

ACADEMIC COUNCIL REPORT

SESSION:

Public
Non-Public

ACTION REQUESTED:

Decision
Discussion/Direction
Information

TO: Academic Council

DATE: October 26, 2021

FROM: Governance & Nominations Committee (GNC)

SUBJECT: Review of Research Board Terms of Reference

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.
- We are 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 of other institutions and did 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 and 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, as well as on the Research Board.*
- 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 is reflected in the proposed Terms of Reference.*
- support for changing the name of the committee, as it is confusing
 - *reflected in the proposed Terms of Reference - Research Committee.*
- suggestion to include another Dean (or designate) to the membership, since the bulk of research comes out of the Faculties
 - *noted 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. The attached version of the Terms of Reference for the Research Board reflects 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 Research Board 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 and AC had the following feedback:

- How is the secret ballot conducted? Suggestion to clarify how that the secret ballot would be implemented.

- Might be helpful to have a member of ACE as a non-voting member of the Research Committee.
- Should not prioritize one group over another on campus, as it could leave the impression that ACE is more important than other research groups on campus – invite all research entities or none.

Based on these comments, no additional amendments were made to the Terms of Reference.

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.

SUPPORTING REFERENCE MATERIALS:

- clean and blacklined versions of the draft Research Committee Terms of Reference (formerly Research Board)

ACADEMIC COUNCIL Research Committee

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.

Item	3.4.5
Parent Policy	
Approval Authority	Board of Governors
Policy Owner	Vice-President, Research, Innovation and International
Approval Date	March 2015
Review Date	2020
Supersedes	Research Board Terms of Reference, 2013

RESEARCH BOARD

Description of the ACADEMIC COUNCIL ↳ Research Board Committee

1. TERMS OF REFERENCE

The main mandate of the Research Board is to establish UOIT's research policy and strategy. Among its specific functions, the board makes recommendations to Committee of the Academic Council regarding research policy, gives advice on issues regarding UOIT research and evaluates proposals for the establishment of research entities.

II. Membership

Members are appointed by the Vice-President Research, Innovation and International, in consultation with the "Committee" is a standing committee of the university's Academic Council.

~~The~~ Research Board is chaired by the Vice-President Research, Innovation and International (hereafter the Vice-President Research). The other members consist of:

- the Dean of Graduate Studies (voting);
- a faculty member representative from each Faculty/School (appointed by the Vice-President Research in consultation with the Faculty deans and ratified by Academic Council) (voting);
- the Director, Research Services (ex officio and non-voting);
- the University Librarian (ex officio and non-voting); and
- the Manager, Research and Trust Accounting (ex officio and non-voting)

a. Term of Appointment

Faculty representatives are normally appointed for a two-year term that is renewable.

b. Administrative Support

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

III. Terms of Reference

The Research Board of the Academic Council and is responsible for establishing providing advice on research-related policy, procedures and strategy.

~~The Research Board is appointed by the Vice President, Research in consultation with the Faculty deans and ratified by Academic Council and is responsible to that Council and the Board of Governors.~~

~~The Research Board shall:~~

Specifically, the Committee will have the following responsibilities:

- ~~a.~~ 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;
- ~~b.~~ 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~~university's mission and respect for academic freedom;
- ~~c.~~ 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;
- ~~d.~~ Examine proposals for the establishment of research entities at the ~~University~~university, and recommend to Academic Council the establishment or discontinuation of such entities;
- ~~e.~~ Review annually the activities of the ~~University's~~university's research entities;
- ~~f.~~ Report annually to Academic Council on the ~~University's~~university's research and scholarly activities;
- ~~g.~~ Advise the Vice-President, Research and Innovation on matters related to research, scholarship and innovation policy, strategy and implementation;
- ~~h.~~ Advise the Vice-President, Research and Innovation on matters related to research agencies and other partners that sponsor research at the ~~University~~university;
- ~~i.~~ Recommend the recipients of the ~~UOIT~~university Research Excellence Award to the Vice-President, Research and Innovation;
- ~~j.~~ Inform faculties of the current standards, policies and guidelines that have an impact on research, scholarship and innovation;
- ~~k.~~ Establish such working groups as needed to fulfill the ~~Board's~~Committee's responsibilities; and
- ~~l.~~ Perform other duties as assigned by Academic Council.

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