



RESEARCH AND SCHOLARLY ACTIVITY FUNDS ADJUDICATION COMMITTEE

TERMS OF REFERENCE

PURPOSE:

- To adjudicate applications for the Research and Scholarly Activity Funds (RSAF) according to the adjudication criteria outlined in the RSAF Terms of Reference and to make recommendations for funding to the Vice President's Academic Council (VPAC) for approval.
- To provide advice, response and recommendations to the Vice President's Academic Council (VPAC) for amendments to the Terms of Reference for the Research and Scholarly Activity Funds.
- To provide advice, response and recommendations to the Vice President's Academic Council (VPAC) on amendments to the application process, application form, the adjudication process, and the parameters surrounding adjudication committee membership.

MEMBERSHIP:

- One elected member from each of the Faculties in the Academic Division to a total of not more than seven representatives.
- Each committee member and/or Faculty must identify an alternate, at the time of initial election, to take the place of their respective committee member should he/she be unable to fulfill his/her duties.
- Each committee member will adjudicate, excluding the Coordinator, Research Innovation.
- Coordinator, Research and Innovation (non-voting).
- Support Staff as recorder (non-voting).

COMMUNICATION/LIAISON:

- Vice President's Academic Council (VPAC)
- Faculty Deans
- Senior Management Team (SMT)

RESPONSIBILITIES:

- Adjudicate applications to the Research and Scholarly Activity Funds (RSAF) according to the adjudication criteria outlined in the RSAF Terms of Reference and make recommendations for funding to Vice President's Academic Council (VPAC).

- Liaise with Deans, Directors, Chairs and Coordinators to ensure that information about the RSAF is widely disseminated.
- Advise on changes to the Terms of Reference for the RSAF, changes to application processes and procedures, and changes to the adjudication process, as needed.
- Facilitate mentoring relationships between aspiring applicants and former funding recipients to help with the application process, when asked to do so.

COMMITTEE OPERATIONS:

- **MEETINGS:**

In person as required and as discussion or RSAF results dictate. Meetings may also be necessary to discuss changes to templates, policies, or procedures at the discretion of the Coordinator, Research and Innovation. A quorum of four committee members or their substitutes will represent a sufficient majority to conduct business.

- **ADJUDICATION:**

Adjudication will take place within two weeks after the deadline for RSAF applications. In the event that a member fails to complete and submit his/her adjudication for the funding round, an average score of all other adjudications for that funding round will be substituted and will stand as the member's adjudication scores subject to the rules for quorum.

Each member will be responsible for timely adjudication of applications. Adjudication must be completed no later than two weeks after the application deadline for funding.

Failure to attend to—or to put in place a substitute for—adjudication may result in the member being asked to step down from the adjudication committee.

Deans will be notified of committee members who fail to attend to the business of the committee in a timely and effective manner. In the event that the committee requires a faculty member to take the place of an absent or removed individual, the representative Faculty Dean will appoint an appropriate replacement until an election can be held.

- **CHAIR:**

The committee will be chaired by the Coordinator, Research and Innovation. The chair will be a non-voting member, but is expected to inform the committee about budgets for the award and provide information at the request of the committee.

- **MEMBERSHIP TERMS:**

Membership shall be for a term of three years. Extensions of a further year shall be granted in the event that a replacement cannot be found and the member is willing to remain on the committee. Ideally, the committee membership should rotate to ensure a mix of new and experienced adjudicators.

- **CONFLICT OF INTEREST:**

Members are eligible to apply to the RSAF. However, if an application is made by a member of the committee, they must find a replacement for the adjudication round in which their application will be considered.

Failure to find a replacement for the RSAF committee will result in the RSAF committee member's application being denied until such time as an adjudication round occurs when a replacement can be put in place within the proper timeframe(s). The committee member submitting an application will not participate in the adjudication process in any way and the initial recommendations, adjudication rankings, and substance of the committee discussions will remain confidential, as it is for all candidates.

Committee members who intend to apply to the RSAF annually will be advised to step down from the committee.

- **CONFIDENTIALITY:**

All deliberations, discussions, and preliminary decisions of the committee relevant to adjudication are confidential.

- **APPEALS PROCESS:**

There is no appeal process.

The Coordinator, Research and Innovation can be directed by the committee to discuss the reasons for rejection of any proposal and to provide advice and encouragement for a reapplication at a later call, if appropriate.

In the event that a discipline-specific matter is involved, the above function may be delegated to a committee member with the appropriate expertise if the committee so recommends and the member is willing to assume the responsibility with the support of the Coordinator, Research and Innovation.

- **DECISIONS:**

Decisions regarding changes to adjudication procedures (e.g. ranking criteria, minimum score for successful applications, changes to the RSAF application form) will be made by consensus, where possible. In cases where consensus is not possible, a simple majority vote of the committee shall determine the matter. All decisions of the committee are subject to final approval by VPAC.

Decisions regarding successful applications to the RSAF will be made based on the total adjudication score submitted by members. A minimum score, determined by the committee, will represent the dividing line between funded and non-funded applications.

While the chair is a non-voting member, it is expected that he/she will be adequately familiar with the applications and/or activities of the committee to allow for a reasoned decision regarding all matters pertaining to the RSAFAC and the RSAF.

STAFF SUPPORT:

Staff support shall be a non-voting committee member. He/She will be present at the adjudication and other meetings solely as a recorder.

- **RESIGNATIONS:**

Members wishing to resign before their term expires must submit their resignation in writing to the Coordinator, Research and Innovation at least two months in advance of the next deadline for proposals. Failure to resign within the appropriate time will mean a de-facto commitment by the committee member to participate fully in the nearest adjudication round.

In the event that the committee needs to conduct business without an individual holding the Coordinator, Research and Innovation position, a member of the committee selected by the committee will assume the Chair's duties for the purpose of adjudication and communicating the adjudication results to VPAC.