

University Research Board (URB)

Effective Date:	July 1, 2024
Supersedes:	July 1, 2021; June 5, 2020; July 2017; March 2011
Date of Next Review:	Spring 2027

TERMS OF REFERENCE

The University Research Board is advisory to the Vice-President (Research) and is the chief forum within Senate for critical appraisal and coordination of long-term strategic planning relating to research, scholarship and creative activity and oversight of research policies, practices and procedures. Within this broad planning context, it has specific responsibilities as follows:

1. The Board assists the Vice-President (Research) in the development of long-term research plans, that are representative of the diversity of scholarship at Western, and the review of draft plans prior to submission to Senate. The Board also assists the Vice-President (Research) in monitoring research performance within the framework of those plans.
2. The Board identifies key research-related issues for review and consideration including issues that reflect the breadth and depth of Western's research community and provides comment on initiatives and programs which will develop and promote research integrity and the conduct of quality research in a scholarly environment.
3. The Board provides advice and support with respect to communication of research strategies.
4. The Board receives and reviews the annual report of the Vice-President (Research) which may include current research priorities, collaborative and cross disciplinary initiatives, community based research partnerships, developments relating to scholarship and funding research opportunities, Western's positioning as a national and international research institution, and the academic underpinnings of current and future research initiatives for Western, and advises on its content and presentation before forwarding it to Senate for information and discussion.

5. The Board reviews and recommends to Senate for approval new or revised research policies.
6. In accordance with MAPP 7.9, *Establishment, Governance & Review of Research Institutes, Centres and Groups*, the Board:
 - Reviews and recommends to Senate for approval the establishment of Research Institutes;
 - Receives for information and forwarding to Senate at least annually notice of the establishment of Research Centres and of the renewal or discontinuance of Research Institutes and Centres;
 - Appoints two of its members to the Committee on Research Institutes.
7. In accordance with MAPP 7.14, *Research Involving Human Participants*, the Board receives annually a report regarding the Research Ethics Boards' activities for transmittal to the Board of Governors via Senate.
8. The Board receives reports on a wide range of research-related issues such as research ethics policies, processes and operations; animal care policies, processes and operations; research partnerships; research transfer and the work of WORLDiscoveries; internal grant programs operated through Research Western, including the outcomes and processes; and work of the research-related committees established by Senate or by URB.
9. The Board reports regularly on its activities to Senate. This reporting includes high-level informational updates about advances within the research portfolio.
10. The Board will establish or recommend the establishment of advisory committees, subcommittees and working groups as required to develop and review policy in respect of research matters.
11. The Board will be mindful of the Truth and Reconciliation Commission's Calls to Action on Education (No. 62 – 65) and principles of Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) as set out in Western's EDI Strategic Plan and Indigenous Strategic Plan in fulfilling the Board's responsibilities including supporting and enhancing EDIDA in research at Western.

COMPOSITION

Voting members elected by Senate:

- Eleven members of faculty (one from each faculty/school, excluding the School of Graduate and Postdoctoral Studies), at least one of whom occupies a senior position in a Research Centre or Institute as defined under [MAPP 7.9](#) (Establishment, Governance and Review of Research Institutes, Centres and Groups)
- One undergraduate student
- Two graduate students
- Up to two postdoctoral representatives
- One senior member of administrative staff serving in a leadership position with a research focus

One Associate Dean (Research) elected by the Associate Deans (Research)

One Dean of a faculty/school appointed by the Vice-President (Research)*

One member of faculty appointed by the Vice-President (Research) to further promote a diverse representation of researchers*

* the terms of the appointed members are two years, renewable twice

Ex officio (voting):

- Vice-President (Research)
- Provost & Vice-President (Academic)
- The Associate Vice-Presidents (Research)
- Vice-Provost (Graduate and Postdoctoral Studies)
- Vice-Provost and Associate Vice-President (International)
- Vice-Provost and Associate Vice-President (Indigenous Initiatives)
- Associate Vice-President (Equity, Diversity & Inclusion)

Ex officio (non-voting):

- Vice-Provost and Chief Librarian
- Director, Animal Care & Veterinary Services and University Veterinarian
- Executive Director, WORLDiscoveries
- Executive Director, Western Research
- Director, Research Ethics and Compliance
- University Secretary

The Chair of the Board shall be the Vice-President (Research). The Board shall elect a Vice-Chair annually.

GENERAL PROCESS FOR SENATE COMMITTEES AND BOARDS

Designates: Per Senate By-Law VI. 8. a), an *ex officio* member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.

Terms: Per Senate By-Law VI. 10. a), unless otherwise specified, the terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others.

Quorum: Per Senate By-Law VI. 11. a), quorum shall be one-half of the voting members, including at least one-half of the elected or appointed members, during September to May, and one-third of the voting members, including one-third of the elected or appointed members, during June, July and August.

Quorum September to May: 15 members,
including 10 elected/appointed

Quorum June to August: 10 members,
including 7 elected/appointed