



## Constitution of the York Centre for Asian Research

### 1. The Centre

The York Centre for Asian Research (YCAR) was established to advance the academic study of Asia (South, East, and Southeast) and Asian Diasporas. YCAR continues the strong tradition of internationally recognized research in Asian studies pioneered since 1974 by the University of Toronto-York University Joint Centre on Modern East Asia, more recently known as the University of Toronto-York University Joint Centre for Asia Pacific Studies, in which York faculty members and graduate students played a central role. YCAR is subject to university policies and procedures.

### 2. The Mandate and Focus

**2.1** YCAR's mandate is to foster and support research at York related to East, Southeast and South Asia, and Asian migrant communities in Canada and around the world. The Centre aims to provide: 1) **Intellectual Exchange**: facilitating interaction between Asia-focused scholars at York, and between York researchers and a global community of Asia scholars; 2) **Research Support**: assisting in the development of external research grants, and administering such projects; 3) **Graduate Training**: supporting graduate student training and research by creating an interdisciplinary intellectual hub, administering a graduate diploma program, and providing financial support for graduate research; 4) **Knowledge Mobilization**: providing a clear public point of access to York's collective research expertise on Asia, and ensuring the wider dissemination of York research on Asia to academic and non-academic audiences in Canada and around the world.

**2.2** The Centre shall encompass research on Southeast, South, and East Asia as well as Asian Diasporas from all disciplines and faculties. The Centre shall also foster thematic research that cuts across disciplinary, faculty, and spatial boundaries. The research of the Centre shall focus mainly on the study of the modern and contemporary periods, reflecting the strengths of York faculty in this area, although research on pre-modern Asia and pre-modern Asian Diasporas may also be included.

### 3. Organization

YCAR shall be based at York University. It will report to the Vice-President (Research and Innovation) and organize its financial, administrative, and human-resources consonant with York University policies and practices. The Centre shall have an academic Director and academic Associate Director, as well as an Executive Committee, and an Annual General Meeting of members.

#### 3.1 Director

The academic Director is appointed for a fixed term to provide overall leadership and academic direction for the Centre. S/he will have day-to-day administrative responsibility for the Centre including its staff, financial operations, fund-raising, promotion, and programmes. S/he will draft the annual report, budget, and programme plans for presentation to the Executive Committee for input and approval. S/he will organize the Annual General Meeting. S/he will also assist Principal Investigators in carrying out their projects. In addition, the Director, as a leader in the field, is expected to be engaged in research projects.

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The Director will be selected according to university practices and procedures. The Executive Committee will, in consultation with the Vice-President (Research and Innovation), select Centre representatives to serve on the Search Committee for the Director.

### **3.2 Associate Director**

YCAR has two Associate Directors, who assist the Director. The Executive Director of the Asia Business and Management Program (ABMP) is appointed as Associate Director (ABMP) and is responsible for ensuring close cooperation and coordination between the ABMP and the Centre. The Coordinator of the Graduate Diploma in Asian Studies is appointed by the Executive Committee on the advice of the Director and serves as the Associate Director (Graduate). Both Associate Directors will be voting members of the YCAR Executive Committee.

### **3.3 Executive Committee**

The Committee will be chaired by the Director (ex officio) and will in addition be made up of the Associate Director (ex officio); four other faculty members; a fifth member, who may be a York faculty member or a faculty member from another university or another person external to York who would make a useful contribution to the work of the Centre; and three Graduate Associates, with two voting as elected by the Graduate Associates of the Centre. The Director may also appoint administrative staff of the Centre to the Executive Committee as non-voting ex officio members. In addition, one faculty member will serve on the Executive Committee as a representative of the Department of Languages, Literatures and Linguistics. The DLLL representative will be designated by the Chair of the department in consultation with the YCAR Director.

The members of the Executive Committee shall normally serve three-year terms, staggered so that normally no more than half of the Executive Committee shall change in a given year. Mid-term replacements shall serve out the term of the members they replace so as not to disrupt the normal staggering of terms. The Executive Committee shall, as required and normally in February, form a sub-committee composed of the Associate Director and two other Executive Committee members for the purpose of nominating new members to Executive Committee. The sub-committee shall be charged with identifying Centre Associates willing to serve on the Executive Committee for a three-year term will begin in the following academic year.

Associates willing to serve on the Executive Committee for a three-year term will begin in the following academic year. The subcommittee shall forward its nominees to the Annual General Meeting of Centre Associates for ratification. The Centre Director will, in consultation with the Executive Committee, nominate Associates to fill vacancies that arise at other times of the year. These nominees shall be presented for ratification to the next Annual General Meeting of Centre Associates.

The Executive Committee will meet regularly, normally at least once per academic term, to make all major decisions affecting the Centre. These include:

- a) the final approval of the annual report (including the Centre budget) presented by the Director and the Associate Director following consultation with Centre Associates in the Annual General Meeting;
- b) the approval of nominees for Faculty Associate, External Research Associate, Visiting Scholar, Emeriti Faculty Associate, Graduate Associate, Visiting Graduate Associate, Post-doctoral

Associate and Undergraduate Associate (where necessary through a canvassing of Executive Committee members through email);

c) the approval of projects or programmes seeking affiliation with the Centre or seeking funding from the Centre.

Four members of the Executive Committee will constitute a quorum. The Associate Director shall be considered a voting member. In the event of a tie, the Director may cast a vote. Where a consensus cannot be reached, a vote shall be called with a decision normally requiring the approval of a simple majority of those members present and voting.

### **3.4 Annual General Meeting of YCAR Associates**

There shall be an Annual General Meeting of Centre Associates, normally in April. The purpose of the meeting is:

a) to discuss and refer back to the Executive Committee for final approval the annual report of the Centre, including the current fiscal year's budget to date and the proposed budget for the coming fiscal year. At least a week prior to the meeting, copies of the annual report shall be made available to Centre Associates in the YCAR administrative office;

b) to discuss and ratify the nominees for membership on the Executive Committee in the coming academic year; and

c) to discuss and ratify proposed amendments to the Centre Constitution. All Centre Faculty Associates and two representatives elected by the Graduate Associates may vote at the Annual General Meeting. Eleven Faculty Associates will constitute a quorum. Where a consensus cannot be reached, a vote shall be called with a decision normally requiring the approval of a simple majority of those Associates present and voting. Proposals to amend the YCAR Constitution require the support of a three-quarters majority of those eligible Associates who are present and voting.

### **3.5 Conflict Resolution**

Should a conflict arise amongst YCAR Members, Executive, and/or the Director, and should YCAR be unable to resolve the dispute internally, the conflict will be resolved according to procedures developed by the York Council of Research Directors.

## **4. Members of the Centre**

There will be eight distinctive kinds of affiliations with the Centre:

- (1) *Faculty Associates*
- (2) *External Research Associates*
- (3) *Visiting Scholars*
- (4) *Emeriti Faculty Associates*
- (5) *Graduate Associates*
- (6) *Visiting Graduate Associates*
- (7) *Post-doctoral Associates*
- (8) *Undergraduate Associates*

These categories enable a wide variety of interested individuals with diverse backgrounds to become involved in Centre activities. Applications will be made to the Membership Committee composed of the Director, one other faculty person, normally the Associate Director, and a graduate student. There will be three deadlines for receipt of applications for affiliation annually: 1 April, 15 October and 15 January. Applications shall be circulated to the Executive Committee for comments prior to the Membership Committee making a decision on the applications. The Membership Committee shall report its decisions to the Executive Committee for the record.

#### **4.1 Faculty Associate**

Faculty Associates are full-time, tenure-stream and non-tenure-stream faculty at York University who are actively involved in research on Asia or Asian Diasporas and committed to the Centre's mandate.

The designation Faculty Associate is made for a renewable four-year term. Applicants will be asked to submit to the Membership Committee their application, curriculum vitae, a statement of their reasons for wanting to be associated with the Centre and of how they will actively contribute to the Centre, and other documents as stated on the YCAR web site.

#### **4.2 External Research Associate**

External Research Associates include individuals whose primary affiliation is outside of York, with universities and other educational institutions, governments, the private sector or nongovernmental and not-for-profit organizations, and who are actively involved in research on Asia or Asian Diasporas, as defined by the YCAR mandate. They must be undertaking, collaborating in or developing a research project associated with YCAR (which can include active involvement in graduate student research). The External Research Associate category is also open to part-time instructors at York University, and to former graduate associates of YCAR who have completed their programmes at York but wish to stay associated with the Centre.

The length of term of an External Research Associate shall be decided on a case-by-case basis and may be renewed at the discretion of the Director in consultation with the Membership Committee. Nominees will be asked to submit to the Membership Committee their application, which includes a curriculum vitae, a statement of their reasons for wanting to be associated with the Centre and of how they will actively contribute to the Centre, and other documents as stated on the YCAR web site. The applicant must also, with the exception of former YCAR Graduate Associates, ask one YCAR Faculty Associate to submit to the Membership Committee a letter endorsing the application and explaining how the applicant will actively contribute to the life of the Centre.

#### **4.3 Visiting Scholar**

Visiting Scholars are students, faculty or research professionals at other universities or educational/research institutions, whose ongoing research falls within the mandate of YCAR, and who are temporarily resident in the Toronto area. Visiting Scholars are appointed only for the duration of their stay in Toronto, normally up to one year, and must be nominated and hosted by a YCAR Faculty Associate. It is expected that their visit to YCAR will include collaboration and consultation with their sponsoring YCAR Faculty Associate.

The length of term of a Visiting Scholar shall be decided on a case-by-case basis and may be renewed at the discretion of the Director in consultation with the Membership Committee. Nominees will be asked to submit their curriculum vitae, a statement of their reasons for wanting

to be associated with the Centre and of how they will actively contribute to the life of the Centre and other documents as stated on the YCAR web site. The applicant must also ask one YCAR Faculty Associate to submit to the Membership Committee a letter endorsing the application and stating a willingness to consult with the applicant during his/her time at York University.

#### **4.4 Emeriti Faculty Associate**

Emeriti Faculty Associates are individuals who have made outstanding contributions to research on, or understandings of, Asia or Asian Diasporas. These are usually retired and emeriti scholars from York University.

The length of the term shall be decided on a case-by-case basis and may be renewed by the Membership Committee. Nominees will be asked to submit their curriculum vitae to the Membership Committee.

#### **4.5 Graduate Associate**

Graduate Associates are students registered in graduate programmes at York University and engaged in research on Asia or Asian Diasporas as defined by the YCAR mandate.

Nominees will be asked to submit to the Membership Committee their application, which includes a curriculum vitae, a statement of their reasons for wanting to be associated with the Centre and of how they will actively contribute to the Centre, a description of their Masters or PhD research project, and other documents as stated on the YCAR web site.

#### **4.6 Visiting Graduate Associate**

Visiting Graduate Associates are graduate students from universities other than York and who are actively involved in research on Asia or Asian Diasporas.

The length of the term shall be decided by the Membership Committee on a case-by-case basis and may be renewed at by the Membership Committee. Nominees will be asked to submit to the Membership Committee their curriculum vitae, a statement of their reasons for wanting to be associated with the Centre and of how they will contribute actively to the Centre, a description of their Masters or PhD research project, and other documents as stated on the YCAR web site. The applicant must also arrange to have their research supervisor and one York Faculty Associate submit letters of recommendation to the Membership Committee. The letter from the YCAR Faculty Associate should indicate a willingness to consult with the applicant during his/her time at York University.

#### **4.7 Post-Doctoral Associate**

Post-doctoral Associates are researchers of Asia or Asian Diasporas who have completed a doctorate within the last five years, and who have been awarded post-doctoral funding through an external competition.

The length of the term shall be decided on a case-by-case basis and may be renewed by the Membership Committee. Nominees will be asked to submit to the Membership Committee their CV and a statement of their reasons for wanting to be associated with the Centre and of how they will actively contribute to the life of the Centre, a description of their post-doctoral research project, and other documents as stated on the YCAR web site. The applicant must also arrange to have their PhD dissertation supervisor and one YCAR Faculty Associate submit letters of recommendation to the Membership Committee. The letter from the York faculty member

should indicate a willingness to supervise the research of the applicant during his/her time at York University.

#### **4.8 Undergraduate Associate**

Undergraduate Associates are York University students who are engaged in primary research projects on Asia or Asian Diasporas, usually in association with an undergraduate honours dissertation or some other extended research engagement.

Nominees will be asked to submit to the Membership Committee a curriculum vitae, a statement of their reasons for wanting to be associated with the Centre and a description of their research project, and other documents as stated on the YCAR web site.

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