



Association of Faculties
of Pharmacy of Canada

Association des facultés
de pharmacie du Canada

AFPC Research Committee Terms of Reference

Goals (Purpose):

1. To foster scholarly research excellence in pharmacy through diverse specialties that include: education-teaching, social administrative, clinical, basic science and pharmacy practice research conducted across Canada.
2. To increase the visibility of pharmacy research as a career option to pharmacy students across Canada.
3. To foster research collaboration amongst the Faculties of Pharmacy across Canada.
4. To enhance awareness and accessibility of research conducted by Faculties of Pharmacy across Canada.

Reports to:

Council of Faculties Voting Members

The committee shall provide a written report to the Council of Faculties Voting Members in advance of the mid-year and annual meetings.

Staff Liaison / Support Person:

Executive Director or Administrative Assistant

Responsibilities:

Goal	Responsibilities
1	<ul style="list-style-type: none">❖ To assist AFPC in developing its research, graduate education and scholarship agenda.❖ To oversee the process of CPERC abstract submissions, including the development of an abstract submission guideline, establishment of standardized criteria for abstract evaluation, and the facilitation of peer review process.❖ To oversee the judging process of CPERC student research poster abstracts (in liaison with the Awards Committee) for AFPC awards.❖ To support the development and maintenance of research skills of AFPC members.❖ To provide forums for graduate students to develop research skills.❖ To encourage and facilitate pharmacy education research.
2	<ul style="list-style-type: none">❖ To promote career opportunities in pharmacy research to pharmacy students across Canada.
3	<ul style="list-style-type: none">❖ To establish a database of scholarly research activity conducted across Canada that will be accessible to AFPC members.❖ To organize and deliver an annual research platform that rotates through the diverse research specialties that include: education and teaching, social administrative, clinical, basic science and pharmacy practice.
4	<ul style="list-style-type: none">❖ To engage with external organizations such as CPhA (Director of Research, Chair Canadian Pharmacy Practice Research Group), CSHP Research Committee (Chair) and others regarding common issues in pharmacy research and to create a synergy of efforts (e.g., advocacy, research transfer).❖ To identify opportunities that promote scholarly research activities within academic institutions across Canada and facilitate research collaboration between faculties.

Chair:

The Chair and members of the Research Committee will be determined at the annual meeting of the Council of Faculties Voting Members.

Committee Members:

The Chair shall seek members from the AFPC faculty voting or non-voting membership categories. The committee shall consist of a minimum of 4 members including the Chair.

Terms of Office:

Committee members will be appointed or reappointed after the Council of Faculties Voting Members Annual Meeting and shall serve for one year. Committee members are eligible to continue to serve if asked by the Chair.

Frequency of Meetings:

The committee shall convene at the call of the Chair and will meet as often as required (at least 1 conference call per year). Business of the committee may be conducted by e-mail.

Quorum:

Quorum will consist of at least half of the committee.

Voting:

Committee decisions will normally be made by consensus. If a vote is required, the decision will be made by a simple majority. In the case of a tie, the Chair will cast the deciding vote.

Operating Budget:

Funds are provided to cover the cost of meeting conference calls. Additional funds must be requested through the annual operating budget process.

Approved June 11, 2018: AFPC Council of Faculties Voting Members