

## MEMORANDUM

**Date:** November 5, 2012

**To:** Mrs. Karen Roche, University Secretary

**From:** Dr. Azim Mallik, Chair, Senate Research Committee

**Subject:** Review of Terms of Reference – Senate Research Committee

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The Senate Research Committee has reviewed its Terms of Reference and proposes adding two additional CIHR faculty members to the Committee bringing the total number of CIHR faculty members to four and meeting the following criteria: two CIHR researchers working in the area of bio-medical/clinical research and/or environmental influences on health, and 2 CIHR researchers working in the area of health systems and services, health populations, and/or societal and cultural dimensions of health.

Attached are the proposed revisions to the Terms of Reference.

**Recommendation:** that the Terms of Reference for the Senate Research Committee be referred to the Senate Organization Committee.



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AZIM MALLIK, Chair

## **XII Senate Research Committee**

Revised by Senate, January 26, 2007; March 28, 2008; January 29, 2010; February 26, 2010, May 14, 2010, January 18, 2013

Seven (7) days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the committee are able to be present and/or consent thereto.

### Quorum

Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions. Committee members whose positions are listed as \*\* shall not be included in the total when quorum is counted.

### Composition

1. Vice-President (Research, Economic Development & Innovation)\*\*
2. Associate Vice-President (Research, Economic Development & Innovation) [non-voting, except in the absence of the Vice President (Research, Economic Development & Innovation)]\*\*
3. Vice-President (Academic) & Provost\*\*
4. Deputy Provost (in the absence of the Provost, as a voting member of the Senate Research Committee)\*\*
5. Dean of Graduate Studies\*\*
6. One academic Dean (appointed from and by the Deans' Council)\*\*
7. University Librarian
8. Immediate Past Chair
9. ~~Ten full-time members, four of whom are NSERC eligible researchers, four of whom are SSHRC eligible researchers, and 2 of whom are CIHR eligible faculty, elected by Senate on the recommendation of the Senate Nominations Committee~~  
**Twelve full-time members, 4 of whom are NSERC eligible researchers, 4 of whom are SSHRC eligible researchers and 4 of whom are CIHR eligible faculty, (specifically, 2 CIHR researchers working in the area of bio-medical/clinical research and/or environmental influences on health and 2 CIHR researchers working in the area of health systems and services, health populations, and/or societal and cultural dimensions of health), elected by Senate on the recommendation of the Senate Nominations Committee.**
10. Two graduate students enrolled in thesis programs elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner
11. Manager, Office of Research (non-voting)\*\*
12. Chair of the Lakehead University Faculty Association Research Committee (non-voting)\*\*

### Terms of Office

- 1 to 5 ex officio
- 6 one-year term (renewable)
- 7& 8 ex officio
- 9 three-year terms (renewable, once)
- 10 one-year terms (renewable)
- 11& 12 ex officio

### Organization

1. Chair and Vice-Chair: each to be elected by, and from, members of the Senate Research Committee, alternating service for both positions between SSHRC and NSERC members. In addition, the Chair will serve as Past-Chair for one year following the term as Chair.
2. Secretary: Administrative Assistant to the Vice-President (Research, Economic Development & Innovation)
3. Administrative Office: Office of the Vice-President (Research, Economic Development & Innovation)

### Terms of Reference

1. To support and actively participate in the formulation, implementation and interpretation of the Lakehead University Strategic Research Plan.
2. To establish and implement the guidelines and procedures for the distribution of General Research Grants (GRG) received from SSHRC.
3. To establish and implement the guidelines and procedures for the distribution of other funds that becomes available from time to time to the Senate Research Committee.
4. To seek sources of additional income for research.
5. To make recommendations to the President on the distribution of all funds available to the Senate Research Committee.
6. To establish and to implement, in consultation with the Vice-President (Academic) & Provost, the guidelines and procedures for the distribution of funds for faculty designated *Professor Emeritus*.
7. To make recommendations to the Vice-President (Academic) & Provost on the distribution of awards to faculty with the title *Professor Emeritus*.
8. To review applicants for the annual Distinguished Researcher Awards and make appropriate recommendations to the Vice-President (Research, Economic Development & Innovation) on suitable candidates to receive this honour.
9. To review applicants for the Annual Contributions to Research Awards (up to three) and make recommendations to the Vice-President (Research, Economic Development & Innovation) on suitable candidates for this honour.
10. To make recommendations on other research funding opportunities where there is the requirement for an internal competition, for example in those instances where the number of proposals that may be submitted to granting agencies is limited.
11. To examine existing policies and make recommendations to improve research support services available to researchers.
12. To review proposals for the establishment of centres and research institutes and to make recommendations for approval by Senate following the Policies and Procedures for the Establishment of Centres and Research Institutes.
13. To forward Annual Reports with recommendations to Senate on all centres and research institutes following the Policies and Procedures for the Establishment of Centres and Research Institutes.