

**** NOTE THAT THIS DOCUMENT CONTAINS ADVISORY COMMITTEE TERMS OF REFERENCE. FOR A DETAILED DESCRIPTION OF ACTIVITIES FUNDED AND APPLICATION PROCEDURES, SEE THE UNIVERSITY PUBLICATION FUND “GUIDELINES AND APPLICATIONS FOR BOTH THE SINGLE EVENT PUBLICATIONS AND SERIAL EVENT PUBLICATION GRANTS” ****

Mandate

the University Publication Fund (UPF) Committee provides input, advice, and guidance to the Vice-President, Research and International (VPRI) or their Delegate, in the adjudication of the University Single Event and Serial Event Publication Grants.

Simon Fraser University is an institution whose strength is based on our shared commitments to diversity, equity and inclusion. Diversity is an underlying principle of our Strategic Vision, which pledges SFU to “foster a culture of inclusion and mutual respect, celebrating the diversity reflected among its students, faculty staff and our community.” SFU is committed to ensuring its campuses are welcoming places for everyone to gather and learn and that all who work or study here feel a sense of belonging, inclusion, fairness and mutual respect. Consistent with this principle, SFU will advance the interests of Indigenous peoples, persons with disabilities, racialized persons and women, and embrace gender and sexual diversity, in all facets of the University community.

UPF Committee Members:

- Are responsible for the application of the Grant Guidelines in reference to adjudication of grant proposals.
- Consider changes to the University Publication Fund Grant Programs for approval by the VPRI or Delegate.
- Shall meet at least yearly and on additional occasions at the call of the Chair for the purpose of considering applications and administrative changes to UPF programs.
- The Committee will consider requests to extend grants beyond their normal term.
- The Committee may delegate to the Chair the authority to make certain decisions.

UPF Committee Chair:

Responsible for the efficient and effective operation and administration of the funds. The duties and responsibilities include:

- Implementation of the policies under which the committee operates.
- Manage decisions as delegated by UPF Committee.
 - Oversight in decisions of grant extensions.
 - Adjudication of Single Event Rapid Response Grants. Limit approved with annual report to the UPF Committee.
- Supervision, guidance and direction of the Research Grants Officer (Committee Secretary) who shall:
 - Prepare, distribute and collect application materials;
 - Provide advice to applicants regarding their applications;
 - Maintain complete records of all applications received and grants awarded;
 - Prepare meeting notes, including the decisions reached and the reasons for those decisions;

- Prepare letters to applicants informing them of the Committee's decisions;
- Maintain budget control of the UPF, including establishment of research grant accounts for grantees;

Equity, Diversity and Inclusion Objectives:

This document will be revisited once a year to ensure the terms of reference for the UPF Committee are in alignment with SFU's Equity and Diversity Objectives and commitment to equity, diversity, and inclusion. The following strategies are offered in furtherance of fulfilling this commitment:

1. *Diverse Committee Membership.* By including members from stakeholder Faculties, the UPF Committee will reflect the disciplinary diversity of SFU. It is also critical the membership of the UPF Committee reflects the diversity of the researchers it represents; a matrix tool is being developed as a means for assessing the diversity of the SFU community.
2. *EDI Awareness, Data Collection, & Monitoring.* To ensure the Advisory Committee appreciates the diverseness of Academic Publications throughout the SFU community, the Committee will:
 - Participate in implicit bias training;
 - Develop clear selection criteria prior to vetting of nominations that applies consistently to all nominees;
 - Document reasons for every decision, negative or positive;
 - Collect data on the diversity (e.g. Faculty, field of study, demographics) of the pool of nominees and awardees, and course correct when necessary to address any potential emerging biases throughout the process.

Composition of the Committee

All members of the Committee should be academics with substantial academic publication experience and active involvement in research. The VPRI or Delegate appoints members on the recommendations of the Deans of the Faculties with expertise and/or involvement with academic publications. The Deans will put out a call for expressions of interest to sit on the committee; to ensure a diverse committee structure of interested members will be asked to complete a survey (supported and administered by the Equity in Research Lead). The Equity in Research Lead will provide information to the Deans about the diversity of potential members and provide support in ensuring diverse membership.

The term of appointment for each member is two years, and these are staggered to maintain continuity. Committee member appointments may be renewed, but Committee Members may not serve for more than two continuous terms. All appointments begin on September 1 and expire on August 31.

If a Committee member is on study leave or is on a research semester and not available on campus, the Dean of that individual's Faculty may inform the VPRI or Designate. At the VPRI or Designates discretion, they may ask the Dean for a nomination for a temporary replacement, or may leave it sit.

To help ensure the UPF Committee continues to reflect the diversity of SFU's EDI Initiative, the VPRI or Designate reserves the ability to add additional members as necessary.

A quorum shall consist of at least half the voting committee membership (if voting committee membership totals an odd number, quorum is determined by rounding down).

Member	Appointment	Duration
Chair	Determined by Vice President, Research or Delegate	Two years
Member from Faculty of Applied Sciences (FAS)	Nominated by the Dean, Applied Sciences to the VPRI or Delegate for determination.	Two years
Member from Faculty of Arts and Social Sciences (FASS)	Nominated by the Dean, Arts & Social Sciences to the VPRI or Delegate for determination.	Two years
Member from Faculty of Arts and Social Sciences (FASS)	Nominated by the Dean, Arts & Social Sciences to the VPRI or Delegate for determination.	Two years
Member from Faculty of Arts and Social Sciences (FASS)	Nominated by the Dean, Arts & Social Sciences to the VPRI or Delegate for determination.	Two years
Member from Beedie School of Business (BUS)	Nominated by the Dean, Beedie, School of Business to the VPRI or Delegate for determination.	Two years
Member from Faculty of Communication, Arts & Technology (FCAT)	Nominated by the Dean, Communication, Arts and Technology to the VPRI or Delegate for determination.	Two years
Member from Faculty of Education (EDUC)	Nominated by the Dean, Education to the VPRI or Delegate for determination.	Two years
Member from Faculty of Environment (FENV)	Nominated by the Dean, Environment to the VPRI or Delegate for determination.	Two years
Member from Faculty of Health Sciences (FHS)	Nominated by the Dean, Health Sciences to the VPRI or Delegate for determination.	Two years
Faculty Member from Libraries	Nominated by the Dean of Libraries to the VPRI or Delegate for determination.	Two years
Member from Faculty of Science (SCI)	Nominated by the Dean, Science to the VPRI or Delegate for determination.	Two years
Committee Secretary (non-voting)	Research Grants Officer	

Interpretation

If questions of interpretation or applications of these terms of reference arise, these questions shall be decided by the VPRI. Their ruling shall be final and the Deans of Applied Sciences, Arts and Social Sciences, Beedie School of Business, Communication Arts and Technology, Education, Environment, Health Sciences, Science, and Libraries shall be informed of any major rulings.