



FACULTY OF MEDICINE & DENTISTRY
Faculty Research Committee

Original Approval Date: December 7, 2009

Approval by Faculty Research Committee: December 2, 2015

Approved by Dean's Executive Committee: September 17, 2016

Approved by Chair's Committee: May 1, 2013

Office of Accountability:	Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Vice-Dean, Research
Approver:	Dean's Executive Committee
Scope:	Terms of Reference

1. Purpose

As an advisory committee to the Vice-Dean, Research (VDR) and to the Dean, Faculty of Medicine & Dentistry (FoMD), the Faculty Research Committee (FRC) has the overall responsibility of advising the VDR and Dean on important strategic, operational and recruitment matters related to research.

2. Responsibilities:

The FRC has a broad mandate relating to the FoMD's research portfolio. Primary areas of responsibility include:

- *FoMD research strategic planning.* The FRC will develop short-term and long-term Research Strategic Plans that will be updated on an annual basis.
- *FoMD research metrics.* The quality of research activities at different levels (i.e. investigator/department/school/faculty/institute) can be measured by a variety of research metrics. The FRC will review and advise on suitable metrics used for research assessment.
- *Ongoing development and review of strategies to improve the quality of FoMD's research activities.* The FRC will develop an annual plan with specific initiatives to help foster and develop excellence in the research activities of Faculty members. This will include grant editing, internal and external peer review processes, mentorship programs, workshops and seminars, etc.
- *Oversight of research funding programs for which a specific FoMD allotment exists.* Such programs include the Canada Foundation for Innovation John Evans Leaders Opportunity Fund, the Canada Foundation for Innovation Fund and the Canada Research Chairs. The FRC will develop an annual plan for use of the Faculty's allocations and will review the success and progress of ongoing funding.

- *Oversight of FoMD research groups, centres, institutes and other extra-departmental research units.* The FRC will review the ongoing research activities of the above groups and will review the requests to establish any new such research units, as well as the need to terminate such units.
- *Oversight of undergraduate, graduate and post graduate research trainee issues.* The FRC will provide leadership on general issues and strategic planning for FoMD's research trainees (summer students, graduate students, research fellows, etc.).
- *Oversight of the FoMD endowed research chairs and research funds.* The allocation of these chairs, funding, and their ongoing performance will be reviewed by the FRC on an annual basis. In order to align with the strategic direction of the FoMD, the FRC members will be asked to participate in the Search & Selection Committees and interview process.
- *Review of potential research-intensive FoMD faculty recruits.* In accordance with the FoMD recruitment procedures:
 - If the recruitment is approved by the Dean, the Dean or delegate will present to the FRC for information only, or
 - If further input is required to approve the recruitment, the Dean or delegate will present to the FRC for further advice/input before the decision is made.

This process will allow the Faculty to maintain excellence in established areas of research, to develop research capacity in newly evolving areas, and to encourage interactions within and among schools.

- *Research space planning and allocation.* The FRC will develop an annual research space plan that will identify key needs and opportunities. Decisions on specific time-sensitive research space issues will be made on an "as required" basis.
- *Research core facilities.* The FRC will conduct an annual review of core facilities in order to ensure they are operating in an optimal fashion for the overall benefit of the Faculty. The need and opportunity to develop new core facilities will also be considered.
- *Research recognition nominations and FoMD research funding programs.* The FRC will oversee various funding opportunities and award nominations.
- *Strategic research partnerships.* The Committee will have oversight responsibility for major strategic research partnerships and collaborations with government, the private sector, non-profit organizations and other groups. The FRC will also identify needs and opportunities for the development of such partnerships and collaborations in order to help advancement of the Faculty's strategic research plan.

3. Composition:

Chair: Vice-Dean, Research

Voting Members

- i) Associate Dean Research, Graduate Programs
- ii) Associate Dean, Clinical/Translational Research
- iii) Associate Dean, Research Facilities
- iv) Director, Alberta Diabetes Institute
- v) Director, Alberta Transplant Institute
- vi) Director, Cancer Research Institute of Northern Alberta (CRINA)
- vii) Director, Cardiovascular Translational Science Institute
- viii) Director, Li Ka Shing Institute of Virology

- ix) Director, Neuroscience and Mental Health Institute (NMHI)
- x) Director, Women and Children’s Health Research Institute (WCHRI)
- xi) Representative for Dentistry
- xii) Elected Junior Faculty Member (5-10 years from initial appointment)
- xiii) Elected Clinician Scientist – Basic Science
- xiv) Elected Clinician Scientist – Clinical, Health Services or Population Health
- xv) Elected PhD - Basic Science
- xvi) Elected PhD – Clinical, Health Services or Population Health
- xvii) Elected Basic Science Department Chair
- xviii) Elected Clinical Department Chair

Non-voting Members

- i) Director of Research
- ii) Director, Health Research Funding Initiatives
- iii) Director, Core Research Facilities & Special Projects
- iv) Director, Clinical Research
- v) Executive Director, Industry and Innovation
- vi) Ad hoc committee members

4. Procedures

- 4.1 Committee members are appointed for a two-year term that may be renewed for one additional two-year term. Committee members are appointed by election (7 members, as identified above) or by the Vice-Dean, Research in consultation with the FRC.
- 4.2 An ad hoc committee member(s) will be non-voting and added at the discretion of the vice-dean, research following consultation with the FRC. Such an individual(s) would be added based on current FoMD research priorities.
- 4.2 The FRC will have a number of subcommittees that will be tasked with a specific responsibility as outlined under item 2) “Responsibilities”. These subcommittees will be chaired by an FRC member. Subcommittee membership may include FRC members, other FoMD faculty, trainees, and other individuals as required.
- 4.3 Voting members, at their own discretion, can send non-voting delegates to the Faculty Research Committee meetings.

5. Meetings:

- 5.1 Scheduled meetings will be held from September – June.
- 5.2 Quorum will consist of 10 voting members. The Chair will only vote in the event of a tie.
- 5.3 Minutes with actions will be kept and distributed to Deans Executive Committee.

6. Membership

Position
Chair and Vice-Dean, Research
Associate Dean Research, Graduate Programs
Associate Dean, Clinical/Translational Research
Associate Dean, Research Facilities
Director of Research

Director, Health Research Funding Initiatives
Director, Core Research Facilities & Special Projects
Director, Clinical Research
Executive Director, Industry and Innovation
Director, Alberta Diabetes Institute
Director, Alberta Transplant Institute
Director, Cancer Research Institute of Northern Alberta (CRINA)
Director, Cardiovascular Translational Science Institute
Director, Li Ka Shing Institute of Virology
Director, Neuroscience and Mental Health Institute (NMHI)
Director, Women and Children's Health Research Institute (WCHRI)
Representative from Dentistry
ELECTED Junior Faculty (5-10 years from initial appointment)
ELECTED Clinician Scientist – Basic Science
ELECTED Clinician Scientist – Clinical, Health Services or Population Health
ELECTED PhD – Basic Science
ELECTED PhD – Clinical, Health Services or Population Health
ELECTED Basic Science Department Chair
ELECTED Clinical Department Chair

Approved By:
Faculty Research Committee – December 7, 2009

Revised - June 2010
Approved by:
Faculty Research Committee – June 15, 2010

Revised - October 2011
Approved by:
Faculty Research Committee – October 4, 2011
Dean's Executive Committee – October 19, 2011

Revised – February 2013
Approved by:
Faculty Research Committee – February 19, 2013
Dean's Executive Committee – March 25, 2013

Revised – May 2013
Approved by:
Faculty Research Committee – June 4, 2013
Dean's Executive Committee - June 10, 2013

Revised – November 2015
Approved by:
Faculty Research Committee – December 2, 2015
Dean's Executive Committee – September 17, 2016