

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH Terms of Reference: Research Committee	<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 November 2022 May 2026

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

The Research Committee values and respects equity, diversity, and inclusion and therefore strives to ensure diversity in its membership. Potential members can voluntarily self-identify their belonging and/or commitment to advancing initiatives relating to equity groups. Membership to be approved by Faculty of Health Faculty Council.

- Associate Dean – Research, Faculty of Health (Chair)
- Assistant Dean – Research (Students), Faculty of Health
- Assistant Dean – Research, Faculty of Health
- Coordinator, PhD Health program
- Coordinator, PhD Nursing program
- One representative from a Faculty of Health Institute or Centre (non-voting)
- Secretariat – Director, Research (non-voting)
- One or more members of the Dean’s Office, Research team (non-voting; *see Appendix A*)
- One or more members of the Faculty’s Operations Executive (non-voting; *see Appendix A*)

- One member from each School/College, elected by the School/College, who holds a research director/coordinator position or equivalent in that unit, or a nominated faculty member. Elected members hold a term of office for a minimum of two years. Members may be re-elected for one additional consecutive term.
 - Members on sabbatical or administrative leave will be replaced during their leave by the School alternate or via selection processes described above and the time served on the committee will not accumulate during the leave.
 - One elected alternate member from each School/College, elected by the School/College. Alternate members hold a term of office for a minimum of two years. Members may be re-elected for one additional consecutive term.
- Two members from a graduate program in the Faculty of Health or Interdisciplinary PhD program (supervised by a faculty member within the Faculty of Health) or pursuing post-doctoral training with a supervisor in the Faculty of Health with knowledge of the research environment in the Faculty (e.g., sits on unit-level research committee, is a member of their respective student society and/or is a member of a student caucus¹). When possible, representatives will be drawn from different programs and level of study.
 - Two alternate members from graduate programs in the Faculty of Health as per the criteria described above.

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 promote and implement principles of equity, diversity, inclusion, and accessibility in the activities of the committee and research activities in the Faculty.
- To assist in fostering an environment that considers principles of equity, diversity, inclusion, and accessibility in research activities.
- 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 voting 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 voting membership must be present.

¹ Including, but not limited to: Indigenous Health Interest Student Group (IHIG) and BIPOC Graduate Student Advisory Council

Voting

For decisions presented during a Research Committee meeting and for which all materials have been shared, read, and discussed, the Chair will ask Research Committee members in attendance to show their vote by show of hands or verbally with Yea or Nay. The result of the vote will then be announced and recorded. A quorum of Research Committee members must be in attendance to vote. An electronic vote option will be made available under the following conditions:

- When a request for decision is required prior to, or immediately after a regularly scheduled Research Committee meeting.
- When there are insufficient Research Committee members present at a regularly scheduled meeting to represent a quorum.
- When a decision has been presented and discussed at a regularly scheduled Research Committee meeting that required further input from the presenter and the deadline for decision is before the next regularly scheduled Research Committee meeting.

Review of Terms of Reference

The Committee will review and discuss its terms of reference every third year, at the first meeting of that academic year (September).

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

Updates approved by Faculty Council – November 2022

Updates approved by Faculty Council – May 2026

APPENDIX A

Non-voting members from the Dean's Office, Research team may include:

- Administrative Secretary to the Associate Dean, Research
- Manager, Health Research Strategic Initiatives
- Senior Grants Development and Pre-Award Specialist
- ORS-Faculty Research Grants Facilitator
- Research Grants Development Officer

Non-voting members from the Faculty's Operations Executive may include:

- Executive Director, Planning and Strategy
- Director, Finance
- Director, Human Resources
- Director, Communications