



RESEARCH AND INNOVATIVE COMMITTEE TERMS OF REFERENCE

Terms of reference approved by the Council of the Faculty of Pharmacy at Libyan International Medical University-Benghazi-Libya in March 20 .

1. CONSTITUTION

1.1 The Council of the Faculty of Pharmacy has established a Curriculum and Development Committee with terms of reference as set out below.

1.2 The regulations of the Libyan International Medical University authorize the Dean to:

(i) Constitute committees to facilitate the workings of the Council of the Faculty of Pharmacy; and may, if they choose, delegate any of the Dean's powers to those committees on the basis set to facilitate the day-to-day activities.

1.3 As instructed by the University President each committee must specify in writing the terms of reference (including such conditions as they see fit) of each committee in accordance with the University policies.

1.4 All committees constituted in accordance with the University policies must follow procedures which are based as far as they are applicable on those provisions of the University which govern the taking of decisions by the Council of the Faculty of Pharmacy.

1.5 The terms of reference of, and any delegation of executive power by the Council to, a committee must be recorded in the Council's minutes.

1.6 No rule, policy or terms of reference will be inconsistent with anything contained in the bylaws and regulations of the University and Faculty, but in the event of any inconsistency, the bylaws will prevail.

2. PURPOSE

2.1 Providing scientific advice and studied proposals to the faculty Council on everything related to the development and evaluation of curricula at the faculty.

2.2 Providing advice to the Faculty Council, based on the reports of the scientific departments, in the following matters.

2.3 The Curriculum Committee at the Faculty sets an annual plan to carry out its tasks with the approval of the Faculty Council.

2.4 The Curriculum Committee at the Faculty has the right to request reports from the scientific departments regarding the implementation of their tasks stipulated in these regulations.

3. COMMITTEE COMPOSITION

3.1 The committee will comprise 13 members and can invite any of the staff if need arise to attend a meeting to discuss curriculum development, delivery issues.

3.2 Committee members and the committee chair are appointed by the Council of the Faculty of Pharmacy.

4. QUORUM AND MEETING PROCEDURES

4.1 A quorum of the committee is set to be not less than three members for a meeting to be valid.

4.2 In the absence of the committee chair, the remaining members present can elect one of themselves to chair the meeting.

4.3 Questions arising at any meeting must be determined by a majority of votes of the committee members present that are entitled to vote.

4.4 In the case of a tie of votes, the chair of the committee will not have a second or casting vote but a decision on the relevant matter must be referred to the next available meeting of the Council of the Faculty of Pharmacy.

4.5 No member of the committee or person in attendance at a meeting will be present or will participate when matters relating to his or her own remuneration or terms and conditions of service is discussed.

5. ATTENDANCE AT MEETINGS

5.1 The Dean, Vice Dean, and Invited advisor can attend any meetings of the committee.

6. FREQUENCY OF MEETINGS

6.1 Meetings are to be held not less than twice annually and at such other times as required.

7. NOTICE OF MEETINGS

7.1 Meetings of the committee are called by the chairman of the committee.

7.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, are to be forwarded to each member of the committee, any other person required to attend, no later than five working days before the meeting. Supporting papers are to be sent to committee members and to other attendees as appropriate, at the same time.

8. MINUTES OF MEETINGS

8.1 The chair of the committee will ensure that a formal record of committee proceedings

and resolutions is maintained.

8.2 Following approval of the minutes by the chair of the committee they are to be circulated to all members of the committee.

9. AUTHORITY

The committee is authorised by the Council to:

9.1 Investigate, or cause to be investigated, any activity within its terms of reference and make any recommendations which it deems appropriate on any area where action or improvement is needed.

9.2 Seek any information that it requires from the Dean, Vice Dean or any staff member, or employee to perform its duties and require all employees to co-operate with any request made by the committee;

9.3 Obtain at the Faculty's expense, so long as resources permit, external legal or independent professional advice from such advisers as the committee select, who may at the invitation of the committee attend meetings as necessary;

9.4 Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

10. DUTIES

The Council authorizes Curriculum and Development Committee to:

1. Designing and developing the general framework for the curriculum.
2. Determine the learning strategies used.
3. Establishing a system that enables continuous evaluation, review and coordination of the curriculum.
4. Establishing a system that guarantes defining responsibilities for implementing the curriculum and ensuring its quality.
5. Work to improve communication between the committee and Faculty members
6. Examining and evaluating examination results and preparing recommendations in this regard, which helps in changing and improving curricula.
7. Ensure the vertical and horizontal integration of the curriculum.
8. Coordinating the changes to be introduced in the curriculum with other relevant Faculty and educational centers.
9. Nominating a member of the committee to be its representative in the curricula development committees for the supporting other faculty.

10. Coordination with the University Vice Dean for Learning Affairs and the University's Adviser for Learning Affairs to ensure that information on any substantial change to be made in the curricula is updated.
11. Forming specialized committees in the fields as needed and possible.
12. Publishing the results of its work for the rest of the faculty and the relevant committees to see.
13. Assisting in identifying the development needs of faculty members.
14. Suggesting how to operate any sub-committees formed by it.
15. Any other tasks assigned by the Faculty Council and of the nature of its knowledge.

11.REVIEW

11.1 The committee will conduct a regular review of its performance, ensure that it is provided with sufficient resources to undertake its duties and recommend any changes it considers necessary to the Council of the Faculty of Pharmacy for approval.

11.2 These terms of reference will be reviewed and, where necessary updated, at least once a year.

12.REPORTING PROCEDURES

12.1 The chair to the committee is responsible for reporting to the Council of the Faculty of Pharmacy . The approved minutes of all meetings and resolutions of the committee are to be circulated to the Dean and Vice Dean after every meeting. The chair of the committee will retain copies of the minutes and the papers.

12.2 The committee will disclose on the Faculty of Pharmacy website its terms of reference, including any duties delegated by the Council of the Faculty of Pharmacy.

12.3 The committee will provide an annual report to the Dean on its activities, including any decisions taken.

12.4 The committee chair or other designated member of the committee is expected to attend the Council of the Faculty's General Meeting and answer any questions on the committee's activities and responsibilities.