

Approved

**SENATE ACADEMIC PROGRAMS AND RESEARCH COMMITTEE**

**Research Sub-Committee**

**TERMS OF REFERENCE**

**1. PURPOSE**

The Senate Academic Programs and Research Committee (SAPRC) has, as part of its purpose, the responsibility to oversee quality assurance of multi-Faculty research Centres and the responsibility for developing and recommending policies concerning the ethical conduct of research and scholarly activity.

The purpose of the SAPRC Research Sub-Committee is to support the SAPRC in these responsibilities and to conduct preliminary review of all reports, policies and procedures related to research and scholarly activities being submitted to Senate.

**2. COMMITTEE MEMBERSHIP**

2.1 Ex Officio Voting Member

Associate Vice President Research

2.2 Elected Voting Members

2.2.1 Members appointed for a 3 year term (or the length of their SAPRC term) from the SAPRC (normally 2 or 3 members).

2.2.2 Non-SAPRC members for a term of 3 years nominated from the university research community including:

2.2.2.1 Pool of current or previous named chairs including Canada Research Chairs, Killam Chairs and University Research Professors (normally 2); and

2.2.2.2 Senior faculty at large (normally 1, can be from 2.2.2.1)

2.2.3 Graduate student in research-based program (normally 1)

Membership to be distributed across the university community to reflect the diversity of research and related scholarly activities and Faculties. All members will be approved by SAPRC.

One member of the SAPRC Research Sub-Committee shall be elected Chair on an annual basis by the members of the Committee.

2.3 Non-Voting Member

Secretary of Senate (or designate)

### 3. RESPONSIBILITIES

The Research Sub-committee supports the SAPRC in its fulfillment of responsibilities related to research.

#### 3.1 Preliminary review of all material and reports submitted to SAPRC:

- 3.1.1 The sub-committee can ask the submitting group for clarifications or changes to the material or reports to facilitate review by SAPRC.
- 3.1.2 The sub-committee will make comments, suggestions or recommendations to SAPRC related to the submission.

#### 3.2 Supporting SAPRC in quality assurance of research Centres and Institutes:

- 3.2.1 Recommending performance metrics and procedures for the reviews of research in Centres and Institutes;
- 3.2.2 Receiving the reviews referred to in section 3.3.1 and recommending appropriate action, and monitoring progress on such recommendations; and
- 3.2.3 Reporting annually to Senate on the status of reviews of multi-Faculty research Centres and Institutes.

#### 3.3 Supporting SAPRC in Research and Related Scholarly Activity Policies:

- 3.3.1 Review and comment on submissions of policy changes or new policies regarding research and scholarly activities; and
- 3.3.2 Review and comment on submissions of policy changes or new policies regarding the ethical conduct of research.
- 3.3.3 Monitoring performance measures of research excellence:
  - 3.4.2.1 Receive annual research report from Research Services;
  - 3.4.2.2 Provide recommendations and feedback on performance indicators and metrics; and
  - 3.4.2.3 Provide comments on annual research report to SAPRC.

#### 3.4 Other tasks

- 3.4.1 Taking whatever action is required to fulfill the mandate of this sub-Committee; and
- 3.4.2 Executing other tasks as directed by SAPRC.