



RESEARCH ADJUDICATION COMMITTEE

Terms of Reference

MANDATE

To adjudicate research funding at the Faculty of Fine Arts and Communications (FFAC).

ROLE

Adjudicate and recommend to the Dean the awarding of other related FFAC funding when made available, including the Student Undergraduate Research Fund (SURF).

ACCOUNTABILITY

The FFAC Research Adjudication Committee is a sub-committee of the FFAC Research Committee and an official standing committee of the FFAC Council.

COMPOSITION

- **Dean and/or Associate Dean:** ex-officio voting members
- **Department representatives:** one (1) tenured or tenure-track faculty member from each department. If a department does not have a candidate, the position may be filled with a member-at-large on a one- (1) year interim basis
- **Chair:** a tenured or tenure-track faculty member of the committee selected by the voting membership of the committee
- **Vice-Chair:** a tenured or tenure-track faculty member elected by the committee (from among eligible members who are interested in the position). The Vice-Chair will chair meetings in the absence of the Chair
- **Resource staff:** as required, non-voting members

TERMS OF OFFICE

- Terms for faculty members are two (2) years in length with a maximum of two (2) consecutive terms. Following two (2) consecutive terms, a member may return to the committee after an absence of one (1) year
- Terms will be staggered with approximately half of the members retiring each year

COMMITTEE OPERATIONS

- Meetings are typically held soon after application deadlines, with additional meetings as needed
- Support provided by the Office of the Dean
- Due to the confidential nature of adjudication meetings, all meetings are held in camera
- Ad hoc sub-committees or working groups may be established as needed. Any such committees or groups will report back to the Research Adjudication Committee
- Substitutes are not permitted on this committee
- If a member has unexcused absences for three (3) regular meetings within the academic year, the FFAC Executive Committee may declare the member's position vacant, except for ex-officio members. A faculty member will be elected to fill the remainder of the member's term in accordance with the committee Terms of Reference

Approved by FFAC Council on October 23, 2018 (motion FFACFC-07-10-23-2018).