



**DEPARTMENT: ADM/QUALITY  
ASSURANCE**

**TITLE: Terms of Reference  
Research Committee**

CODE : AD/QA -ToR- FO – 17.3

IMPLEMENTATION DATE: 18/01/2021

REVISION DATE: 18/01/2024

PAGE 1 OF 4

VERSION 1

The Terms of Reference (ToR) for the Research Committee (Res Com) at the faculty of Pharmacy in the Lebanese University (LU) describe the working arrangements. It also lists the member's roles and responsibilities, meeting schedule, quorum, agenda meeting, reporting, documentation of minutes of meetings, action, and voting, conflict of interest and amendment, modification, or variation.

### **1. Scope**

The Res Com is an academic and advisory committee to support the Faculty Council. The main role of the Res Com is illustrated in suggesting frameworks, supervising and submitting reports on research at the Faculty. The Committee develops, monitors, and reviews policies relating to the Faculty's research activities, including research and research training, internationalization and international reputation, and their management.

### **2. Purpose**

The purpose of the Res Com is to promote research culture in the faculty for staff and students through a comprehensive strategy.

### **3. Mandate or Instruction**

The Res Com shall act as a channel of communication between the Council, the research community and the research administration, and shall report to Council with its considered recommendations pertaining to its remit as appropriate. The Res Com may investigate any issue falling within its terms of reference, calling on whatever resources and information it considers necessary.

### **4. Authority**

The Res Com is established as an advisory committee to perform the functions set out in the terms of reference above and all circumstances ancillary to those functions. It is responsible to submit and follow-up the recommendations to improve research at the faculty.



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PAGE 2 OF 4

VERSION 1

**5. Chairman and membership**

The committee is composed of administrative and academic staff, including nine members appointed by the Dean of Pharmacy Faculty as follows:

Name	<sup>1</sup> Functional responsibility	Position at the faculty
Prof Pascale SALAMEH	Chairman, Coordinator, Executive Secretary	Professor, Head of accreditation team
Prof Amal AL HAJJE	Member	Professor Head of Clinical Pharmacy department
Prof Nazih BOU CHAHINE	Member	Professor
Prof Rania AZAR	Member	Professor
Prof Edmond CHEBLE	Member	Professor
Dr Sanaa AWADA	Member	Associate professor Head of Master department
Dr. Marianne HADDAD	Member	Associate Professor, Head of Professional Practice department
Dr Roula BOU ASSI	Member	Lecturer
Dr. Lina ISMAIL	Member	Lecturer Master coordinator

<sup>1</sup>Functional responsibility: Chairman, Coordinator, Member, Executive secretary of the committee

**6. Main roles and responsibilities**

- Drafting of the research part of the accreditation self-assessment report
- Writing a research strategy for the faculty, including SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) and use of a PESTEL technique for external factors (PESTEL is a mnemonic which, in its expanded form, denotes P for Policy, E for Economic, S for Social, T for Technological, L for Legal and E for Environment).
- Suggest the resources and plan needed to be able to apply the research strategy
- Monitoring of the application of the strategy using a dashboard or other equivalent tools
- Writing of development plans for academic instructors, pharmacists in charge of education / experiential training, and staff.
- Writing of the self-learning part relating to staff development
- Overseeing quality assurance and improvement measures in respect of research activity, including the efficacy of research quality measures.
- Advising the Dean in reporting internally and externally on research and related cases.



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REVISION DATE: 18/01/2024

PAGE 3 OF 4

VERSION 1

- Reviewing Annual Reports relating to research and making recommendations to Council.
- Establishing Working Groups to develop and oversee policy in respect of research matters.

## **7. Members responsibilities**

- 7.1** Members shall attend committee meetings regularly. Members who are unable to attend a particular meeting must inform the executive secretary.
- 7.2** Members shall adhere to rules of confidentiality, except where disclosure of the information is specifically required by legislation.

## **8. Meeting schedule**

- 8.1** The Res Com meetings will be scheduled two times per month; however additional meetings may be scheduled in exceptional circumstances
- 8.2** The Res Com meetings will generally be held on the Day of the week from 4:00 PM to 5:00 PM at the faculty or by online Zoom meeting
- 8.3** The chair will approve any changes to the meeting schedule.

## **9. Quorum**

- 9.1** Meetings must have management representation. All members must be present
- 9.2** Committee recommendations will only be made if a quorum of 50% of committee members is present, with at least one administrative member.

## **10. Agenda meeting**

- 10.1** The agenda will be set by the Executive Secretary (ES) of the Res Com and forward to all members at least one week in advance of the date of the meeting
- 10.2** Members may add items to the agenda as new items at the beginning of the meeting, understanding that the item may be deferred to the next meeting if there is insufficient time or information to address the issue. The agenda meeting template should include:
  - Time and location of the meeting
  - Attendees, Apologies
  - Disclosure of interest
  - Schedule of meeting
  - Confirmation of minutes
  - Items from committee members
  - Close of meeting



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PAGE 4 OF 4

VERSION 1

**11. Reporting and documentation of minutes of meeting**

- 11.1 Minutes of meetings (MOM) should include any actions and general points of interest that are discussed during the meeting
- 11.2 MOM should be documented by the Executive Secretary (ES) of the committee
- 11.3 MOM should be reviewed, approved, and signed by the chairman of the committee and then submitted approval copies for the members presents and other attendees after meeting
- 11.4 For issues to be resolved, MOM will include a description of the issue and the action to be taken at the next meeting.
- 11.5 The committee shall report annually to the Dean summarizing its activities, findings, and recommendations
- 11.6 If there are recommendations of the committee, it will be the responsibility of the committee coordinator to provide a memorandum report to the liaison faculties identifying these suggested recommendations to be taken into consideration.

**12. Actions and voting**

- 12.1 Decisions should be made by consensus (for ex: members are satisfied with the decision even though it may not be their first choice). They are approved by a majority vote of the committee.

**13. Conflict of interest**

- 13.1 Members of the committee must declare any conflict of interest following Lebanese University's Code of Ethics.

**14. Amendment, or variation**

- 14.1 This ToR may be amended, varied, in writing after consultation and agreement by the Dean of faculty
- 14.2 It should be reviewed at least annually or in case of proposed changes at any time.

**APPENDIX A – ABBREVIATIONS**

ES	Executive Secretary
LU	Lebanese University
MOM	Minutes of Meetings
Res Com	Research Committee
ToR	Terms of Reference