



December 23, 2013

To: Academic Council Executive Committee

From: Michael Owen  
Vice-President Research, Innovation and International

Subj: Research Board Terms of Reference

On December 11, 2013, the Research Board approved a revised Terms of Reference.

These reflect the increased role that Research Board will have as a policy development committee and as a committee that advises the Vice-President Research, Innovation & International on policies and procedures related to research and scholarship at UOIT.

The revised membership distinguishes between voting and non-voting membership and adds the University Librarian as a non-voting member of the Research Board and removing the position of Manager, Technology Transfer and Commercialization. The addition of the Librarian (or designate) recognizes the importance of the Library as a central element of the university's research and scholarly infrastructure.

I ask that this revision be added to the January 2014 SLT agenda and to the Agenda of the Academic Council Executive Committee for consideration at the January or February 2014 Academic Council.

attachment

## **Research Board**

### **Terms of Reference**

#### **Research Board**

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 Academic Council regarding research policy, gives advice on issues regarding UOIT research and evaluates proposals for the establishment of research entities.

#### **II. MEMBERSHIP**

Appointed by the Associate Provost, Research, in consultation with Academic Council. Currently, the Research Board is chaired by the Associate Provost, Research, with the balance of the membership consisting of the Dean of Graduate Studies; representatives from each Faculty/School (appointed by the Associate Provost, Research in consultation with the Faculty Deans and subsequently ratified by Academic Council); as well as the Manager of Technology Transfer and Commercialization and the Manager, Research Accounting as ex - officio, non - voting members.

#### **III. TERMS OF REFERENCE**

The Research Board of the Academic Council is responsible for establishing research policy and strategy. The Research Board is appointed by the Associate Provost, Research in consultation with the Academic Council and is responsible to that Council and ultimately to the Board of Governors. The Research Board shall from time to time establish standing committees. The Research Board shall:

- a) make recommendations to Academic Council on research policy;
- b) make recommendation 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;
- c) make recommendations to Academic Council on policies and issues related to ethics in the conduct of research and scholarly work;
- d) approve requests from researchers to enter into confidential research contracts that may delay publishing some or all of the results for a stipulated period from a few months up to two years;

- e) provide advice on issues related to research granting agencies providing funding to the University;
- f) examine proposals for the establishment of any research centres or similar units at the University, and
- g) provide advice to the Academic Council on the establishment of such centres; and
- h) serve in an advisory capacity to the Associate Provost, Research

RESEARCH BOARD  
(Revised – December 11, 2013)

## I. DESCRIPTION OF THE RESEARCH BOARD

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

## II. MEMBERSHIP

Members are appointed by the Vice-President Research, Innovation & International, in consultation with Academic Council.

The Research Board is chaired by the Vice-President Research, Innovation & 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), and
- 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).

### Term of Appointment

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

## Administrative Support

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

## III. TERMS OF REFERENCE

The Research Board of the Academic Council is responsible for establishing 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:

- 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 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, and recommend to Academic Council the establishment or discontinuation of such entities;
- e) Review annually the activities of the University's research entities;
- f) Report annually to Academic Council on the University's research and scholarly activities;

- g) Advise the Vice-President Research on matters related to research, scholarship and innovation policy, strategy and implementation;
- h) Advise the Vice-President Research on matters related to research agencies and other partners that sponsor research at the University;
- i) Recommend the recipients of the UOIT Research Excellence Award to the Vice-President Research;
- j) Inform faculties of the current standards, policies and guidelines that have an impact on research, scholarship and innovation;
- k) Establish such subcommittees as needed to fulfill the board's responsibilities; and
- l) Perform other duties as assigned by Academic Council.