

## Closure of UNSW Centres

### Background

The UNSW Centres Policy (<http://www.infonet.unsw.edu.au/poldoc/centres.htm>) outlines strategic, financial and operational reasons for closure of Centres. This document summarises the actions required and allocates responsibilities.

### Procedure

<b>Action</b>	<b>Responsibility</b>	<b>Description/ Documentation</b>
Initial liaison with Deputy/Pro-Vice-Chancellor	Presiding Dean	Discussion about intent and timeframe
Discussion with all stakeholders then develop implementation plan for handling closure - staff, students, contracts, grants, financial surplus/deficit, equipment, space	Centre Director and Presiding Dean	Letter to Centres Secretariat enclosing implementation plan
Recommendation to the relevant Deputy/Pro-Vice-Chancellor, following discussions as required with Presiding Dean.	Centres Secretariat	Letter to Deputy/Pro Vice Chancellor, including summary of implementation plan
Decision to disestablish Centre	Deputy/Pro-Vice-Chancellor	Letter to Presiding Dean, cc Centre Director and Centres Secretariat
Notify Academic Board via COR	Deputy/Pro-Vice-Chancellor	Letter to President
Implement arrangements for staff and students	Presiding Dean	In consultation with Heads of School, Centre Director and HR
Implement arrangements for external contracts and grants	Presiding Dean	In consultation with Heads of School, Centre Director; third party negotiation and documentation in consultation with Research Services
Advise IT staff to close Centre website and remove Faculty/School cross references to the site; advise Communications Unit to delete Centre references from UNSW Contacts Register	Centre Director	Letter to IT staff, cc Centres Secretariat
Implement arrangements for disposal or redeployment of physical resources and reallocation	Presiding Dean	In consultation with Heads of School

of space		
Implement allocation of surplus funds, or cover shortfall	Presiding Dean	Letter to Faculty Client Services Accountant, cc Deputy/Pro-Vice-Chancellor, Centre Director, Centres Secretariat
Close accounts, arrange funds transfer	Faculty Client Services Accountant	Confirm completion to Presiding Dean and Centres Secretariat
Confirm implementation plan has been completed	Presiding Dean	Letter to Centres Secretariat
Close files and report	Centres Secretariat	Advise Records Management and update Centres Registry; report completion to Deputy/Pro-Vice-Chancellor

(last updated April 2006)