

**Department of Medicine Graduate Education
Research Training Committee
Terms of Reference**

1. AUTHORITY

- a) The Research Training Committee (RTC) is a standing committee of the Department of Medicine.
- b) The RTC is created by *the Department of Medicine*.
- c) The Department of Medicine Chair's Office shall provide administrative support to the RTC.
- d) The RTC shall function in accordance with these Terms of Reference.

2. COMPOSITION OF COMMITTEEStanding Members:

The RTC shall consist of (14) standing members comprised as follows:

Voting Members:

- i) The current Lead, Research Training (1) of the Department who shall act as the Committee Chair;
- ii) The out-going Lead, Research Training (1)
- iii) The in-coming Lead, Research Training (1)
- iv) The MED 671 Coordinator, Department of Medicine (1)
- v) The current Lead, Post-Doctoral Fellows (1)
- vi) The members at large (2);
- vii) The peer elected graduate students, senior and junior (2)
- viii) The peer elected postdoctoral fellow, senior and junior (2)

Non-Voting Members/Admin Membership:

- i) The Education Advisor, Department of Medicine (1)

Ex-Officio to the Executive Committee:

- i) The Chair, Department of Medicine (1)
- ii) The Assistant Chair, Department of Medicine (1)

3. MANDATE OF THE COMMITTEE

- 1) *Provide leadership to the research training enterprise of the School of Internal Medicine;*
- 2) *Advise on the suitability of supervisors considering mentoring ability, research track record, supervisory track record, time available for supervision, funding, facilities available and the number of students currently being supervised;*
- 3) *Advise the Department Chair on matters of policy and procedures relating to research training;*
- 4) *Determine the entrance requirements for applications for the MSc and PhD programs;*
- 5) *Courses taken by graduate students in the Department of Medicine and recommend changes if needed;*
- 6) *New graduate level courses and on major changes to existing graduate courses;*
- 7) *Supervisor's funding for the student and for the proposed research and require documentation that funding is sufficient;*

- 8) *Progress reports on individual students from their supervisors and supervisory committees and take appropriate action as required;*
- 9) *Act as an advisory body for both graduate students and supervisors when there are complaints about length of the program, supervisory or examination committee membership, research progress, academic environment, etc;*
- 10) *Disposition of graduate assistantship (Gap) funding awarded to the Department;*
- 11) *Prepare for periodic reviews of the graduate education program conducted by FGSR; and*
- 12) *Perform other tasks relating to the Graduate Education Program as may be assigned by the Department Chair.*

4. **COMMITTEE REPORTING AND CONTROLS**

- 1) *Disposition of funds from the Research Training Committee budget;*
- 2) *Report on progress to the Research Operations Committee twice yearly (only RTC Executive members need attend);*
- 3) *The Graduate Education, Postdoctoral Studies and MED 671 Subcommittees shall report their progress at each RTC meeting;*
- 4) *Course of action when a student's progress is unsatisfactory;*
- 5) *New graduate level courses and on major changes to existing graduate course; and*
- 6) *Disposition of graduate assistantship (Gap) funding awarded to the Department;*

5. **RTC PROCEDURES AND OPERATIONS**

Except as herein provided, the RTC will be the master of its own procedure.

- 1) *The quorum for all RTC meetings will not be less than 50% of the members;*
- 2) *A consensus will be sought in all decisions brought to the RTC. When consensus is not achievable, despite the best efforts of the members, the RTC Lead will have the authority to make the final decision on disputed issues;*
- 3) *The RTC will meet once every 2nd Friday of each month or as otherwise scheduled;*
- 4) *The In-Coming Lead, Current Lead and Out-Going Lead will be appointed for a one-year term with possible extension to 2 years;*
- 5) *The Members at Large will be appointed for a 1-year minimum term with possible renewal or appointed to in-coming lead (one member);*
- 6) *Any additional procedures or operational items as deemed necessary;*
- 7) *Any committee members are requested to provide a one-year notice of resignation;*