

AFPC Research Committee Terms of Reference

Goals (Purpose):

1. To nurture a culture of teaching and learning scholarship in academic pharmacy in order to advance the discipline of teaching and learning and the quality of pharmacy education in Canada.
2. To foster excellence in pharmacy educational research including the scholarship of teaching and learning, theoretical and conceptual research, and quality improvement projects.
3. To encourage collaborative scholarship amongst the schools of pharmacy across Canada.
4. To advance research relating to contemporary educational themes or issues that are deemed to be a priority across schools of pharmacy.
5. To enhance awareness and accessibility of research conducted by schools of pharmacy across Canada through encouraging dissemination at the local, national, and international level.
6. To foster student research opportunities as a means to develop their professional skills and recognize their value across roles and practice settings.

Reports to:

Council of Faculties

The committee shall provide a written report to the Council of Faculties Voting Members in advance of the mid-year and annual meetings. Reports will also be shared with the Council of Deans.

Staff Liaison / Support Person:

Executive Director or Executive Assistant

Responsibilities (bolded) and Supporting Activities:

Goal	Responsibilities/Supporting Activities
1	<ul style="list-style-type: none"> → To expand the understanding of various education methods utilized in pharmacy education → To promote educational research activities in the schools of pharmacy across Canada
2	<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 facilitation of the peer review process. → To support the development and maintenance of research skills of AFPC members. → To encourage and facilitate pharmacy education research.
3	<ul style="list-style-type: none"> → To organize and deliver an annual research platform that includes scholarship of teaching and learning, theoretical and conceptual research, and quality improvement projects. → To support collaborative scholarship that advances the quality of pharmacy education in Canada.
4	<ul style="list-style-type: none"> → To advance research related to contemporary issues including but not limited to: student support, professional identity, EDIA, faculty development, etc. → To support members in building capacity for evidence-informed teaching and learning.

5	<ul style="list-style-type: none"> → To engage with external organizations such as CPhA, CSHP, CSPS, 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. → To support members in demonstrating the value and impact of research.
6	<ul style="list-style-type: none"> → To oversee the judging process of CPERC student research poster abstracts (in liaison with the Awards Committee) for AFPC awards. → To oversee the judging process for the CPERC Educational Scholarship Poster → To provide forums for undergraduate and graduate students to develop research skills. → To increase the visibility of pharmacy research as a career option for pharmacy students across Canada

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:

All AFPC members are invited to participate. Each school will identify one representative to be voting members. Sub-committees and working groups may be formed at the discretion of 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.

The Chair and Vice-Chair serve a minimum of two 1-year terms. These positions will be voted on by appointed (voting) committee members.

Frequency of Meetings:

The committee shall convene at the call of the Chair and will meet as often as required (at least bi-annually). Business of the committee may be conducted remotely and 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 must be requested through the annual operating budget process.

June 2018 Version Revised January 31, 2023

Approved by AFPC Council of Faculties February 21, 2023

Approved by AFPC Board of Directors March 22, 2023