

**Approved by the Faculty of Medicine  
Revisions approved by Faculty Council December 17, 2018  
COMMITTEE ON BIOMEDICAL RESEARCH  
THE CWRU SCHOOL OF MEDICINE**

***COMMITTEE STRUCTURE AND MEMBERSHIP:***

**Committee Charge:** The Committee for Biomedical Research (CBR) is a standing committee of the Faculty of Medicine that provides a forum for faculty input into discussions aimed at identifying current and future research areas that cross departmental and center boundaries and are strong candidates for investment by the SOM. Topics will include:

1. Strategic vision for research
2. Basic, clinical, translational, and population research
3. New technologies and emerging research approaches

Issues related to research may be brought before the CBR by the Dean, the Vice Dean for Research, Department Chairs (individually or through the Council of Basic Science Chairs), Center Directors, faculty groups, or individual faculty.

Recognizing that issues and needs related to the conduct of basic, clinical, translational, and population science are different, the CBR may appoint *ad hoc* working groups to provide guidance and recommendations on specific areas of interest. These working groups will be in existence for less than a year, report to the CBR, and interface with existing committees at the School of Medicine that have related competencies.

**Membership:** The CBR will be chaired by a faculty member appointed jointly by the Dean and the Faculty Council., preferably a department chair or center director. A vice-chair will be elected by the faculty. Additional voting members of the CBR will include four faculty members appointed by the Dean, four elected faculty members from SOM Basic Science Departments; and one elected faculty member from each of the four affiliated hospitals. The total number of members on the CBR will be 14 (9 elected and 5 appointed). The Dean and Vice-Dean for Research will be *ex officio* non-voting members of the CBR. Term of Service for members of the CBR will be 4 years. Members shall serve for a period of four years. Representatives may serve two consecutive terms (for a total of 8 years) and may be eligible to serve again after an absence of one year.

Participation at all CBR meetings is expected. In the event that an elected member of a standing committee of the faculty resigns during the term, the Nomination and Elections Committee of the Faculty Council shall appoint a replacement. The first choice should be the faculty member who received the next highest number of votes in the most recent election for this committee position. Should that individual be unwilling or unable to serve, the Nomination and Elections Committee shall appoint an alternate of its choosing to the committee.

**Eligibility and Election of Members:** The Dean is responsible for making appointments to the CBR in the numbers designated above (5 total appointments). The Nominating & Elections Committee will assemble the slates of candidates for elections held by each of the five faculty constituencies. Committee appointments and nominations for elected positions will be governed by the following criteria:

- 1) Membership on the CBR will represent the broad spectrum of research at the SOM and affiliated institutions.
- 2) Members of the CBR should be actively engaged in externally funded research.

Annual elections and appointments must be completed by April 30th for committee service beginning July 1st of each year. Continuity will be maintained by staggered membership, and members-elect will attend the final meetings each year before assuming full membership responsibilities in July. Nominations, or self-nomination, for all open positions must be made in writing to the Nominating Committee by March 1st. The ballot approved by the Nominating Committee should nominate at least 2 candidates for each open position on the CBR.

**Committee Activities:** The CBR will advise the Dean, Vice-Dean for Research, Faculty Council and Committee of Basic Science Chairs regarding operation of, and the strategic vision for research at the School of Medicine. It will be responsible for input and analysis of three aspects of research activities affecting faculty: (1) Strategic vision for research; (2) Basic, clinical, translational and population research; and (3) New technologies and emerging research approaches. In addition, the CBR will:

- 1) Engage major stakeholders in the research across affiliated sites of the faculty;
- 2) Facilitate inter-institutional relationships and provide logistical support for trans-institutional research efforts including clinical investigation;
- 3) Disseminate information from the CBR to the SOM research community directly and through the Faculty Council; and
- 4) Appoint *ad hoc* working groups that include members of the CBR and faculty at large, to advise the CBR on specific topics, from time to time.

**Operations:** The CBR will meet 10 times throughout the year. The Chair of the CBR will present a report on its deliberations and recommendations quarterly or more often to the Vice Dean for Research, the Dean, and the Council of Basic Science Chairs. The CBR will report to the Faculty Council twice per academic year through a report to the FC executive committee. The FC will ask the Dean to respond to recommendations over the course of the year, most likely asking the Dean to address the recommendations of the CBR at the third faculty meeting of the year, whose agenda is set by the Faculty Council.

Support staff provided by the Dean will coordinate meeting agenda with CBR Chair and Vice-Chair; solicit topics from the faculty, record and make available minutes (approved by the CBR), schedule *ad hoc* members and working groups, and follow up on action items emerging from the meetings. To facilitate wider discussion of issues related to the conduct of research, the CBR will maintain an editable web-based document open to all

faculty for input on meeting agendas and to publish minutes of meetings. A web site for the CBR will be established and reports noted in the Medicus newsletter.