

FACULTY DEVELOPMENT AND RESEARCH COMMITTEE

Terms of Reference

Reports to: Faculty Council

Membership: Six faculty, one of whom will be chair
 Vice President Academic Administration (invitee)

Appointment: One member nominated from each Division and School, with an additional member from the Division of Arts and Division of Science. No two members from the same academic department shall be appointed. Chair to be selected by the committee members. Members should have a solid research history, or have been active in participating in professional development, including enhancement of teaching skills.

Term: Standing; appointment is for a three-year term

Purpose: To respond to and advise on all issues relating to faculty research and development

Terms of Reference:

Responsibility	Power
To evaluate and award internal research seed grants and research and/or professional development monies within budget	To act
To distribute publication money according to policy	To act
To report to Faculty Council at least annually on criteria for distribution of funds and allocations to faculty/projects	To act
To receive and evaluate research projects for summer faculty loading	To act
To request and evaluate research reports from faculty for approved projects	To act

To give an annual report to the Vice President for Academic Administration on the institutional research profile	To act
To prioritize research/staff development plans (including sabbaticals) in line with the voted Academic Master Plan	To act
To decide on recipients of faculty development funding, according to budget	To act
To arrange opportunities for the enhancement of the intellectual life at CUC	To act
To determine content for faculty colloquia, and names to organize the event	To recommend to the VPAA
To review items for consideration by the Rank and Tenure Committee	To recommend to the VPAA
To review sabbatical proposals and make recommendations regarding the proposals	To recommend to the VPAA
To set research/faculty professional development initiatives and priorities for the Academic Master-Planning Committee	To recommend to the VPAA
To approve research projects for summer faculty loading	To recommend to the VPAA
To review summer faculty reports in relation to research and/or professional development activities.	To recommend to the VPAA
To review budgetary needs to support research and faculty development	To recommend to the VPAA
To present changes and additions to policies relating to research and faculty development.	To recommend to Faculty Council
To provide faculty professional growth opportunities	To recommend to Faculty Council
To provide methods and training opportunities for enhancement of teaching	To recommend to Faculty Council

Agenda and Minutes: Agendas and minutes are the responsibility of the chair

Frequency and Venue: Meetings shall be monthly at the call of the chair

Approved by: Cabinet

Date: Handbook 2004
Revised Spring 2009