Research Center and Research Unit Committee shall be approved by the director with recommendation from the Executive Committee for a period of 2 years. The members of committee are comprised of

- 5.1.1 SIIT Director, as the Chairperson of the Committee
- 5.1.2 Assistant Director for Academic Affairs, as the Member of the Committee
- 5.1.3 Selected SIIT Professor(s), as the Member(s) of the Committee
- 5.1.4 Selected Head(s) of Research Center, as the Member(s) of the Committee
- 5.1.5 Assistant Director for Research and Academic Quality Assurance, as the Member and Secretary of the Committee

5.2 Duties and responsibility

The duties and responsibilities of the Research Center and Research Unit Committee are the following:

- 5.2.1 Recommending policies and guidelines for regulating all operations of research centers and research units to the Executive Committee.
- 5.2.2 Recommending appointment of Research Faculty Members of all Research Centers and Research Units to the Executive Committee, the Academic Review and Rank Assessment Committee, and Board of Trustees.

- 5.2.3 To recommend the contract renewals of Research Faculty Members to the Board of Trustees.

6. Appointment of Head of Research Center

Head of Research Center is responsible for managing all operations of Research Center, which must comply with the policies and guidelines set by the Research Center and Research Unit Committee. Head of Research Center must be a faculty member or a research faculty member of SIIT. However, in some circumstances, a highly reputable scholar or researcher from outside SIIT may be invited to serve as Head of Research Center. Head of Research Center must be appointed by the Board of Trustees with recommendations from the Research Center and Research Unit Committee, the Executive Committee, and the Academic Review and Rank Assessment Committee for a period of 3 years. The re-appointment of Head of Research Center can be done with no limit terms by the Board of Trustees with recommendations from the Research Center and Research Unit Committee, the Executive Committee, and the Academic Review and Rank Assessment Committee.

7. Management

In principle, all management of Research Centers shall be carried out by Heads of Research Center.

7.1 Financial Management

- 7.1.1 The income of Research Centers comes from sponsored research projects, training programs and other related activities conducted by Research Centers.
- 7.1.2 The financial management of Research Center must follow the SIIT regulations on sponsored research projects and training programs.
- 7.1.3 Salaries and all fringe benefits of staffs in Research Center are paid from the income of that Research Center.
- 7.1.4 Depending on the performance of Research Centers, the salaries, the rates of fringe benefits, and the overall annual increases of the salaries and bonus for staffs employed by Research Center are decided by the Research Center and Research Unit Committee, which can be different in different Research Centers; as well as different from those rates for SIIT staff. The starting salary, as well as the salary caps, of the staff of Research Centers should not be 20% more than those obtained by the SIIT's staff in similar positions.
- 7.1.5 Research Center shall have its own financial account which is separated from that of the existing operation of SIIT.
- 7.1.6 In the case that the financial status of Research Center starts to show sign of deficit, the situation must be immediately reported to the Research Center and Research Unit Committee and Executive Committee for appropriate action(s) by the Head of that Research Center. Termination of Research Center shall be done when the financial status of that Research Center shows no sign of improvement from deficit, or the activities of Research Center are no longer academically relevant. In such case, all the costs resulting from the termination of Research Center must be paid from the Common Fund/assets of that Research Center. The total remaining assets of that Research Center shall then be transferred to the Common Funds of the schools those the faculty members of that Research Center are affiliated with. Termination of Research Center shall be reported to the Research Center and Research Unit Committee, the Executive Committee, the Academic Review, and Rank Assessment Committee and Board of Trustees.

7.2 Personal Management

- 7.2.1 The recruitment of supporting staff and secretary (ies) shall be conducted by the Head of Research Center together with the agreement among Faculty and Research Faculty members in that Research Center.

7.2.2 A Research Faculty Member can apply for an academic rank promotion, in which the criteria and procedure are described in Policy 4.1: Policy and Procedure on Academic Rank Promotion of Research Faculty Members.

CHART 1: Fund Appropriations

