

TERMS OF REFERENCE

DEPARTMENT OF SURGERY RESEARCH DIRECTOR, COMMITTEE AND OFFICE

1. **Mission Statement:** 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. A significant proportion of these activities will be directed toward supporting collaborative, team approaches that result in innovative research programs using shared research infrastructure and personnel.

2. **Administrative 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/Responsibilities:** The Director will have a significant research program as judged by national and international standards and will serve for a five-year term renewable at the discretion of the Department Head and Cabinet for an additional term. The Research Director will report to The Department Head. The Research Director, with input from the Department Head and Cabinet, will assemble a Research Committee consisting of up 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 of the Divisions. Additionally, members of the Faculty with a significant research appointment (0.2 FTE and above) within the Department of Surgery may be asked to participate in the Research Committee at the discretion of the Director. Additionally, faculty of other Departments cross-appointed to the Department of Surgery (eg. Biomedical Engineering, Pathology, Community Health & Epidemiology) will be invited so sit on the Committee. Additionally, a patient or layperson

representative will be invited to sit on the Committee. With the exception of Divisional Research Directors whose terms are dictated by their Divisions, all members will serve for a five-year term renewable for an additional 3 years. Final membership of the Research Committee is subject to approval by Cabinet.

3. **Administration:** The Research Director in collaboration with the Research Committee will oversee the research activities of the Department in accordance with the Departmental Research Mission Statement. These activities include but are not limited to:

- Development of a research strategy for the Department with emphasis on organization and support of effective research teams who can be productive in terms of grant capture and knowledge translation as judged by national and international standards.
- Organization and implementation of the Department of Surgery Research Day and Departmental Research Information Day.
- Development of an annual budget for Departmental research activities in collaboration with the Finance Chair and the Department Head.
- Peer review evaluation of funding requests from Department members, residents, and Divisions in accordance with the research strategic plan for the Department. Emphasis on transparency and fairness in these decisions is a priority for the Department. Allocation of the Research budget will be carried out through peer review and consensus with the Research Committee members. Funding priorities will be identified by the Research Committee and are subject to approval by the Department Head and Cabinet.
- Collaboration with the Associate Dean for Research for the Faculty of Medicine, and the Vice Presidents Research of NSHA and IWK to support the overall research plan for the Department with the context of the larger university and provincial research environment. The Research Director should provide input into relevant committees and the Department Head.
- Recruitment of new faculty 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 provide an objective, external appraisal of a candidate's research potential, and provide an opinion on strengths, challenges and possible resource needs including Establishment grant funding.

- Development of 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.
- Development of an Annual Report reflecting the research activities of the Department.
- Publication of a Research Bulletin three times a year for distribution within the Department and the wider Dalhousie University Faculty of Medicine.
- Management of the Departmental Research web page including promotional material regarding researchers and metrics used by the Department. Priority areas for Departmental research and recognition of research awards will be accessible. Links for grants applications through Faculty of Medicine, Nova Scotia Health and Department of Surgery internal grant opportunities will also be posted through this venue.
- Performance of any actions stemming from Research Committee meetings.