

14.0 RESEARCH ADVISORY COMMITTEE

14.1 ROLE

The purpose of the Research Advisory Committee (RAC) is to support the research mandate of the Faculty of Medicine by advising the Associate Dean Research and Faculty Council on research-related matters. With consideration of risks/benefits as appropriate, the activities of RAC result in recommendations to the Dean and/or Faculty Council.

The Research Advisory Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

14.2 MEMBERSHIP

a) Elected Regular Members

15 members of faculty with a balance between clinical and basic science expertise, including two members of Faculty (one clinical and one basic science) whose primary geographic appointments are in New Brunswick and who participate in the Dalhousie Medical Education Program in New Brunswick, and one member of Faculty whose primary geographic appointment are in Cape Breton and who participate in the Dalhousie Medical Education Program.

Approximately one third of members are replaced each year.

Members are expected to:

- Regularly attend and participate in meetings
- Provide input between meetings upon request, and
- Participate in working groups as invited by the Chair.

The Associate Dean will consult with the Nominating Committee to identify a new member, should a member need to step down, or if a member is not an active/constructive committee participant.

b) Ex Officio Members

- i) Associate Dean, Research;
- ii) Assistant Deans of Research (incl. DMNB and CBMC);
- iii) Assistant Dean, Graduate and Postdoctoral Studies;
- ~~iv)~~ Vice-President(s) Research appointed by NSH and/or IWK Health Centre and/or HorizonNB;
- v) CIHR University delegate; and
- vi) Past Chair, Research Advisory Committee

Ex officio members are expected to:

- Regularly attend and participate in meetings (or send a delegate)
- Provide input between meetings upon request
- Bring forward issues and items relevant to the purpose of RAC, and
- Be prepared to speak to specific items as requested by the Chair.

c) **Chair**

The Vice-Chair position will be elected from Committee membership to serve a one-year term, with the Vice-Chair transitioning to Chair the following year and the Chair moving to an ex officio role as Past Chair for an additional one-year period, subject to approved by RAC. The Chair is responsible for chairing meetings, with the Associate Chair stepping in as required. The Associate Chair and Chair participate in the planning of meetings, review agendas and minutes, and support the identification of members to participation in working groups

14.3 RESPONSIBILITIES

The Research Advisory Committee is responsible for the following:

- a) Supporting the development and implementation of research policy within the Faculty;
- b) Providing advice to Faculty Council and to the Dean regarding research-related issues;
- c) Encouraging and supporting the development and expansion of research and research-related activities within the Faculty of Medicine;
- d) Providing academic review in support of recommendations to the Faculty regarding programs including, but not limited to, renewal of Research Chairs and Trainee funding opportunities.

Some issues and items may require the creation of a small time-limited working group, i.e., 3-6 members primarily from within RAC, including a chair. The working group then carries out a short piece of directed time-limited work (e.g., draft policy, recommendations for new policy) to bring back to RAC for discussion and final recommendation.

14.4 REPORTING

The Research Advisory Committee shall report annually to Faculty Council and to the Dean.

- a) Sub-Committees:
 - i) The Research Scholarships and Awards Committee is a sub-committee of the Research Advisory Committee. The purpose of the Research Scholarships and Awards Committee is to recommend recipients for studentships, fellowships, awards and prizes that are awarded by the Faculty of Medicine (see Terms of Reference).
 - ii) The CORES Scientific Advisory Sub-Committee is a sub-committee of the Research Advisory Committee. The purpose of the CORES Scientific Advisory Sub-Committee is to ensure high quality scientific infrastructures/services and responsible allocation of Faculty of medicine resources by advising the Associate Dean Research on Faculty of Medicine

CORES-related matters.

