

## MEMORANDUM

**Date:** May 3, 2010

**To:** Mrs. Karen Roche, Executive Assistant to the President and Secretary of Senate

**From:** Dr. Peter Hollings, Chair, Senate Research Committee

**Subject:** **CHANGE TO TERMS OF REFERENCE FOR SENATE RESEARCH COMMITTEE**

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At the April 29, 2010 meeting of the Senate Research Committee, members reviewed the committee's Terms of Reference, specifically Item #10, "*to serve as the Peer Review Committee for Animal Protocols submitted to the Animal Care Committee that will not undergo peer review by an external funding body.*"

The committee was in agreement that this item should be removed from the Senate Research Committee Terms of Reference and I have attached a memorandum from Dr. T. Philip Hicks, Chair of the Animal Care Committee supporting this decision.

  
**PETER HOLLINGS**, Chair

*Attached (2)*

## **XII Senate Research Committee – Terms of Reference**

Revised by Senate, January 26, 2007; March 28, 2008; January 29, 2010; February 26, 2010

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 typically be included in the total when quorum is counted.

### **Composition**

1. Vice-President (Research)\*\*
2. Associate Vice-President (Research) [non-voting, except in the absence of the Vice President (Research)]\*\*
3. Vice-President (Academic) & Provost\*\*
4. Dean of Graduate Studies\*\*
5. One academic Dean (appointed from and by the Deans' Council)\*\*
6. University Librarian
7. Immediate Past Chair
8. 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
9. Two graduate students enrolled in thesis programs elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner
10. Manager, Office of Research (non-voting)\*\*
11. Chair of the Lakehead University Faculty Association Research Committee (non-voting)\*\*

### **Terms of Office**

- 1 to 4 ex officio
- 5 one-year term (renewable)
- 6 & 7 ex officio
- 8 three-year terms (renewable, once)
- 9 one-year terms (renewable)
- 10 & 11 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)
3. Administrative Office: Office of the Vice-President (Research)

## **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) 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) on suitable candidates for this honour.
10. To serve as the Peer Review Committee for Animal Protocols submitted to the Animal Care Committee that will not undergo peer review by an external funding body.
11. 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.

12. To examine existing policies and make recommendations to improve research support services available to researchers.
13. 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.
14. 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.

*Dated: April 27, 2010*  
*(Copied from Senate Bylaws)*

April 30, 2010

Senate Research Committee  
Lakehead University  
Attention: Dr. Peter Hollings, Chairman

RE: Senate Research Committee Terms of Reference, Article #10

At the April 29<sup>th</sup>, 2010 meeting of the Senate Research Committee, the group reviewed the Terms of Reference, specifically Article #10, which states that the Senate Research Committee shall: *"serve as the Peer Review Committee for Animal Protocols submitted to the Animal Care Committee that will not undergo peer review by an external funding body"*.

As per Canada Council on Animal Care regulations, this practise should be removed from the Senate Research Committee's Terms of Reference, as this practise is the responsibility of the Institution's Animal Care Committee (ACC) and the Office of Research.

The Office of Research, as per the ACC's Terms of Reference, Article 3(d), is responsible for seeking peer review for all animal use protocols not peer-reviewed by external funding bodies. As Chair of the ACC, I ensure that this practise takes place.

I therefore concur that Article #10 should be removed from the Senate Research Committee's Terms of Reference.

Sincerely,



**Dr. T. Philip Hicks**  
Member, Senate Research Committee  
Chair, Animal Care Committee  
Dean, Faculty of Graduate Studies