



## Research, Graduate, and Postdoctoral Affairs Committee (RGPAC) Terms of Reference

### 1.0 Responsibilities

- Bring to Faculty Council for information:
  - Student graduation
  - Student academic and non-academic misconduct
  - Graduate scholarships and awards
  - New policies and/or procedures developed for RGPAC
- Approve recommendations from the Graduate Scholarships and Awards Subcommittee
- Approve recommendations from the Infrastructure and Grants Subcommittee
- Establish, maintain, and review policies and procedures governing research and research training programs in the college
- Assess and advise the Executive Committee on issues pertaining to research support and strategic initiatives
- Establish working groups as needed to support the goals of the RGPAC
- Identify and assess strategic plan goals and performance indicators pertaining to research and training activities

### 2.0 Accountability

- The RGPAC is accountable to Faculty Council through the existing reporting structure

### 3.0 Membership

- *Voting*
  - Associate Dean, Research and Graduate Affairs (Chair and Permanent member)
  - Pharmacy Graduate Chair (Permanent member)
  - Nutrition Graduate Chair (Permanent member)
  - Two Advisory Committee chairs (Permanent member)
  - Two Faculty Council members who are members of College of Graduate and Postdoctoral Studies (CGPS)
  - 990 Seminar Coordinator (Permanent member)
  - DDDRG Group Lead (Permanent member)
  - One Pharmacy graduate student
  - One Nutrition graduate student
  - One Postdoctoral Fellow from either division
  - Research Facilitator (Permanent member)
  - Graduate Programs Administrator (Permanent member)
- *Non-Voting*
  - Graduate Programs Administrative Support (Permanent member)

### 4.0 Roles and Responsibilities

#### 4.1 Chair

- Call meetings



- Chair meetings
- Notify the Nominations Committee when a member of the committee has vacated their position
- Create meeting agendas; review meeting notes
- Review and update RGPAC Committee Terms of Reference as needed
- Notify the Nominations Committee when a member of RGPAC has vacated their position
- Prepare the written report to be presented to Faculty Council
- When chair is unavailable, another member will be to act as chair

#### 4.2 Members

- Provide agenda items to the Chair in advance of scheduled meetings
- Direct the work of specific working group(s) as needed and as assigned
- Provide management for and tracking of initiatives undertaken
- Graduate Programs Administrative Support schedules committee meetings and assists the Chair in preparing and distributing meeting materials and agenda

#### 5.0 Term

- Faculty Council members: three years with the possibility of a 1-term renewal
- Student representatives: two years

#### 6.0 Working Groups

- Develop working groups as needed
- A member of the committee will be identified to provide oversight and direction to any working group

#### 7.0 Meeting Schedule

- Minimum twice per term or when called by the chair

#### 8.0 Notes

- Meeting notes shall be kept on file with the Executive Assistant to the Dean
- Meeting notes shall be available to all committee members
- Any information deemed to be confidential in nature (e.g., individual health or personal issues) shall be handled and stored in a secure manner
- Meeting notes are available upon request, but confidential information will be withheld from minutes at the discretion of the chair
- Confidential information recorded during meetings shall be kept on file with the Executive Assistant to the Dean

#### 9.0 Reporting

- The committee reports to Faculty Council
- A written report will be provided at the Faculty Council meeting in May

#### 10.0 Review and Amendment of Terms of Reference

- Review the Terms of Reference once every 12 months
- Amendment may occur at any time by consensus of the chair and voting members to be approved by Faculty Council



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- Changes to TOR's and procedures to be submitted to the Governance Committee for review