Terms of Reference

External Review

Dalhousie Research Services

Dalhousie University

February 22 and 23, 2018

Purpose:

To conduct an external review of Dalhousie Research Services (DRS) in an effort to understand the current operations and challenges of DRS and provide recommendations to the Vice-President Research so that the office may function in the most effective and efficient manner, and provide the best possible service to the Dalhousie research community.

Review Committee Members:

1. Martin Kirk, Director, Office of Research Services, and Support Programs to Advance Research Capacity (SPARC), University of British Columbia (External Review Chair)
2. Karina McInnis, Executive Director, University Research Services, Queen's University
3. Jean Marshall, Professor, Department of Microbiology & Immunology, and Arthur B. McDonald Chair, Dalhousie University

Review Scope:

The external review will include four units in Dalhousie Research Services:

- Grants & Contracts
- Institutional Strategic Initiatives
- International Research & Development
- Human Ethics

The review does not include the Industry Liaison and Innovation office as it was reviewed in 2014.

The review does not include research accounting as this unit is located in Financial Services and reports to the Vice-President Finance & Administration.

Mandate and Process:

Reviewers will be required to review background documentation and visit Dalhousie University to conduct in-person meetings with stakeholders. This will include all members of the DRS staff as well as groups of researchers and administrators.

Reviewers will assess:

- Current systems
- Current operations/practices
- Stakeholder engagement
- Service culture
- Opportunities for improvement
- Office organization

In their assessment, reviewers will consider the University's Strategic Priorities, as stated in Inspiration and Impact: Dalhousie Strategic Direction 2014 – 2018, specifically:

- 2.0 Research
    - 2.1 Direct and attract resources to priority research areas, with local, national, and international importance
    - 2.5 Enhance research with state-of-the-art facilities and resources in accordance with the Institutional Framework for the Support of Research (IFSR)
- 5.0 Infrastructure and Support
    - 5.7 Improve the effectiveness and efficiency of administrative and operational processes aligned with our academic mission.

Reviewers will confirm that DRS continues to be well-aligned with the above areas or make recommendations to enhance this alignment.

Based on the review materials and discussions, reviewers will draft a report (approximately ten pages) for review by the Vice-President Research (VPR). The VPR will submit comments to reviewers who will revise the report accordingly and submit a final report. The draft and final report will be informed by the University's Guidelines for Unit Reviews. It is expected that the report will be finalized within one month of the review meetings and posted on the DRS website.