

**Research Committee  
Dept. of Cellular and Physiological Sciences**

**TERMS OF REFERENCE**

**1. Role**

The Research Committee (RC) represents the research interests of the Department of Cellular and Physiological Sciences, facilitates research activities, fosters research synergies, and promotes research excellence for all department members\*.

**2. Research committee selection, composition and membership term:**

- 2.1 Nominations for RC membership will be solicited when required by the Department Head, and this will normally occur at the June departmental faculty meeting.
- 2.2 The Department Head will select RC members in consultation with the Executive Committee. The RC composition will be ratified at a departmental faculty meeting.
- 2.3 The RC will include 9 full-time faculty members who will provide broad representation of the various research interests in the department.
- 2.4 At least one member of the RC will be a LSI group leader and sit on the LSI steering committee.
- 2.5 The RC will elect a Chairperson whose role will be to set the agenda and chair monthly RC meetings and report the deliberations of the meeting a full faculty meetings.
- 2.6 The Head's secretary will sit on the RC as a non-voting member, for the purposes of record keeping and policy/operational reference.
- 2.7 RC members will be expected to serve for three to five year terms to ensure membership turnover is staggered while retaining continuity.

**3. Budget:**

- 3.1 Budget of the committee will not exceed \$15,000 per year.

**4. Responsibilities:**

- 4.1 To organize an annual departmental research day.
- 4.2 To organize faculty research retreats.
- 4.3 To oversee and adjudicate faculty and student research award nominations and awards;
- 4.4 To appoint faculty members to organize and run the Cellular & Physiological Sciences departmental seminar series and receive their reports.
- 4.5 To evaluate and make recommendations to the Department Head on needs and funding initiatives to promote research excellence.
- 4.6 To formulate, at the request of the Department Head, discussion papers on policy relating to departmental research activities and deal with ad hoc issues related to departmental research activity.
- 4.7 To encourage CPS faculty members to sit local (UBC and Provincial) and National/ International Research Committees and Funding Agencies.

\* Full CPS Faculty Members and Associate/Affiliate Members

## **5. Operational Protocol:**

- 5.1 Meetings will be held normally one week before departmental faculty meetings on a date and time that will to ensure maximal attendance.
- 5.2 Agenda items will be circulated 3 days before meetings.
- 5.3 Written summaries of the meeting will be kept for reference by the RC Chairperson and circulated if requested to faculty. The Chairperson will table the main issues at monthly departmental faculty meetings for information or further discussion.

**June 27, 2012**