

IWK Research Advisory Committee

Terms of Reference

(Document Control: 8 January 2021)

A. Purpose:

The IWK Research Advisory Committee (RAC) is an advisory committee to the IWK. The RAC is a forum for members of IWK departments and research centres located at the IWK to provide advice to inform:

1. Research strategy development at the IWK
2. Opportunities to enhance and facilitate research at IWK
3. Communication regarding research at IWK

Advice and recommendations provided by the RAC shall be considered by the IWK VPRI and the Executive Leadership Team.

B. Functions/Responsibilities:

The RAC will:

1. Advise on research strategy, including strategic, institutional research goals, including
 - a. Annual report on strategic goals and indicators
 - b. Annual report on internal and external grant programs
2. Advise on establishing and monitoring indicators of research strategy outcomes
3. Advise on identifying opportunities to develop, enhance and facilitate research at IWK, including
 - a. Annual review of programs, program development, implementation, devolution
 - b. Collaboration with industry, universities, government and other partners
4. Facilitate communication regarding research within and across Departments and research centres located at IWK

C. Committee Composition

1. The RAC Chairperson is appointed by the IWK President/CEO. The RAC Chairperson is the Vice-President Research & Innovation.
2. Members are appointed by the IWK President/CEO upon recommendation from IWK Vice-President Research & Innovation. Appointed members reflect a breadth of IWK research experience and disciplines, as well as EDI principles. Members will serve a

term of up to 3 years, renewable once. Trainee members will serve a term of up to 2 years. Members are ex-officio, except Members-at-large. Members are non-voting. The RAC composition includes:

- a. Directors of Research of IWK Clinical Departments (3 members),
- b. Directors of IWK Research Centres (3 members),
- c. Members-at-large (3 members), including IWK researchers with significant University links and reflecting a range of career stages
- d. Trainee with significant research commitment (1 member)
- e. IWK Research Operations Director (1 member)

D. Committee Support:

The administrative assistance support to the RAC is supported by the office of the VPRI.

E. Quorum:

60% of membership shall constitute a quorum.

F. Meeting Schedule:

The RAC shall meet on a bi-monthly (i.e., every second month) basis or at the request of the Committee Chair.

G. Committee Evaluation:

The committee will annually review its mandate and will undertake an annual self-assessment of its performance. The Committee Chair will provide a report of the annual self-assessment of the RAC to the IWK ELT.

H. Decision Making:

The RAC provides recommendations and advice.

I. Reporting:

The Committee Chair will provide a report of RAC's activities to the IWK Board of Directors annually, or as required.

Approved by IWK President/CEO: October 30, 2020

Approved by Board Governance Committee: _____ (date)