

Research and Scholarly Activities Committee Terms of Reference

Responsibilities

The Research and Scholarly Activities Committee is responsible for:

- Maintaining, in cooperation with the Vice-President (Academic) and the Research Ethics Board (“REB”), a general overview of the overall state of research and scholarly activities at the University;
- Considering and providing advice and recommendations to the Senate on academic matters related to research at the University, including but not limited to:
 - the research and scholarly priorities at the University;
 - the nature of research and scholarly activities at the University;
 - the allocation of University resources to research and scholarship, including funding, services, and infrastructure;
 - University policies and procedures related to research and scholarly activities, including proposed revisions to Policy No. 5003, “Scholarly Activity,” and Policy No. 5020, “Research Ethics”;¹ and
 - the research and scholarship environment, infrastructure, funding, and other issues which, in the opinion of the Committee, have an impact on research and scholarship at the University;
- As required, considering, and providing advice and recommendations to the Senate and other University bodies on the:
 - forms of support needed to maintain excellence in research and scholarship; and
 - planning and operation of research and scholarship events and initiatives.
- Considering and providing advice and recommendations to the REB regarding reports from the same;
- Ensuring that:
 - proposed University policies and procedures (and amendments thereto) related to research and scholarly activities are consistent with the mission, vision, and goals of the University;²

¹ <https://www.ucanwest.ca/about/policies>

² <https://ucanwest.ca/about-ucw/mission-goals>

- University policies related to research and scholarly activities at the University have been subject to appropriate review and consultation with members of the University community; and
- exemplary research and scholarship at the University is celebrated through public recognition and dissemination;
- Acting in an advisory and consultative capacity to support the development and execution of University-wide strategic plans;
- Meeting or consulting with other Senate committees as required on matters of mutual interest;
- Establishing such subcommittees as needed to fulfill their responsibilities, as well as reporting mechanisms for these subcommittees; and
- Other duties as assigned by the Senate.

Notwithstanding the above, the REB is an independent body, and nothing in the Committee's Terms of Reference should be interpreted to limit the ability of REB to review and make decisions on the ethical acceptability of research and to do so without undue influence or interference.

The REB Chair is a voting member of the Research and Scholarly Activities Committee.

Membership and Terms of Office

The Research and Scholarly Activities will be composed of:

- Nine (9) voting members, including:
 - Six (6) faculty members (at least 3 Senate members), including one (1) from Arts, Communication and Social Sciences (ACSS) and one (1) from Graduate (2-year term)
 - One (1) Student, Member of the Senate (1-year term)
 - One Program Chair (2-year term)
 - Executive Dean (*ex officio*)
- Non-voting members, including:
 - University Librarian (or delegate)
 - Senate Secretary (also the Secretary for the Committee)

Total Membership: 11 (9 voting members)

Chair and Vice-Chair

The Committee will elect a Chair and a Vice-Chair from its ranks at the first meeting. Both will serve for a term of one (1) year.

The Chair must be a voting member of the Senate, and is responsible for:

- Chairing the meetings of the Committee;
- Preparing the agenda for meetings of the Committee;
- Reporting the recommendations of the Committee to the Senate; and
- Ensuring that the Senate policies and procedures are up-to-date and distributed to the University Community.

The Vice-Chair must be a voting member of the Senate and is responsible for:

- Chairing the meetings of the Committee in the Chair's absence; and
- Assisting the Chair in the fulfillment of their duties to the Committee.

Meetings

Meetings of the Research and Scholarly Activities Committee are normally closed. The Committee may determine that the whole or part of any of its discussion or that of a document presented to the Committee must be held in confidence.

Meetings are usually open to visitors whom the Chair recognizes to speak about specific issues.

Meeting Schedule

The Committee meets on an as-needed basis, with a minimum of two meetings per year.

Quorum

Five (5) voting members.

Tie votes

In the event of a tie, the Chair may vote to break the tie.

Reports to the Senate

The Committee will provide an annual report (including REB) on its activities to the Senate in time for the November regular meeting and when requested by the Senate.

Approved and Revised by the Senate:

2022.10.13