The LRC is a Research Centre of the School of Languages, Linguistics, Literatures and Cultures in the Faculty of Arts. Its various activities reflect the research and teaching interests and expertise of University of Calgary faculty and students, both in SLLLC and in other units with overlapping interests.

Vision
The LRC is the designated space within SLLLC for interdisciplinary and multidisciplinary dialogue and collaborative research on languages, linguistics, literatures, cultures and related pedagogy, as well as related community outreach activities.

Mission
The LRC will foster and support research carried out by University of Calgary faculty and students, both in SLLLC and in other units with overlapping interests. As such, the LRC will support conferences, workshops and colloquia, forge international and local partnerships, and provide practical support for grant applications, and language examinations and certificates.

As researching, teaching and learning languages, linguistics, literatures and cultures define the work of the SLLLC, the LRC will also create opportunities for collaborative thinking, skill development and exchange of ideas related to best practices in our fields of study.

The LRC will advocate for language learning within and outside the University of Calgary with a special attention to Canada’s official languages, indigenous languages and international languages taught at SLLLC as well as the literatures and cultures associated with them.

Governance
The LRC will be governed by a Steering Committee.

- Provide advice, consent and monitoring of the directions and policies of the LRC as brought to it for steering consideration
- Approve the Annual Plan and Rolling Plan and the Annual Report and the Budget, as presented by the Director
- Generate and develop projects and research foci for the LRC

Steering Committee membership:
- Director of LRC (Chair)
- Director of SLLLC (ex officio)
- Four members of SLLLC, ideally from different divisions, representing expertise in different areas, including Applied Linguistics, Language Teaching, Language Learning, Theoretical Linguistics, Cultural Studies, Literary Studies
- One member from outside SLLLC whose research falls within the LRC’s mission

All members are voting.
Representatives will be appointed to two-year terms, and will be eligible for reappointment for one additional term. Where possible, terms will be staggered to ensure continuity. When positions on the LRC Steering Committee are about to expire, the director of LRC in consultation with the current LRC Steering Committee will nominate a slate of potential new members and consider expiring appointments for renewal. Final approval will be decided by election among School members.

The Steering Committee will establish an ad-hoc Research Subcommittee when needed.

Functions of the Research Subcommittee:

- Evaluate applications for post-doctoral fellowships whenever post-doctoral fellows are appointed to the LRC
- Approve external projects
- Put forward nominations for research awards

Membership of the Research Subcommittee:

- Director of LRC (Chair)
- One member of the Steering Committee and two members at large

These members will be appointed based on the strength of their research commitment and/or involvement with the LRC rather than on representation when possible. A reasonable effort will be made to have a membership representative of the research strengths of the various academic/research units that are involved in the work of the LRC. All members are voting. Chair only votes to break a tie.

Facilities
The LRC includes all space on the fourth floor of Craigie Hall D, with the exception of offices.

Administration
The Director is a continuing faculty member of the SLLLC and will be appointed by the SLLLC Director, in consultation with the Director’s Advisory Committee (DirAC), to serve a term of up to 3 years, renewable.

Duties of the Director:

- Prepare an annual plan and a 3-year rolling plan
- Prepare and oversee LRC budget
- Prepare an annual report
- Promote the LRC internally and externally
- Act as primary liaison with the SLLLC Director
- Act as primary liaison with relevant external bodies, including Alberta Education and Calgary Board of Education
- Spearhead LRC events
- Spearhead training programs and professional development workshops and conferences at the LRC
- Coordinate LRC-sponsored grant applications
- Coordinate academic duties associated with LANG courses, post-doctoral fellows and graduate students associated with LRC (not including scheduling)
- Coordinate efforts to create strong partnerships between teacher education programs and the LRC
- Coordinate LRC facilities

Administrative Support

- Provide support to Director, as appropriate
- Provide day-to-day and project-based support
• Collaborate with SLLLC administrative staff to coordinate publicity, HR and expense reimbursement for visitors to LRC and other LRC activities

Membership in the LRC
Membership in the LRC is open and automatic to any individual committed to playing an active role in the intellectual activities of the LRC:

• Continuing academic staff member
  Term: ongoing

• Postdoctoral fellows affiliated with a University of Calgary member
  Term: as long as they are affiliated with the University of Calgary

• Student member
  This includes current University of Calgary students working on supervised research that falls within the mandate of the LRC.
  Term: For the duration of the contract or project.

Except for automatic memberships outlined above, membership by nomination in the LRC is assigned by the LRC Director as appropriate, after consultation with the Steering Committee.

• LRC Research Associate
  This includes members of the community who are or have been interested in carrying out work related to the mandate of the LRC. This category includes, but is not limited to, visiting scholars, emeriti, and former graduate students.
  Term: three-year term, renewable at the request of the research associate, subject to approval of the LRC Director.

• LRC Community Partner
  This includes community groups that collaborate with LRC in teaching, research, or outreach.

• Honorary membership
  Honorary membership is reserved for individuals who have made an extraordinary contribution to the activities of the LRC upon nomination by a member. The title given will be based on the service performed in the LRC.

All nominations should be accompanied by a short justification or rationale, where appropriate, with a short description of the project being worked on, and they should include an indication that the nominee is aware of and accepts the nomination.

New LRC Research Associates, Community Partners and Honorary Members will receive a welcoming letter from the Director which:
• Points out the benefits of membership (access to LRC services, invitations to special events, listing on the website, ability to include their status on their stationary, listserv, etc.)
• Indicates that any use of the LRC name for publicity or similar purposes (other than stationery), must first be cleared with the Director