



# University of Toronto Mississauga (UTM) Research Council

## Terms of Reference

### Description, Duties & Responsibilities

The UTM Research Council will serve as a forum for information exchange and discussion of issues relevant to the research community at UTM. The council will be an advisory, not a decision making, body that will support the mission of the Vice-Principal, Research (VPR) to promote and facilitate research, scholarship, and creative activity at UTM.

The Council will:

1. provide opportunity for discussion of a range of topics related to research, scholarship, creative activity, and research-related operations at UTM;
2. act as an advisory board to the VPR;
3. function as a venue to discuss and communicate appropriate information, policies, and procedures from the University of Toronto Office of the Vice-President, Research and Innovation to UTM departments;
4. provide adjudication of internal research awards, and/or other research-related competitions administered by the Office of the Vice-Principal, Research (OVPR).

### Composition & Term of Appointment

The Council's academic membership will be composed of one representative from each academic unit, who will normally be a full-time, tenure-stream faculty member who is *not* the unit's Chair.

*Ex officio* members of the council will include the Director and Manager(s) of the UTM research office and one representative from the UTM library. *Ex officio* members will not participate in award adjudication.

The term of membership for academic representatives will normally be one or two years, starting July 1, and will be renewable at the member's (and academic unit's) discretion.

### Chair

The Vice-Principal, Research will be the Chair of the council and will be responsible for communicating all relevant information to the members of the council.

### Frequency of Meetings

The Chair will call and schedule all meetings. The council will normally meet twice per term, or as required.

### Recording and Reporting of Meetings

The OVPR will record minutes of the meetings, which will be made available to members of the Council. Activities and issues requiring privacy, such as adjudication of awards, will be conducted *in camera*.