

**Terms of Reference
of the
Research Committee
Department of Pediatrics
Dalhousie University/IWK Health Centre**

Purpose:

The Research Committee is a standing committee whose purpose is to advise the Head of the Department of Pediatrics in all matters related to research. In addition, the Committee's activities should promote and facilitate research in the Department of Pediatrics.

Membership:

- Head of the Department of Pediatrics (ex-officio).
- IWK Vice President of Research (ex-officio).
- Four members appointed by the Department Head from a slate nominated by members of the Department and the Head with a balance between non-clinical and clinical researchers.
- Coordinator of resident research.
- Additional member may be added at the discretion of the Committee and with the approval of the Head of the Department of Pediatrics.

Chair of the Committee:

Selected by the Head of the Department of Pediatrics from the members of the Committee.

Term of Committee Members:

Members are appointed for four years, renewable once. The Chair is appointed for four years non-renewable. Ordinarily, two members would be appointed every two years to ensure continuity.

Voting/Quorum:

All members may vote. A quorum will constitute the presence of 60% of the members of the Committee.

Report To:

This Committee reports directly to the Department Head and the Executive Committee of the Department of Pediatrics.

Specific Responsibilities of the Research Committee Include:

1. The Committee shall promote research in the Department and foster research by trainees, including general and subspecialty residents and postdoctoral fellows.
2. The Committee shall develop research policy as requested by the Head for consideration by the Department. The Committee shall engage in long range planning so as to advise the Department Head and the Department as to means for optimizing research activities in the Department.
3. The Committee shall be available to advise Department members on process/institutional problems related to research.
4. The Committee shall advise the Head of the Department regarding members of the Department who are deserving of research excellence awards. Recommendations are based on nominations by the Division Heads and Department Head.
5. The Committee shall be available to comment on the Departmental Annual Report. The report should be collated by the administrative offices of the Department.
6. The Committee will organize trainee Research Days and Research Retreats for the Department.
7. The Committee shall coordinate and collaborate with IWK Research and with University Research Committees as appropriate. A link should be developed between the Chair of the Committee and the VP, Research for IWK.
8. Faculty positions: The Chair of the Committee will have opportunity through a seat on the Executive committee to comment on initiation of searches for new departmental faculty. The Committee shall advise the Chair of the Department regarding the requirements of proposed new Departmental members.
9. Search committees: A member of the Committee should be appointed a member of every search committee where the primary focus of the position is research. The whole Committee should interview all new recruits to the Department and make recommendations to the appropriate search committee.
10. Mentors: The Committee shall play a role in recommending mentors for all new recruits and existing faculty who seek such advice.
11. The Committee may undertake other research-related activities, which are assigned to it by the Departmental Chair, or are developed by it.