



# STANDING COMMITTEE ON RESEARCH (SCoR) TERMS OF REFERENCE

## **Mandate**

The Standing Committee on Research (SCoR) is mandated by the Vice-Principal (Health Affairs) & Dean of the Faculty of Medicine and Health Sciences to provide strategic and operational oversight of all aspects of research for the Faculty of Medicine and Health Sciences. This committee brings together research representatives from across the Faculty, ensuring broad and inclusive representation, and will serve as an important forum to address issues of concern and help build the Faculty's research strategic direction and culture.

## **Committee Roles and Responsibilities**

1. Advise the Vice-Principal (Health Affairs) & Dean, Vice-Dean (Research) and Associate-Dean (Research) of the Faculty and provide strategic and operational oversight of all aspects of research under the mandate of the Vice-Dean (Research) for the Faculty.
2. Develop an operational framework, monitor progress, and evaluate performance and impact of research directions and associated initiatives of the Strategic Research Plan.
3. Organize and approve the review of the Faculty's Strategic Research Plan.
4. Create tools and mechanisms to consult the community, to receive and evaluate suggestions to develop further strategic initiatives in response to new and emerging priorities.
5. Ensure that all strategic priorities are designed and implemented to meet the overarching mission of the Faculty.
6. Create sub-committees to provide oversight for timely opportunities, programs and other activities that may arise on an as-needed basis.
7. Participate in internal evaluation and make timely recommendations on special competitions for major funding (Canada Foundation for Innovation [CFI], Genome Canada, etc.).

## **Committee Structure**

The committee is chaired by the Vice-Dean (Research) and reports to the Vice-Principal (Health Affairs) & Dean of the Faculty of Medicine and Health Sciences (FMHS).

## **Membership**

Members represent the spectrum of research careers at the Faculty: from trainees to early-career researchers, to more senior researchers and clinician-scientists, including leaders of large research projects and research units across the McGill FMHS network. The members will be asked to contribute, provide advice and assist the Vice-Principal & Dean, Vice-Dean and Associate Dean in different aspects of research planning, implementation and evaluation. Members of the committee are not expected to represent their home research unit but are expected to tackle broader research issues at the Faculty level, bringing representation of the breadth of research in the Faculty, including basic biomedical, clinical, translational and applied research including all health professions.

Members are named by the Vice-Dean (Research) and the Associate Dean (Research), Faculty of Medicine & Health Sciences (with two exceptions, noted below\*), in consultation with the relevant School Directors. The committee's membership is comprised of the following individuals, all of whom (with the exception of the Secretary) have voting privileges:

### Ex-officio

- Vice-Dean, Research, *Chair*
- Associate Dean, Research, *Co-chair*
- 5 Research Institute (RI) Directors or their delegates (LDI, Douglas, MUHC RI, MNI, St. Mary's)
- Vice-Principal, Research and Innovation or delegate

### Named by the Chair and Co-chair (in consultation with School Directors)

- 2 representatives from the School of Medicine (clinical researchers)
- 2 representatives from the School of Biomedical Sciences (basic science researchers)
- 1 representative from the Professional Schools (ISON, SCSD, SPOT)
- 1 representative from the School of Population & Global Health
- 1 Faculty of Dentistry representative
- 1 representative from the Institute for Health Professions Education (education researcher)
- 1 Early Career Investigator\* (selected through an open call)
- 1 Trainee\* (graduate student or postdoctoral fellow, selected through an open call)
- Secretary

## Term of Office

*Ex-officio* members remain on the committee for their term of office. For all other members, the term of office is 3 years. Terms are renewable, except in the case of Early Career Investigators and trainees.

## Conduct of Meetings

### Frequency and Format of Meetings

The committee is expected to meet at least 4 times per year. Sub-committees may meet on a different schedule and in response to specific needs. An agenda is provided for each meeting and minutes are recorded and distributed electronically to all members. The agendas and minutes are posted on the Faculty's website.

### Quorum

To achieve quorum, the committee must be represented by at least 50% + 1, members (in person or by teleconference/videoconference).

#### History:

*Issued and approved by:* Deanery Executive Committee

*Date:* December 18, 2017

*Revised and approved by:* Deanery Executive Committee

*Date:* February 6, 2023