

# Terms of Reference

## Grenfell Campus Research Committee

(Approved March 2, 2018)

A Research Committee with representatives from each School will report to the Associate Vice-President (Grenfell) Research and Graduate Studies, Library Council and to the Academic Council of their respective School on issues related to research, which includes Campus and university-wide research policies.

### The Research Committee shall:

- (a) support and provide advice to the Associate Vice-President (Grenfell) Research and Graduate Studies and Research Office regarding the planning of regular events to foster improvements in research at Grenfell
- (b) support and provide advice to the Associate Vice-President (Grenfell) Research and Graduate Studies and Research Office regarding the development of a Strategic Plan for Research at Grenfell Campus (3 Year Plan);
- (c) recommend procedures concerning the application for funding from the Vice-President's (Grenfell Campus) Research Fund;
- (d) evaluate and make recommendations to the Vice-President (Grenfell Campus) concerning applications for funding from the Vice-President's (Grenfell Campus) Research Fund; and
- (e) serve as a liaison between the member representatives' school, Library Council and the office of the Associate Vice-President (Grenfell Campus) Research and Graduate Studies.

### Composition of Committee:

The Research Committee shall consist of the Associate Vice-President (Grenfell Campus) Research and Graduate Studies (ex officio, non-voting), one faculty member representative each from the School of Arts and Social Science, the School of Fine Arts, the School of Science and the Environment, Western Regional School of Nursing, and the Ferriss Hodgett Library.

### Membership Term and Conditions:

Term: 2 years renewable.

Condition: Members who have missed 4 consecutive meetings will have their status reviewed by the Committee and may be asked to resign. Membership will be staggered and will include one member from Go-Engagement, who will be a non-voting member.

### Membership Selection:

School representative members will be selected by their designated School, as indicated to the Associate Vice-President (Grenfell Campus) Research and Graduate Studies, by each School's respective Dean.

**Meetings:**

Frequency: Monthly

Note: Meetings may also be called by the chair when required.

**Regulations:**

- i. The meetings will be facilitated by the chair or a designated member.
- ii. The Secretary will establish and circulate the agenda prior to meetings.
- iii. The Secretary will record minutes of the meeting or designate a minute-taker and circulate minutes electronically to committee members at least one week prior to next meeting.
- iv. Members may take part in meetings by teleconference or videoconference.
- v. Quorum will be 50% plus one of the core members (4).
- vi. Voting on formal motions may be done by proxy via email or written submission to a co-chair.
- vii. Formal decisions will be determined by majority vote.
- viii. The Committee may establish sub-committees as required, comprising of core members, advisory members, and/or other external participants.
- ix. The Committee will annually review the Terms of Reference.

**Accountability:**

The Committee will report to the Associate Vice-President (Grenfell Campus) Research and Graduate Studies.