



Senate Research Committee – Terms of Reference

Approved by: Senate

Established on: January 26, 2007

Revised: March 28, 2008; January 29, 2010; February 26, 2010, May 14, 2010; Dec. 20, 2012; January 18, 2013; September 15, 2014; January 19, 2015; November 30, 2015; April 10, 2017; October 30, 2017; January 25, 2021; May 12, 2022; June 9, 2022 (editorial); March 13, 2023; November 25, 2024

Quorum: A simple majority of all filled voting positions. Committee members whose positions are listed as ** shall not be included in the total when quorum is counted.

Five business days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

COMPOSITION

1. Vice-President, Research and Innovation**
2. Associate Vice-President, Research and Graduate Studies [non-voting, except in the absence of the Vice President, Research and Innovation]**
3. Provost & Vice-President (Academic) [if the Provost is absent, the Deputy Provost & Vice-Provost, Teaching and Learning may attend meetings as a voting member]**
4. Dean of Graduate Studies**
5. One academic Dean (appointed from and by the Deans' Council)**
6. University Librarian
7. Immediate Past Chair
8. Twelve full-time faculty members, four of whom are NSERC-eligible faculty, four of whom are SSHRC-eligible faculty, and four of whom are CIHR-eligible-faculty, elected by Senate on the recommendation of the Senate Nominations Committee.

NSERC: natural sciences and engineering, other than health sciences (your area of research must primarily advance knowledge in one or more of the natural science or engineering disciplines).

SSHRC: social sciences and humanities (your area of research must primarily advance knowledge in one or more of the social sciences or humanities disciplines)

CIHR: health (your area of research must primarily advance knowledge in one or more areas of health or health services and products, or the Canadian health care system).

9. Two graduate students enrolled full-time, elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Association President
10. Director, Research Services (non-voting)**
11. Chair of the Lakehead University Faculty Association Research Committee (non-voting)**

Terms of Office

1 to 4; ex officio

5; one-year term (renewable)

6 & 7; ex officio

8; three-year terms (renewable, once)

9; up to two-year terms (staggered, renewable)

10 & 11; ex officio

ORGANIZATION

1. Chair and Vice-Chair: Each to be elected by, and from, members of the Senate Research Committee, alternating service for both positions between SSHRC, NSERC and CIHR members. In addition, the Chair will serve as Past-Chair for one year following the term as Chair.
2. Secretary: Executive Assistant to the Vice-President, Research and Innovation
3. Administrative Office: Office of the Vice-President, Research and Innovation

TERMS OF REFERENCE

1. To support and actively participate in the formulation, implementation and interpretation of the Lakehead University Research Plan.
2. To establish and implement the guidelines and procedures for the distribution of institutional grants received from the Tri-Councils, (e.g., SSHRC SIG.)
3. To establish and implement the guidelines and procedures for the distribution of other funds available to the Senate Research Committee.
4. To seek sources of additional funds for research.
5. To review applications for the annual Distinguished Researcher Awards and make appropriate recommendations to the Vice-President, Research and Innovation on suitable candidates to receive this honour.
6. To review applications for the annual Research Excellence Awards and make recommendations to the Vice-President, Research and Innovation on suitable candidates for this honour.
7. To make recommendations to the Vice-President, Research and Innovation on the distribution of other internal research awards.

8. To make recommendations to the Vice-President, Research and Innovation on research funding opportunities where there is a requirement for peer review and/or ranking in an internal competition.
9. To examine policies and make recommendations to relevant bodies (e.g., Vice-President, Research and Innovation, Senate, Senate Committees) to improve research support services available to researchers.
10. To advise relevant bodies (e.g., Library, Vice-President, Research and Innovation, Senate) on ways to enhance the Library's support of research and the preservation of researchers' scholarly output.
11. To make recommendations, where appropriate, to the Vice-President, Research and Innovation on supports to ensure the Library meets researchers' needs (e.g., budget, projects, tools).
12. To review proposals for the establishment of new Research Centres and Institutes and to make recommendations for approval by Senate following the *Research Centres and Institutes, Policies and Procedures*.
13. To review the recommendations of Research Centres and Institutes' Renewal Review Committee and report review recommendations to the Senate.
14. To forward the Executive Summaries of the Research Centres and Institutes' Annual Reports for information to the Senate.