



RESEARCH COMMITTEE

Terms of Reference

MANDATE

- Supports FFAC faculty in making a contribution to their disciplines locally, provincially, regionally, nationally, and internationally
- Consults with the MacEwan Research Council on matters related to research (as defined in the Collective Agreement), as required
- Supports the relationship between FFAC and external governance, policy, funding, and research organizations
- Develops an undergraduate research strategy
- Supports the Scholarship of Teaching and Learning (SoTL)
- Advocates for the dissemination of all forms of research
- Provides oversight to the FFAC Research Adjudication Committee, including guidelines for adjudication

ROLE

To develop, implement, maintain, and assess the FFAC Research Strategic Plan.

ACCOUNTABILITY

The FFAC Research Committee is a 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
- **Members-at-large:** one to three (1-3) additional tenured or tenure-track faculty members elected by Faculty Council
- **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
- **Research Adjudication Committee Chair:** ex-officio voting member

TERMS OF OFFICE

- Terms for 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 four to six (4-6) times per academic year
- Support provided by the Office of the Dean
- Meetings are normally open and confidential matters may be considered 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 Committee

- A member who is unable to attend a meeting may send a substitute, however, substitutes will not have voting privileges
- 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-06-10-23-2018).