

Faculty of Management Committee on  
Scholarship and Sufficiency (CSS)  
Terms of Reference

**Committee Role and Responsibilities**

This Committee is responsible for the strategic management of the Faculty's research activities enhancement, including the achievement of strategic goals in the areas of intellectual contributions and faculty sufficiency.

This is a committee of the Faculty of Management, reporting to the Faculty of Management Council (FMC). Responsibilities include:

- a. Management of research funds under the jurisdiction of the Faculty.
- b. Review and update research fund policies to align them with the strategic goals of the Faculty.
- c. Determine criteria for intellectual contributions of the Faculty's scholars to achieve international accreditations (AACSB, EPAS, ...) requirements.
- d. Formulate the mission-based criteria that determine qualifications for each of the four AACSB faculty categories.
- e. Establish systems for the evaluation and assessment of the Faculty's intellectual contributions output, as it relates to international accreditations (AACSB, EPAS, ...), and report the results as required.
- f. Within a framework of continuous improvement as expected by international accreditations (AACSB, EPAS, ...), work in cooperation with the Dean to engage in regular and ongoing review of the intellectual contributions and faculty qualifications criteria.
- g. Conduct deliberations in consultation with the department chairs/school director and faculty as needed and report the results of such deliberations to the FMC for approval.
- h. Recommend to the FMC ways and means to promote a research culture within the Faculty.
- i. Prepare and circulate an annual report to all faculty members.

**Membership and Voting**

*Voting members:*

- At least one representative from Department of Marketing & Management elected by the members of the department.
- At least one representative from Department of Accounting elected by the members of the department.
- At least one representative from Department of Finance and Operations elected by the members of the department.
- At least one representative from SPAD elected by the members of the program.

Faculty of Management Committee on  
Scholarship and Sufficiency (CSS)  
Terms of Reference

- The Faculty of Management Vice-Dean Research, appointed by the Dean after consultation with faculty members in the Faculty of Management. The responsibilities of Vice-Dean Research are provided in Appendix A.
- The Faculty of Management Research Coordinator, appointed by the Dean after consultation with faculty members in the Faculty of Management.

Representatives from departments must be Scholarly Academic or Scholarly Practitioner members.

*Non-voting member:*

- Faculty of Management Associate Dean
- The Manager of SEDONA

**Term of Appointment**

Members of the committee will be appointed for 2 years. Appointment may be renewed by departments or programs.

**Chair**

Vice-Dean Research assumes the position of the CSS Chair.

**Quorum**

A majority of the total voting membership, half the membership plus one, shall constitute a quorum.

**Frequency of Meetings**

The committee usually meets once a month. Additional meetings may be held at the request of the Chair of the committee.

**Agenda and Minutes**

Meeting agendas and minutes are prepared by the Committee Chair.

Updated on:  
April 26, 2020

Faculty of Management Committee on  
Scholarship and Sufficiency (CSS)  
Terms of Reference

## **Appendix A**

### **Vice-Dean Research Role and Responsibilities**

The role of the Vice-Dean Research will be to assist the Dean in the administration of the Faculty regarding the research strategy. More specifically, the Vice-Dean Research will be responsible for:

- Promoting research in the Faculty of Management.
- Helping enhance the quality of research and its dissemination.
- Assisting in the implementation of research policies within the Faculty of Management.
- Assisting in the implementation of research groups within the Faculty of Management.
- Assisting in setting up mentorships for researchers within the Faculty of Management.
- Helping researchers by providing relevant information.
- Supporting the development of international research.
- Advising the Dean on matters related to research.
- Assuming the position of the CSS Chair.