

**CHILDREN'S HEALTH RESEARCH INSTITUTE (CHRI)
SCIENTIST MENTORSHIP COMMITTEE**

Terms of Reference

Mandate:

The Mentorship Committee acts in an advisory capacity to guide the CHRI Scientist toward a successful research and academic career. All CHRI Scientists who are new appointees and those who have not attained a Senior Scientist rank are expected to have an active Mentorship Committee. Scientists who have obtained Senior Scientist rank may also have Mentorship Committees, at their discretion. CHRI recognizes that all CHRI Scientists have primary, joint or cross appointments to Clinical and/or Basic Science departments of the Faculty of Medicine and Dentistry (FMD) or Departments within various faculties of UWO. CHRI will coordinate with the respective Clinical and Basic Science department of FMD or the Department within UWO Faculties, in order that there is only one Mentorship Committee for each Scientist.

Membership:

The membership of the Mentorship Committee will be selected on the basis of discussions among the Scientist, Director of CHRI and Chairs of the respective Clinical and Basic Science departments. The Mentorship Committee will consist of no less than 3 and no more than 5 members, and will consist of:

- 1 CHRI member who is the Program Chair or Senior Scientist of the Scientist's CHRI Program
- 1 Clinical Department member (at a minimum, Associate Professor, Senate Stream, nominated by the Chair of the Clinical Department)
- 1 Basic Science Department member (at a minimum, Associate Professor, Senate Stream, nominated by the Chair of the Basic Science Department)
- 1-2 research mentor(s) who are established researchers from CHRI, LHRI or UWO clinical or basic science department; one of the research mentors should be a mid-level Scientist or faculty member
- The senior member of the Committee will be appointed Chair

Meeting Frequency:

- The Mentorship Committee will meet within the first 6 months of the commencement of the CHRI Scientist's appointment.
- The Mentorship Committee for a new Scientist will meet at a minimum of twice a year during the first 3 years of appointment. This may be reduced to once a year until career rank is obtained (at the discretion of the Mentorship Committee). *Ad hoc* meetings without a full quorum can be called as frequently as requested by the Scientist.

Guidelines:

1. The CHRI Scientist is responsible for organizing and calling regular meetings.
2. Three mentors, including the Chair, constitute a meeting quorum.
3. The Mentorship Committee will provide support and advice to the CHRI Scientist with regard to research (direction, focus and progress), suggestions regarding research grant applications (preparation, appropriate granting agencies, external salary support sources, etc).
4. The Committee will make aware of opportunities for collaboration and assist in gaining access to research infrastructure, core equipment and facilities.
5. The Committee will provide advice regarding career advancement (alternative work load pertaining to research, teaching and administration) and support continued research productivity.
6. Minutes of the Mentorship Committee Meetings will be documented by the Chair of the Committee and will be submitted to CHRI Director and Chairs of the respective Clinical and Basic Science departments within 2 weeks of the meeting. A copy of the minutes will also be sent to the **Chair, Section of Basic Science, Department of Paediatrics** and the LHRI Administration office for records. A template of the meeting minutes will be provided by the administrative offices of the CHRI, and will also be available on the CHRI website.
7. Documented activity of the Mentorship Committee will be an important part of the Annual Performance Review of the Scientist, and for considerations towards continued support from CHRI.
8. The membership of the Mentorship Committee may change, as the Scientist's activities and responsibilities evolve over time. The Director of CHRI and the Chairs of the respective Clinical and Basic Science departments must approve such changes.

Definitions:

Scientist

- A child health researcher within one of the five CHRI Programs to whom CHRI has provided funds towards salary and/or operating expenses of his/her laboratory or research activities
- A child health researcher who occupies research space within CHRI Laboratories at Victoria Research Laboratories (VRL) or Children's Hospital of Western Ontario (CHWO) and Grace Donnelly Pavilion

Senior Scientist

- A Program Chair of a CHRI Program
- A CHRI Scientist who has successfully established an independent research career and has achieved a career rank (tenure) within the Senate Stream Appointment of UWO