



**Senate Operations Review Committee**  
Report to Senate – Meeting of September 25, 2008  
Proposed Revisions to the Composition and Terms of Reference of the  
Senate Advisory Research Committee

**Introduction**

The Senate Operations Review Committee (SORC) was asked to review a proposal to revise the composition and terms of reference of the Senate Advisory Research Committee (SARC).

**Review of the Issues**

SORC reviewed the letter from K. Rowe, Vice-Principal (Research) requesting amendments to the composition and terms of reference of SARC and met with Dr. Susan Wood, Director, Office of Research Services on May 29, 2008.

Dr. Wood provided a brief history of the evolution of SARC from a committee of the School of Graduate Studies and Research (SGSR) to a Senate Committee in 1999. The request for revisions was informed by the anomaly of the SGSR being responsible for filling membership on a committee that no longer falls under its auspices. The situation was further complicated by the fact that the SARC subcommittees include research areas that do not have graduate programs, for example, Family Medicine.

The proposed changes ensure broad representation and accommodate post-doctoral fellows whose work enriches the research activities of the University. The proposed changes also reduce the size of the Committee by three which will help to address the challenges of managing a large committee. Therefore, SORC agreed to grant provisional approval to the attached revisions to the terms of reference and composition and to present the proposed changes to the Senate on September 25, 2008 for ratification.

**Conclusions/Recommendations**

**The Senate Operations Review Committee recommends that the Senate ratify the revisions to the terms of reference and composition of the Senate Advisory Research Committee as presented in the attached document, to take effect retroactively on June 1, 2008.**

Respectfully submitted

J. Stairs, Chair, SORC

**COMMITTEE MEMBERS 2007-2008**

C. Baker, School of Nursing

B. Barnett, Political Studies, B.A. (Hons.) '09

L. Horton, Human Resources

F. Jahanbakhsh, Theological College

R. Saiedi, M.Sc.'09

J. Stairs, Theological College (Chair)

April 30, 2008

Ms. Georgina Moore  
Secretary of the Senate  
University Secretariat  
Queen's University  
Mackintosh-Corry Hall, Room B400  
Kingston, ON K7L 3N6

Dear Georgina:

Re: Request to Amend the Terms of Reference of the Senate Advisory Research Committee (SARC)

I am writing in response to your memo of February 8, 2008 regarding the request to amend the Terms of Reference

**Senate Advisory Research Committee**  
**Revisions to the Composition and Terms of Reference**

\*Please note that additions are indicated in **bold**, deletions in ~~strikethrough~~)

*ARC became a Senate Standing Committee November 18, 1999. Formerly a School of Graduate Studies and Research Committee.*

*The Advisory Research Committee shall be accountable to the Senate, and shall provide advice to the Principal and the Senate through the Vice-Principal (Research)*

*The Vice-Principal (Research) shall be Chair of the Advisory Research Committee*

*The Advisory Research Committee shall:*

- a) Within the scope of general policy as determined by the Senate, maintain, in cooperation with the Vice-Principal (Research), Faculties, Schools, Institutes and Departments, a general overview of the overall state of research at Queen's University;*
- b) Recommend to Senate the establishment of research policies appropriate to Queen's University;*
- c) Approve the formation of research groups, centres and institutes in accordance with the Senate Policy: "Procedures Governing the Establishment, Reporting and Review of Research Centres, Institutes, and Other Entities at Queen's University";*
- d) Review the reports and programs of research groups and entities other than Centres and Institutes;*
- e) Advise the Vice-Principal (Research) on the budgeting or funding of research generally, and specifically on internal University research funds;*
- f) Assess and approve reports and recommendations of the various Research Subcommittees*
- g) Report at least annually to the Senate, including an updated list of all approved groups and entities.*

*The Advisory Research Committee may at any time estab*

