Kate Minor

From: Kate Minor
Sent: Friday, January 25, 2019 11:46 AM
To: Steven Smith
Cc: Lucie Pelland; Roger G Deeley; Richard Reznick
Subject: Translational Institute of Medicine (TIME) Application for Faculty Board Executive Approval
Attachments: TIME Formal Proposal - 2018-10-25.pdf; Procedures_Governing.pdf; FHS Advisory Committee Letter TIME FINAL.pdf

Dear Dr. Smith,

On behalf of Dr. Pelland, I am writing to let you know that the Faculty Board Executive have approved the translational Institute of Medicine (TIME) as a faculty-based research institute. I trust you will let Dr. Vanner know.

Kind regards,
Kate

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Kate Minor, MSc, BEng
Executive Assistant to Dr. Richard Reznick – *Richard.Reznick@queensu.ca*
Dean, Faculty of Health Sciences
CEO, Southeastern Ontario Academic Medical Organization (SEAMO)
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From: Kate Minor <kate.minor@queensu.ca>
Sent: Thursday, January 24, 2019 1:27 PM
To: Alexandra Palmeri <president@nss.queensu.ca>; Jennifer Medves <jennifer.medves@queensu.ca>; Marcia Finlayson <marcia.finlayson@queensu.ca>; Michael Kawaja <kawajam@queensu.ca>; president@qmed.ca; President@rts.queensu.ca; Richard Reznick <richard.reznick@queensu.ca>
Cc: Lucie Pelland <lucie.pelland@queensu.ca>; Kate Minor <kate.minor@queensu.ca>
Subject: Translational Institute of Medicine (TIME) Application for Faculty Board Executive Approval

Good afternoon,

Dr. Pelland has received a request from Dr. Smith for the Faculty Board Executive to electronically approve the Translational Institute of Medicine (TIME) as a faculty-based research institute.

These materials would then be put forward to SARC as the next stage. *To facilitate their submission to SARC, please could you let me know if you approve this motion no later than Friday 1st February if possible.*

Kind regards,
Kate

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Stephen Vanner, as Director of TIME, is seeking Senate approval for TIME as a faculty-based research institute.

Dr. Vanner submitted the formal proposal and the TIME constitution, which was recently assessed by an internal FHS advisory review committee, chaired by me, as per University guidelines. The committee unanimously endorses the proposal. Attached below, are 1) the formal proposal and TIME constitution, 2) the University guidelines, and 3) the FHS advisory committee review report.

The next step in the process is outlined below, which requires Faculty Board approval.

3.1.3 Faculty Board and SARC Review of the Proposal
Faculty-based Centres/Institutes will only be approved if they have the support of the Dean to whom they will report. The proposal, the report and recommendation of the Advisory Review Committee will be reviewed by Faculty Board and upon the recommendation of the Dean(s), who may be affected by formation of the Centre/Institute, the documentation and recommendation from Faculty Board will be forwarded to the Senate Advisory Research Committee (SARC) for review, comment and approval. The Interim Director will normally be available to SARC to respond to questions. Based on the feedback from SARC, the proponents may be requested to make modifications to their proposal before final approval by SARC.

The next meeting of SARC, of which I am a member, is scheduled for Wednesday, 20 February 2019.

Steven Smith, PhD
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Professor, Department of Biomedical & Molecular Sciences
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