



Senate Operations Review Committee
Report to Senate – Meeting of September 25, 2008
Proposed Revisions to the Composition and Terms of Reference of the
Senate Advisory Research Committee

Introduction

The Senate Operations Review Committee (SORC) was asked to review a proposal to revise the composition and terms of reference of the Senate Advisory Research Committee (SARC).

Review of the Issues

SORC reviewed the letter from K. Rowe, Vice-Principal (Research) requesting amendments to the composition and terms of reference of SARC and met with Dr. Susan Wood, Director, Office of Research Services on May 29, 2008.

Dr. Wood provided a brief history of the evolution of SARC from a committee of the School of Graduate Studies and Research (SGSR) to a Senate Committee in 1999. The request for revisions was informed by the anomaly of the SGSR being responsible for filling membership on a committee that no longer falls under its auspices. The situation was further complicated by the fact that the SARC subcommittees include research areas that do not have graduate programs, for example, Family Medicine.

The proposed changes ensure broad representation and accommodate post-doctoral fellows whose work enriches the research activities of the University. The proposed changes also reduce the size of the Committee by three which will help to address the challenges of managing a large committee. Therefore, SORC agreed to grant provisional approval to the attached revisions to the terms of reference and composition and to present the proposed changes to the Senate on September 25, 2008 for ratification.

Conclusions/Recommendations

The Senate Operations Review Committee recommends that the Senate ratify the revisions to the terms of reference and composition of the Senate Advisory Research Committee as presented in the attached document, to take effect retroactively on June 1, 2008.

Respectfully submitted

J. Stairs, Chair, SORC

COMMITTEE MEMBERS 2007-2008

C. Baker, School of Nursing

B. Barnett, Political Studies, B.A. (Hons.) '09

L. Horton, Human Resources

F. Jahanbakhsh, Theological College

R. Saiedi, M.Sc.'09

J. Stairs, Theological College (Chair)

April 30, 2008

Ms. Georgina Moore
Secretary of the Senate
University Secretariat
Queen's University
Mackintosh-Corry Hall, Room B400
Kingston, ON K7L 3N6

Dear Georgina:

Re: Request to Amend the Terms of Reference of the Senate Advisory Research Committee (SARC)

I am writing in response to your memo of February 8, 2008 regarding the request to amend the Terms of Reference of the Senate Advisory Research Committee (SARC). On behalf of the SARC members I would like to recommend the following amendments to the membership composition as approved at the March 12, 2008 SARC meeting.

- 1) The February 5, 2008 request from Janice Deakin, Dean, School of Graduate Studies was appropriate and the Office of Research Services is willing to take on the role of maintaining SARC membership by requesting faculty Deans to recommend members as 3-year memberships terminate, therefore, removing the following statement from SARC Terms of Reference, "The membership of the Subcommittees (excluding the chair) shall be by election in the Divisions of the School of Graduate Studies and Research". In the future Deans would be encouraged to recommend members to Subcommittees III, IV and V who were current holders of competitive external grants (eg. CIHR, NSERC, HSFO). Further, members nominated to Subcommittees II and V should normally hold or have held competitive external grants within the last five years.
- 2) The membership of the Senate Advisory Research Committee shall continue to be as stated in the Terms of Reference with the following amendments:
 1. the addition of "Item J – One representative of the Queen's Post-Doctoral Association".
 2. the reduction of "Item G – One representative of each division of the School of Graduate Studies" to "One representative of the School of Graduate Studies excluding the Dean".

In the meantime, while the above recommended amendments are under review by the Senate Operations Review Committee (SORC) may we seek provisional approval to:

- 1) contact the School of Graduate Studies to elect new members for the 2008-2009 period, and
- 2) reduce the number of members as recommended in the above amendment.

Thank you for providing this opportunity to amend the Terms of Reference. If you have any questions please do not hesitate to let me know. We look forward to hearing from you.

Yours sincerely,

R. Kerry Rowe
Vice-Principal (Research)
Chair, Senate Advisory Research Committee

Senate Advisory Research Committee Revisions to the Composition and Terms of Reference

*Please note that additions are indicated in **bold**, deletions in ~~strikethrough~~)

ARC became a Senate Standing Committee November 18, 1999. Formerly a School of Graduate Studies and Research Committee.

The Advisory Research Committee shall be accountable to the Senate, and shall provide advice to the Principal and the Senate through the Vice-Principal (Research)

The Vice-Principal (Research) shall be Chair of the Advisory Research Committee

The Advisory Research Committee shall:

- a) Within the scope of general policy as determined by the Senate, maintain, in cooperation with the Vice-Principal (Research), Faculties, Schools, Institutes and Departments, a general overview of the overall state of research at Queen's University;*
- b) Recommend to Senate the establishment of research policies appropriate to Queen's University;*
- c) Approve the formation of research groups, centres and institutes in accordance with the Senate Policy: "Procedures Governing the Establishment, Reporting and Review of Research Centres, Institutes, and Other Entities at Queen's University";*
- d) Review the reports and programs of research groups and entities other than Centres and Institutes;*
- e) Advise the Vice-Principal (Research) on the budgeting or funding of research generally, and specifically on internal University research funds;*
- f) Assess and approve reports and recommendations of the various Research Subcommittees*
- g) Report at least annually to the Senate, including an updated list of all approved groups and entities.*

The Advisory Research Committee may at any time establish a special (task force) sub-committee to advise it in relation to any specific problem within its jurisdiction.

Research Subcommittees

There shall be five Research Subcommittees as follows:

Subcommittee I - Medical Sciences

Subcommittee II - Fine Arts and Humanities

Subcommittee III - Engineering and Applied Science

Subcommittee IV - Physical Sciences, Mathematics & Statistics and Computing & Information Science

Subcommittee V - Social Sciences and Professional Schools

The Chairs of the Research Subcommittees shall be appointed from appropriate disciplines by the Vice-Principal (Research) for a period of from one to three years and shall not be eligible for immediate re-appointment.

*The Advisory Research committee shall determine the **membership and the number of members** in each Subcommittee **ensuring appropriate representation from the range of research disciplines**. **Each member shall serve for three years and members shall not be eligible for immediate re-appointment.***

~~*The membership of the Subcommittees (excluding the chair) shall be by election in the Divisions of the School of Graduate Studies and Research.*~~

~~*The term of office of the elected members shall be for three years and a retiring member shall not be eligible for immediate re-election.*~~

Composition

The membership of the Advisory Research Committee shall consist of :

- a) The Vice-Principal (Research)*
- b) The Associate Vice-Principal (Research)*
- c) The Director or Associate Director of Research Services*
- d) The Dean or Associate Dean of Graduate Studies and Research*
- e) Four Deans or Associate Deans chosen by the Deans*
- f) The Chairs of the five Research Subcommittees*

g) *One Representative of ~~each division of~~ the School of Graduate Studies and Research, **excluding the Dean***

h) *Two Senate Representatives, chosen by the Senate*

i) *Two Graduate Students, appointed by the Society of Graduate and Professional Students*

j) ***One representative of the Queen's Post-Doctoral Association***