



UNIVERSITY OF CALGARY

ASSOCIATE DEANS' (RESEARCH) COUNCIL

Terms of Reference

The Associate Deans' (Research) Council (ADRC) is both an information exchange forum and a body advisory to the Vice-President (Research) (VPR) on matters pertaining to research.

Tasks and Responsibilities

The ADRC shall:

1. Receive and exchange information on research programs, initiatives and policies.
2. Discuss research priorities, policies, issues and concerns.
3. Make (non-binding) recommendations, through motions voted upon, to the VP(R).
4. Help define and update the institution's Strategic Research Plan
5. Help to bridge Faculty research activities and platforms with the transdisciplinary initiatives of the University.
6. Help define research excellence for the institution and suggest ways of measuring, promoting and rewarding it.
7. Establish working groups or sub-committees, as needed, to deal with specific research-related issues.

Composition of the Council

ADRC shall consist of the following voting members or their designates:

1. All Associate Deans for Research.
2. One of the Associate Deans of the Faculty of Graduate Studies.
3. One of the Associate University Librarians.
4. The Executive Director of Research Services.

In addition, the following non-voting members will be part of ADRC:

1. The VP(R) and the Associate VP(R)s.
2. One representative from the office of University of Calgary International.
3. One representative from Information Technologies.
4. The Directors of Research Services.
5. One member of the Research and Scholarship Committee.
6. One graduate student appointed by the Graduate Students' Association.
7. A secretary, who will be a staff member of the office of the VP(R), and will record and distribute minutes and agendas.

Meetings and Communications

1. Meetings shall be chaired by the VP(R) or designate.
2. Regular meetings shall be held monthly from September to June.



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3. Special meetings may be held at the call of the Chair.
4. A quorum shall consist of one-half of the voting membership.
5. Motions will be accepted by majority vote; members may request that their individual votes and/or their reasons be identified/recorded in the minutes.
6. ADRC members may propose agenda items by forwarding them to the secretary in advance of the meeting.
7. Discussions and recommendations shall normally be recorded in the minutes, which will be distributed to ADRC members before the following meeting together with the new agenda.
8. The minutes shall be posted in a password-protected area of the University of Calgary web site, accessible only to ADRC members and made available to Deans.

Approved January 17, 2002

Friendly Amendments: September 2004

Revised October 2020