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.