Chair in Pediatric Respirology
Terms of Reference

Introduction

The Chair in Pediatric Respirology will lead and conduct a research program in pediatric respirology, which may be focused on asthma and immunology.

Related Documents

This document is the Terms of Reference for Gift Agreements with the Cal Wenzel Family Foundation, The Alberta Children’s Hospital Foundation and the Alberta Lung Association.

Name

The name of the Chair will be the Chair in Pediatric Respirology (the “Chair”). The individual selected for this position will be generally referred to as the “Chair Holder” in this document.

Purpose and Goals

The holder of the Chair will provide leadership in the development and implementation of a program in pediatric respirology research, with a preferred focus on asthma and immunology. Responsibilities include:

- Providing leadership in the development and implementation of pediatric respirology.
- Providing leadership in the development of multidisciplinary collaboration for quantitative and/or qualitative research.
- Building an identifiable program of clinical care, education and research while developing linkages with other health service disciplines, and resources within the University of Calgary and Alberta Health Services.
- Providing leadership in the review and evaluation of current and future practices and policies that support knowledge-based best practices and optimal patient care.
- Attracting and mentoring students, fellows, research associates, and faculty interested in the field.
- Providing leadership in knowledge transfer of research activity and findings.
- Attracting resources and expanding the research focus.
Initial Appointment and Qualifications

The Chair Holder will be appointed in accordance with University policies, based on a recommendation from the Dean of the Faculty, for an initial five-year term. The Chair Holder will report through, and be reviewed in the same manner as other faculty by, the Department Head. Chair candidates will optimally be required to have academic qualifications commensurate with an appointment at the rank of Professor. Any candidates must have the necessary credentials to deliver on the mission of the Chair and to integrate with Faculty plans and activities.

Renewal of Appointment

The Chair Holder’s initial appointment may be renewed for a second term, subject to a favorable review by the Advisory Committee (including performance against a strategic plan), the approval of the Dean, and the availability of adequate funding.

Specifically, at the end of year three of the appointment, the Advisory Committee (excluding the Chair Holder) will undertake a review of the Chair Holder’s activities and accomplishments over the term of the appointment thus far. The review will include a recommendation regarding reappointment to the Dean. If the recommendation is to reappoint and the Dean accepts the recommendation, the reappointment is made in the same manner as the initial appointment. If the recommendation is not to reappoint, a new Chair will appointed in accordance with the guidelines set out in the preceding section entitled "Initial Appointment and Qualifications”.

Advisory Committee

The Advisory Committee is intended to ensure accountability to the objectives of the Chair, reflecting the interests of academic participants, external stakeholders and the Donors.

The Advisory Committee to the Chair will be comprised of:

- Senior Associate Dean, Research, Cumming School of Medicine (Chair of the Advisory Committee), or designate
- Vice-President, Research, or designate
- Director, Alberta Children’s Hospital Research Institute, or designate
- Director of the Calvin, Phoebe and Joan Snyder Institute for Chronic Diseases, or designate
- Chief of the Section of Paediatric Respirology, Department of Paediatrics, Cumming School of Medicine
- Department Head, Division Head or Chief of Section of the unit in which the chair holder is recruited
- Head, Department of Paediatrics, Cumming School of Medicine or their designate
- Representative, Airway Inflammation Research Group, Cumming School of Medicine
- A representative of the Alberta Children’s Hospital Foundation
- A representative of the Alberta Lung Association
- A representative of the Cal Wenzel Family Foundation

Meetings shall be held at least every second year, or at the request of the Dean or Chair Holder. A quorum for meetings will be 2/3 of members. All decisions will be on a consensus basis.
Reporting

The Chair Holder will present a program of research activities and related initiatives and budget to the Advisory Committee at following appointment and at least every two years thereafter. The Advisory Committee will assess the program and budget and make recommendations to the Dean. The Dean, after considering the recommendations, will decide whether or not to approve the program and budget (with or without revisions). The University will at all times retain absolute authority with respect to governance of the Chair.

The Chair Holder will provide an annual report on activities to the Advisory Committee, the Dean, Cumming School of Medicine. The Chair will provide donor reporting to the Development and Alumni Engagement office upon request.

Financial Administration

The Chair will oversee all expenditures for the research program subject to final approval by the proper authority. The Advisory Committee will review the annual budget and subsequently an annual statement of expenditures against the budget as part of the Chair Holder’s annual report.

Allocation of Chair Support

The funds available to support the Chair will be determined by the University-established rate of disbursement from the endowment.

Appropriate expenditures include the following:

- Personnel support – support for graduate students, post-doctoral fellows, and, if appropriate, faculty salary support to expand capacity in [insert text].
- Research – support for research projects related to [insert text]. This includes consumables, travel, equipment and other relevant costs.
- Community engagement – funds to support community engagement and knowledge transfer and mobilization are essential to the success of the Chair.
- Chair honorarium – in accordance with Faculty practice, a research prize is provided to the Chair Professor in recognition of their excellence and the additional responsibilities associated with holding a research Chair.
- Capital, equipment, administrative costs (if a new clinic or institute)
- Other reasonable expenses identified following commencement of operations.

Recognition

The holder of the Chair will acknowledge in publications where possible, that the Chair was created through the support of the Alberta Children’s Hospital Foundation, the Alberta Lung Association and the Cal Wenzel Family Foundation.

University Mandate & Policies
The Chair will at all times operate within the mandate of the University for independent scholarly inquiry and academic freedom. Nothing in these Terms of Reference will be interpreted as a restriction on the University’s independent discretion to pursue its mandate.

The Chair will be subject to all University policies and procedures. All agreements relating to operation of the Chair must be signed in accordance with the University’s Delegation of Authority Policy.

All funding for research projects at the University of Calgary must comply with all research policies and procedures.

Approved:
For the University of Calgary:

[Signature]
Dr. Ed McCauley
Vice-President, Research, University of Calgary

[Signature]
Dr. Jonathan Meddings
Dean, Cumming School of Medicine

Nov 8, 2018

Nov 9, 2018