



## Faculty of Education Dean's Advisory Committee on Research (DACR) Terms of Reference

### Mandate

- Advise and make recommendations to the Dean and Faculty of Education departments/schools.
- Explore, discuss, and disseminate information regarding research initiatives and issues within the Faculty, University and wider community.

(From the Faculty of Education web site: <https://educ.ubc.ca/committees-and-meetings/>)

### Committee Composition

**Chair:** Associate Dean, Research

**Members:** 1 representative from each department/unit (5) in the Faculty

**Adding Members:** 1 representative from OSE; one faculty member from the ed. leadership stream; 1 Indigenous scholar—well-versed in Indigenous knowledge frameworks/research methodologies; and discretion given to the ADR to add 1-2 members in any year based on what they perceive are the needs of the group.

**ORE Representation:** Director, Research Development (Ex officio); Admin Assistant (for committee support)

### Term of Service

Normally, committee members will serve a 3-year term and then cycle off to give this opportunity to others in their unit.

### Meeting Frequency

The committee will meet approx. every 6 weeks (twice/term) from September through April with an additional meeting in May/June to close out business from the academic year.

### Committee Responsibilities

Generally, this committee plays an advisory/support role to the ADR on matters of research within the faculty (what's going well, what needs improvement). Through this advisory role, they may also support the work of ORE (e.g., participating on internal review committees; reviewing and/or generating policy concerning research).

#### 1. Communicating About Research Opportunities and Issues

Committee members are asked to serve as communication conduits between ORE and their Departments/Units.

- a. Sharing information with units about research funding, awards opportunities
- b. Offering ideas and feedback from their units that may enhance the culture or research in the Faculty (e.g., requests for workshops).

## **2. Giving Guidance on Internal Faculty Research Grants and Awards Administered by ORE**

- a. Reviewing and updating terms of reference and application requirements for internal research grants and awards;
- b. Providing suggestions or feedback on the creation of new internal research grants, awards and other research supports, in response to emerging needs; and
- c. Adjudicating applications to internal research grants and awards.

Current, cyclical internal research grants and awards include:

- Research Infrastructure Support Services (RISS) grants, due early October, January and April
- International Research Visiting Fellowships, due late January
- SSHRC Explore Grants, due mid-spring
- Jacqueline Farquhar Endowment for Children's Mental Health, due mid-spring
- John and Doris Andrews Research and Development Award, due mid-spring

Misc. one-off grants or awards may include:

- SSHRC Equipment Grants

Occasionally the University is compelled by SSHRC to use unspent grant funds which the VPRI disseminates to Faculties to use for research equipment purchases. Turn-around time to use up funds is typically very short.

## **2. Nominating Faculty for Research Awards**

Committee members may play a role in suggesting, in consultation with their respective Department Head or School Director, competitive nominees for major University and external research award competitions.

## **3. Reviewing Research Policies, Terms of Reference or Reports**

- Reviewing and providing feedback about Faculty or University level policies, reports, etc.

## **4. Giving Guidance to/for Research Centres**

- Reviewing proposals for new Research Centres in the Faculty
- Faculty Research Centres are on a 3-year review cycle per Policies and Procedures for Research Centres (2017). DACR may participate in these periodic reviews.