

## ACADEMIC COUNCIL REPORT

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**SESSION:**

Public   
Non-Public

**ACTION REQUESTED:**

Decision   
Discussion/Direction   
Information

**TO:** Academic Council

**DATE:** June 22, 2021

**FROM:** Governance & Nominations Committee (GNC)

**SUBJECT:** Review of Research Board Terms of Reference

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**COMMITTEE MANDATE:**

- Section 1(a) of the GNC Terms of Reference lists one of the responsibilities of the committee as advising Academic Council on the establishment, terms of reference, composition, membership and retirement of its committees.
- As part of the implementation of By-law No. 2, the GNC has been asked to review the Terms of Reference for all of Academic Council's standing committees.
- The GNC is seeking Academic Council's approval of the proposed amendments to the Research Board Terms of Reference.

**BACKGROUND/CONTEXT:**

- In order to assist the GNC with its review, the Research Board reviewed and provided feedback on its Terms of Reference.
- The Research Board found that their membership, frequency of meetings, and mandate are similar to those institutions and do not feel any changes to the structure of the Research Board are needed at this time.
- The format of the Terms of Reference has been updated to be consistent with the Terms of Reference of the other updated committees of Academic Council.
- The GNC conducted a preliminary review of the Research Board Terms of Reference in March 2019 and made the decision to put the review on hold until the new VP Research and Innovation was hired.
- The following is a summary of the GNC discussion in March 2019 & how those comments have been addressed:
  - discussion regarding the membership of the committee and whether the *ex officio* members should mirror USC and GSC Terms of Reference - *The wording of the Terms of Reference has been updated to reflect changes*

*within faculties as most faculties now have Associate/Assistant Deans Responsible for Research, and as such they will be the representatives on the Research Board. Where there is a Faculty without an Associate/Assistant Dean Responsible for Research, the VPRI will consult with the Dean to find a suitable representative using determining factors such as, but not exclusive to, upcoming leaves of absence, and service commitments.*

- suggested that representatives from Health & Safety and Facilities could be beneficial as non-voting members on the Research Board - *Jennifer Freeman, Executive Director, Office of Research Services serves on the Joint Health and Safety Committee.*
- should be made clear in the Terms of Reference that it is a standing committee of Academic Council and that the committee should provide at least an annual report to Council – *comment has been incorporated in the proposed Terms of Reference.*
- support for changing the name of the committee, as it is confusing. A possible name is the “Research Advisory Committee”, since the body provides advice to Academic Council – *proposed changing name to Research Committee.*
- suggestion to include another Dean (or designate) to the membership, since the bulk of research comes out of the Faculties – *note that Dean of Graduate Studies has always been a member of the Research Board since March 2004.*

Additional feedback was provided by GNC in November 2020 and February 2021. Attached is an updated version of the Terms of Reference for the Research Board, reflecting the comments of the GNC. The following is the rationale for the proposed changes:

- suggestion to standardize the nomination process for membership to the committee
  - *explained above*
- suggestion to change the term of membership to 3 years to align with Academic Council and its other AC standing committees
  - *the term of membership has been updated to 3 years.*
- suggestion to add two members of Academic Council to the Research Board composition to be consistent with the Undergraduate and Graduate Studies Committees
  - *added to Terms of Reference*
- suggestion to change the name of the body to Research Committee
  - *reflected in proposed Terms of Reference*
- suggestion for the committee to have a more democratic process for the selection of the Vice-Chair
  - *VPRI nominates the Vice-Chair from the existing Research Board members with approval by the members of the RB by secret ballot. Nomination consideration will be given to experience, leadership, and diversity.*

The proposed amendments to the Research Board Terms of Reference came to Academic Council for consultation on May 25, 2021. Based on the feedback provided by Academic Council, no further amendments are being proposed.

**MOTION for CONSIDERATION:**

*That pursuant to the recommendation of the Governance & Nominations Committee, Academic Council hereby approves the Research Committee Terms of Reference (formerly Research Board), as presented.*

**NEXT STEPS:**

1. The updated Terms of Reference will be posted on the Academic Council website.

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**SUPPORTING REFERENCE MATERIALS:**

- draft Research Committee Terms of Reference (formerly Research Board)

## ACADEMIC COUNCIL Research Committee

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### 1. TERMS OF REFERENCE

The Research Committee of the Academic Council (“Committee”) is a standing committee of the university’s Academic Council and is responsible for providing advice on research-related policy, procedures and strategy.

Specifically, the Committee will have the following responsibilities:

- Advise and make recommendations to Academic Council on policies and programs that promote, support and celebrate high-quality research, scholarly work and innovation and their dissemination;
- Advise and make recommendations to Academic Council on issues related to the conduct of research and scholarly work and any such practices that violate the university's mission and respect for academic freedom;
- Advise and make recommendations to Academic Council on policies, procedures, practices and issues related to the ethical, regulatory, etc., conduct of research and scholarly work and its dissemination;
- Examine proposals for the establishment of research entities at the university, and recommend to Academic Council the establishment or discontinuation of such entities;
- Review annually the activities of the university’s research entities;
- Report annually to Academic Council on the university’s research and scholarly activities;
- Advise the Vice-President, Research and Innovation on matters related to research, scholarship and innovation policy, strategy and implementation;
- Advise the Vice-President, Research and Innovation on matters related to research agencies and other partners that sponsor research at the university;
- Recommend the recipients of the university Research Excellence Award to the Vice-President, Research and Innovation;
- Inform faculties of the current standards, policies and guidelines that have an impact on research, scholarship and innovation;
- Establish such working groups as needed to fulfill the Committee’s responsibilities; and
- Perform other duties as assigned by Academic Council.

### 2. MEETINGS

The Committee shall meet monthly from September to May, except December, unless otherwise determined by the Chair.

### 3. MEMBERSHIP

The Committee will be composed of:

- One (1) faculty member from each Faculty
  - Where there is a Faculty with an Associate/Assistant Dean Responsible for Research, s/he will assume the representative role for that Faculty on the Committee as an *ex officio* member.
  - Where there is a Faculty without an Associate/Assistant Dean Responsible for Research, the VPRI will consult with the Dean to find a suitable representative using determining factors such as, but not exclusive to, upcoming leaves of absence, and service commitments.
  - Faculty members may submit expressions of interest to their Dean.
  - Committee members will be nominated by the Vice-President, Research and Innovation, in consultation with Faculty Deans, and approved by Academic Council.
  
- Two (2) members from among elected faculty members of Academic Council

#### ***Ex-officio***

- Vice-President, Research and Innovation (Chair)
- Dean, School of Graduate and Post-doctoral Studies
- Executive Director, Research Services (non-voting)
- University Librarian (non-voting)
- Manager, Research and Trust Accounting (non-voting)

#### **Vice-Chair**

The Chair may choose to nominate a Vice-Chair for the academic year from the existing members of the Committee with approval by the members of the Committee by secret ballot. Nomination consideration will be given to experience, leadership, and diversity. The Vice-Chair shall represent the Chair at Committee meetings and in other stead, at the Chair's discretion, should the Chair be unable to attend.

#### **Administrative Support**

Administrative support is provided by the Office of the Vice-President, Research and Innovation.

### 4. TERM OF APPOINTMENT

Committee members will normally be appointed for a three-year term that is renewable.

### 5. QUORUM

Quorum requires that a majority of the Committee members entitled to vote be present.