

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Terms of Reference:          Research Committee</b>	<i>Policy Sponsor:</i> Faculty Council	<i>Approval Date:</i> December 2001
	<i>Responsible Unit:</i> Associate Dean Research Director of Research	<i>Amendments:</i> July 2007 October 2011 October 2014 April 29, 2021

**Function**

1. To provide research-related advice on behalf of the Faculty to the Dean, Associate Dean – Research, the Dalhousie Research Advisory Committee, and the Vice-President Research and Innovation
2. To oversee the distribution of competitive special research grants and training awards in the Faculty
3. To recommend policy for research and to consult on research-related matters both internally and externally on behalf of the Faculty of Health
4. To provide planning advice for the Faculty of Health’s research development programs (e.g. workshops)
5. To provide guidance in planning and implementation of the Faculty’s strategic plan as it relates to research and the Faculty’s research focus areas

**Membership**

- One representative from each School/College who holds a research director/coordinator position or equivalent in that unit, or a nominated faculty member
- Associate Dean – Research, Faculty of Health (Chair)
- Coordinator, PhD Health program
- Coordinator, PhD Nursing program
- One representative from a Faculty of Health Institute or Centre approved by Faculty Council (non-voting)
- Secretariat – Director, Research (non-voting)
- Manager, Health Research Strategy (non-voting)

## **Responsibilities**

Members are responsible:

- To communicate research related issues discussed at regular meetings to members of their units and inform their unit Director of these discussions. If appropriate bring perspectives from the unit to the Research Committee.
- To bring unit related research issues to the Research Committee and request if necessary that issues be placed on the agenda of Research Meetings.
- To assist in fostering a positive research environment in the Faculty of Health through communication of research activities.
- To participate in working groups on special initiatives or review panels for competitive funding opportunities available through the Faculty of Health as needed.

## **Quorum**

At least 40% of the membership must be present before any business is conducted. For the awarding of special Research Grant competitions and other funded awards, at least 66.6% of the membership must be present.

## **Authority**

The Committee is a Standing Committee of the Faculty of Health Faculty Council and will report annually on its activities to Faculty Council and Full Faculty. It may receive requests from the Faculty Council or Deans Executive or may suggest policy action involving these bodies.

## **Meetings**

Monthly meetings will be held September to June. Special meetings to be called as determined by the Chair or the call of at least one-third of members.

Faculty Council Approved – December 2001

Updated by Dean's Office – July 2007

Updated by Dean's Office – October 2011

Updates approved by Faculty Council – October 2014

Updates approved by Faculty Council – April 2021