



MEMORANDUM

To: Executive Committee of Faculty Council

From: Professor Stewart Aitchison
Vice-Dean, Research

Date: April 11, 2012 for April 26, 2012 Faculty Council Meeting

Re: **Research Committee - Manual**

REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members voting to carry).

BACKGROUND

In 2007, the Faculty of Applied Science and Engineering created Associate Chairs, Research positions in the Departments and Institutes. These Associate Chairs serve on the Faculty's Research Committee. The Committee serves as a forum for discussion and action in implementing the Faculty's research initiatives.

PROPOSAL/MOTION

“THAT the Faculty approves the creation of a Research Committee as a Standing Committee of Council, and that the draft Research Committee Manual be approved.”



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

MANUAL FOR

THE RESEARCH COMMITTEE

Draft Approved by Faculty Council on [DATE OF APPROVAL]

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The terms of reference for each committee must be clearly established and reviewed from time to time. Each Committee shall have a manual of procedures, continually updated, wherein all policy decisions can be recorded and which is available for immediate reference, to promote ease and consistency in committee deliberations. Each chair must assume executive responsibility for the efficient working of his/her committee, towards which he/she can expect to have strong administrative support available through the staff of the Office of the Vice-Dean, Research.

1. MEMBERSHIP AND CONSTITUENCY

Regular Members

Vice-Dean, Research (Chair)	1
Associate Chairs from Departments & Institutes*	7
Dean, ex-officio	

Invited as Needed

Associate Vice-President, Research
Postdoctoral Researchers
Student Representatives

Additional regular attendants include a recording secretary (usually a member of the Faculty office or a member of the staff of the Office of the Vice-Dean, Research).

*Members are appointed Associate Chairs, Research by the Chairs and Directors in the Faculty's Departments and Institutes:

University of Toronto Institute for Aerospace Studies (UTIAS)
Institute of Biomaterials & Biomedical Engineering (IBBME)
Department of Chemical Engineering & Applied Chemistry (CHE)
Department of Civil Engineering (CIV)
Department of Electrical & Computer Engineering (ECE)
Department of Materials Science & Engineering (MSE)
Department of Mechanical & Industrial Engineering (MIE)

2. TERM OF OFFICE

The Committee shall take office at the close of the regular Spring meeting of Council, and shall remain in office until the adjournment of the following regular Spring meeting.

3. TERMS OF REFERENCE

- a) To serve as an advisory and coordinating body to advance engineering research excellence and innovation, and strengthen the Faculty's research community.
- b) To provide advice on research matters pertaining to strategic planning, and support implementation of the strategic research plan.

4. RULES OF PROCEDURE

The Committee shall operate according to the rules of procedure established and from time to time amended by Council as set out in the *Procedures for Committees of*

Council of the Faculty of Applied Science and Engineering. The Research Committee meets regularly, usually once per month. Regular committee members will serve in their capacity as Associate Chair for research.

5. DUTIES

To fulfill the term of reference outlined above the committee shall carry out the following duties:

- a. The Chair shall be the official Faculty representative, where such is requested, on University research committees, the scope of which falls within the terms of reference.
- b. Support the creation of research centres around strategic research themes that make significant, relevant impacts on society.
- c. Support activities to increase the annual Faculty's Tri-Council funding level.
- d. Support activities to increase the Faculty's number of Canadian Research Chairs, Industrial Research Chairs, Endowed Chairs and Limited Term Chairs.
- e. Facilitate funding from sources other than NSERC; in particular, the Social Sciences and Humanities Research Council (SSHRC), the Canadian Institutes of Health Research (CIHR), corporations, industries and international granting agencies.
- f. Mentor junior faculty members and support emerging research leaders to ensure that they successfully secure external research funding from industry, federal and provincial sources.
- g. Raise awareness and promote our research contributions and breakthroughs with peers, funding agencies, industry and the public.
- h. Promote synergistic research partnerships with industry, peer institutions within Canada, and strategic international partners, while taking on leadership roles at the national and international levels.
- i. Participate and provide leadership on external review committees in granting agencies such as the Natural Sciences and Engineering Research Council (NSERC), Ontario Centres of Excellence (OCE), and the Ontario Ministry of Research and Innovation (MRI).
- j. Stimulate multidisciplinary, collaborative research endeavours.
- k. Promote undergraduate students involvement in the Faculty's research activities.
- l. Administer the Faculty's Research Leader Award.

6. REFERENCE DOCUMENTS

- a. Procedures for the Committees of Council of the Faculty of Applied Science and Engineering