



DEPARTMENT OF SURGERY RESEARCH DIRECTOR AND OFFICE TERMS OF REFERENCE

1. **Mission:** to enhance the research capacity and productivity of The Department of Surgery through the promotion of original and innovative research activities among faculty and trainees, as well as research training opportunities for these individuals. Strengthening and fostering research collaborations between the faculty in the Department of Surgery and other invested researchers across all communities at Dalhousie University and NS Health, directing team approaches that result in innovative research programs.
2. **Committee Structure**
 - a. **Research Director Appointment:** The Research Director will be nominated by Cabinet from among a list of applicants solicited from the Departmental Membership. The nomination will be ratified at a Departmental meeting by the Departmental membership.
 - b. **Reporting Structure:** The Director will have a significant research program as judged by national and international standards. The Research Director, with input from the Department Head and Cabinet will assemble a Research Committee and name a **Deputy Director**. The Research Committee will consist of nine to fifteen members of the Department (Including cross appointed faculty) who have demonstrated leadership in research within the Department.
 - c. **Research Committee:** The research committee will consist of the Research Directors from the Divisions. Additionally, members of the faculty with productive research programs may be asked to participate in the Research Committee (up to three years) at the discretion of the Director and Deputy Director of Research. Furthermore, other members of the Department with a particular expertise or interest in the Committee may be asked to join (up to three years).
3. **Administration:** A strong research administrator with interest in research promotion, accountability expertise and ability to recognize and help foster research collaborations will be named the **Research Administrator**. The affairs of the research office will be directed by the Research Director, Deputy and Committee to facilitate the Departmental Research Objectives and Mission. These include but are not limited to:
 - a. Help to develop a research strategy for the Department with emphasis on organization and support of effective research teams who can be successful in research productivity and grant capture as judged by national and international standards.
 - b. **Organization and Implementation of Departmental Research Events:** Annual Research Day, Annual Research Information Evening, Clinician Scientist Annual Retreat Day. Ensure presence and participation at all research centred activities in the FOM, FOH, NSHA and including other faculties at Dalhousie.
 - c. Produce the annual budget in collaboration with the Departmental Finance Chair and Department Head; identifying earmarked funds for internal grant competitions, Trainee research support, personnel, and other expenses.
 - d. Carry out peer review evaluation of funding requests from Department Members, Residents and Research Teams in accordance with the research strategic plan for the Department. Emphasis on transparency and fairness and in these decisions is a priority for the Department. Adjudication of the Internal Research Granting Mechanism will be

- carried out through peer review. Funding priorities will be identified by the Research Committee and are subject to approval by Cabinet.
- e. Liaison with the Associate Dean for Research Office, VP Research at NSHA and VP Research at IWK and other faculties to support the overall research plan for the Department. Helping to secure representation at relevant external committees to advance the interest and collaboration of DOS Researchers.
 - f. Serve as a resource for both Divisions seeding to recruit new Faculty and for potential applicants to the Department. At the request of Individual Division Heads, the Research Director will meet with potential applicants and review the Department's strategic research goals and discuss opportunities tailored to the applicant's research interests. Additional opportunities will be arranged at the applicant's request to meet other researchers outside of the recruiting division to determine research synergies. At the request of the recruiting division, the Research Director will strike an ad hoc committee from the membership to provide an objective, external appraisal of a candidate's research potential, and provide an opinion on strengths challenges and possible resource needs for a research perspective.
 - g. Develop funding resources for the Department through support of external grant capture, as well as voluntary donor sources. Partnering opportunities to maximize the efficiency of Departmental research funds will be sought.
 - h. Develop and Annual report reflecting the research activities of the department.
 - i. Production of the Dal Surgery "Update" or monthly research Bulletins for distribution of the activities of the Research Office.
 - j. Manage all committee meetings and keep notes and action items, which will be further lead and facilitated by Research Committee Administrator.