

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH Terms of Reference: Research Advisory Committee	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Faculty Council, Dec 2001
	<i>Responsible Unit:</i> Dean	<i>Amendments:</i> Dean's Office, July 2007 Dean's Office, Oct 2011 Faculty Council, Oct 2014 Formatting, March 2018

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 VP – Research.
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).

Membership

- One representative from each School/College who holds a research director/coordinator position or equivalent in that unit.
- Associate Dean – Research, Faculty of Health (Chair)
- PhD Coordinator
- One representative from a Faculty of Health Institute or Centre approved by Faculty Council (non-voting)
- Secretariat – Director of Research (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 and will report annually on its activities to 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.