

## **COMMUNITY ENGAGED SCHOLARSHIP ADJUDICATION SUBCOMMITTEE TERMS OF REFERENCE**

### Mandate

The Community Engaged Scholarship Adjudication Subcommittee is a Subsidiary body of the GFC Standing Committee on Scholarly Activity. The Community Engaged Scholarship Adjudication Subcommittee adjudicates internally funded grant applications from MacEwan faculty and their community partners. These community engaged scholarship (CES) funding opportunities support scholarly activities that directly addresses or responds to the needs of a community partner, is co-developed with a community partner, builds or strengthens existing partnerships with community organizations, and increases opportunities for undergraduate students to be involved in community engaged scholarship.

The Subcommittee may also be called upon to administer other community engaged scholarship research funding opportunities.

Community partners can be defined as any non-profit, for-profit, or government organizations that are outside academia.

### Membership

#### *Voting*

- A minimum of three (3) members from different faculties or schools, as follows:
  - Arts and Science
  - Business
  - Fine Arts and Communications
  - Health and Community Studies
  - Nursing
- The senior administrator responsible for research, or a designated delegate, will serve as the Chair of the Subcommittee, and will be an ex-officio member.

#### *Non-Voting*

- Administrative support is provided by the Office of Research Services.

#### *Terms of Office*

- Faculty members
  - Are recommended by their respective Deans by May 31. Appointments to this Subcommittee will be determined by the senior administrator responsible for research, or a designated delegate, by July 1 in any given year.
  - Will normally be appointed for a 2-year term with appointments staggered such that roughly half of the Subcommittee will turn over each year. Reappointment is limited to two successive terms.
- Past Subcommittee members may be re-appointed after an absence of one year.

### Subcommittee Responsibilities

The Subcommittee shall:

- Adjudicate CES internal grant applications at least once per year. Additional calls for funding may be required, should additional funding become available, or if a time-sensitive need warrants a special call.

- Review and revise the criteria by which grants will be awarded on an annual basis. The Office of Research Services (ORS), in collaboration with the Committee on Scholarly Activity, subsequently evaluates and approves these criteria.
- Review grant applications and recommend grant funding to the senior administrator responsible for research.
- Report annually via the Chair of the Subcommittee and/or the senior administrator responsible for research to the Provost & Vice-President, Academic regarding the Subcommittee's work. Projects that receive funding shall be made available to the University community via the Office of Research Services' website.

### Roles and Responsibilities of Members

Members should:

- Provide insight, advice and recommendations on other topics related to its mandate.
- Attend all meetings of the Community Engaged Scholarship Adjudication Subcommittee.
- Attend and complete standard training on adjudication processes; equity, diversity and inclusivity; and evaluation criteria once per academic year. Also attend and complete any additional training that may be identified during the academic year.
- Review and adjudicate each assigned grant application prior to the Subcommittee adjudication meeting.
- Attend group meetings to discuss applications and to reach a consensus on funding recommendations.
- Subcommittee members who fail to complete training or attend adjudication meetings or do not review and evaluate grant applications may be asked to withdraw from the Subcommittee. The Deans from the members' respective Faculty or School will be contacted and a replacement for the member will be requested.

### Meetings

- Subcommittee members will attend a training meeting to review the award criteria and the process of adjudicating applications. This mandatory meeting will be held prior to each funding deadline.
- Following the technical review of applications, which will generally be conducted individually by Subcommittee members, the Subcommittee will meet as a group following each funding deadline at the call of the Subcommittee's Chair. These mandatory meetings will involve group discussions to ensure consensus.
- A meeting to review award criteria and processes will be held once per year.
- Meeting frequency is at least once per academic year. Additional meetings or electronic votes may occur as issues emerge.
- A simple majority of the current members shall constitute a quorum at any Community Engaged Scholarship Adjudication Subcommittee meeting.
- It is the responsibility of the Chair to ensure that discussions are noted, and that action and decision items are recorded.

### Proxies and Alternates

- Each appointing body may identify one alternate committee member to attend meetings and conduct the business of the Subcommittee in the event a regular member of the Subcommittee is unavailable.

- An alternate committee member may participate in any Subcommittee meeting and will have a voice at all meetings. However, they will not be counted in establishing a quorum or voting unless the regular Subcommittee member is absent.

#### Conflicts of Interest

- A Subcommittee member must declare any potential conflict of interest associated with any application(s) in a specific year. The Subcommittee will determine the extent, if any, of the conflict of interest and what measures – such as recusal – are required.
- Subcommittee members may not be eligible to adjudicate grants for CES grant funding when they are applicants or co-applicants for that grant funding call.

#### Confidentiality

- All deliberations, rankings, and recommendations shall remain confidential to the Subcommittee.
- The contents of applications shall also remain confidential. Members will also be bound by the confidentiality stipulations of the *Tri-Agency Framework: Responsible Conduct of Research* and the federal policy, *Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations*.

#### Voting

- Each member present shall have one vote. Only members may move, second, and vote on motions presented at meetings.
- Motions shall be passed by a simple majority of members present at the meeting.

#### Reporting

- The Community Engaged Scholarship Adjudication Subcommittee will provide an annual report to the GFC Standing Committee on Scholarly Activity at the end of each academic year.
- Membership for Community Engaged Scholarship Adjudication Subcommittee will be shared with the GFC Standing Committee on Scholarly Activity at the start of each academic year.

#### Office of Record

- The Office of University Governance is the official repository of records and documentation for the Community Engaged Scholarship Adjudication Subcommittee.
- It is the responsibility of the Chair to send approved minutes and any relevant documents to the Office of University Governance.

#### Terms of Reference Review

- The Community Engaged Scholarship Adjudication Subcommittee will review the Terms of Reference and provide them to the GFC Standing Committee on Scholarly Activity annually.
- The GFC Standing Committee on Scholarly Activity will need to approve any changes to the Terms of Reference.

#### Policies

The members of the Subcommittee should be familiar with the following policies:

- Responsible Conduct of Research and Creative Activity
- Ethical Review of Research with Human Participants
- Employees' Code of Conduct
- Student Code of Conduct
- External documents:
  - Responsible Conduct of Research (Tri-Agency Framework; see [www.rcr.ethics.gc.ca](http://www.rcr.ethics.gc.ca))
  - Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations (see [https://science.gc.ca/eic/site/063.nsf/eng/h\\_90108244.html](https://science.gc.ca/eic/site/063.nsf/eng/h_90108244.html))