



Senate Research Committee – Terms of Reference

Approved by: Senate

Established on: January 26, 2007

Revised: March 28, 2008; January 29, 2010; February 26, 2010, May 14, 2010; Dec. 20, 2012; January 18, 2013; September 15, 2014; January 19, 2015; November 30, 2015; April 10, 2017; October 30, 2017; January 25, 2021; May 12, 2022; June 9, 2022 (editorial); March 13, 2023; November 25, 2024, May 11, 2026

Quorum: A simple majority of all filled voting positions. Committee members whose positions are listed as ** shall not be included in the total when the quorum is counted.

Five business 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.

COMPOSITION	TERMS OF OFFICE
Appointed members shall not serve more than six consecutive years.	
**Vice-President, Research and Innovation	Ex officio
**Associate Vice-President, Research and Graduate Studies (non-voting, except in the absence of the Vice-President, Research and Innovation)	Ex officio
**Provost & Vice-President, Academic (if the Provost is absent, the Deputy Provost, Academic Affairs may attend meetings as a voting member)	Ex officio
**Dean of Graduate Studies	Ex officio
**One academic Dean (appointed from and by the Deans' Council)	One-year term (renewable)
University Librarian	Ex officio
Immediate Past-Chair	Ex officio
Twelve faculty members, four of whom are NSERC-eligible faculty, four of whom are SSHRC-eligible faculty, and four of whom are	Three-year terms (renewable, once)

<p>CIHR-eligible faculty, elected by the Senate on the recommendation of the Senate Nominations Committee</p> <p>NSERC: natural sciences and engineering, other than health sciences (your area of research must primarily advance knowledge in one or more of the natural science or engineering disciplines)</p> <p>SSHRC: social sciences and humanities (your area of research must primarily advance knowledge in one or more of the social sciences or humanities disciplines)</p> <p>CIHR: health (your area of research must primarily advance knowledge in one or more areas of health or health services and products, or the Canadian health care system)</p>	
Two graduate students, elected by Senate on the recommendation from Lakehead University Student Union in consultation with the Graduate Student Association President	Up to two-year terms (staggered, renewable)
**Director, Research Services (non-voting)	Ex officio
**Chair of the Lakehead University Faculty Association Research Committee (non-voting)	Ex officio

ORGANIZATION

1. Chair and Vice-Chair: Each to be elected before July 1 annually by and from members of the Senate Research Committee, alternating service for both positions between SSHRC, NSERC and CIHR members. In addition, the Chair will serve as Past-Chair for one year following the term as Chair
2. Secretary: Executive Assistant to the Vice-President, Research and Innovation
3. Administrative Offices: University Secretariat; Office of the Vice-President, Research and Innovation

TERMS OF REFERENCE

1. To support and actively participate in the formulation, implementation and interpretation of the Lakehead University Research Plan;
2. To establish and implement the guidelines and procedures for the distribution of institutional grants received from the Tri-Councils, (e.g., SSHRC SIG);
3. To establish and implement the guidelines and procedures for the distribution of other funds available to the Senate Research Committee;
4. To seek sources of additional funds for research;
5. To review applications for the annual Distinguished Researcher Awards and make appropriate recommendations to the Vice-President, Research and Innovation on suitable candidates to receive this honour;

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6. To review applications for the annual Research Excellence Awards and make recommendations to the Vice-President, Research and Innovation on suitable candidates for this honour;
 7. To make recommendations to the Vice-President, Research and Innovation on the distribution of other internal research awards;
 8. To make recommendations to the Vice-President, Research and Innovation on research funding opportunities where there is a requirement for peer review and/or ranking in an internal competition;
 9. To examine policies and make recommendations to relevant bodies (e.g., Vice-President, Research and Innovation, Senate, Senate Committees) to improve research support services available to researchers;
 10. To advise relevant bodies (e.g., Library, Vice-President, Research and Innovation, Senate) on ways to enhance the Library's support of research and the preservation of researchers' scholarly output;
 11. To make recommendations, where appropriate, to the Vice-President, Research and Innovation on supports to ensure the Library meets researchers' needs (e.g., budget, projects, tools);
 12. To review proposals for the establishment of new Research Centres and Institutes and to make recommendations for approval by Senate following the *Research Centres and Institutes, Policies and Procedures*;
 13. To review the recommendations of Research Centres and Institutes' Renewal Review Committee and report review recommendations to the Senate; and
 14. To forward the Executive Summaries of the Research Centres and Institutes' Annual Reports for information to the Senate;
 15. Report to the Senate and/or Senate Executive Committee following every meeting, as required by the Senate Bylaws.