



Association for Information Science and Technology

COMMITTEE TERMS OF REFERENCE

RESEARCH ENGAGEMENT COMMITTEE (REC)

COMMITTEE TYPE

Standing

PURPOSE / ROLE

- The role of the REC is to develop initiatives that focus on research engagement activities across the life-cycle of research work.
- The REC is responsible for fostering engagement with both members and external beneficiaries at various stages of research, not only at the dissemination stage.
- The REC aims to guide the development of various activities that address members' research needs, including, for example, mentoring in grant writing and publishing, partnering with industry or community, and developing commercialisation strategies for research. The REC will also guide the establishment and maintenance of a range of dissemination strategies for members to share research results with scholarly and practitioner communities.
- The work of the REC will be on high, strategic-level work to guide the development of, for example:
 - The ASIS&T brand as a leader in information science research engagement;
 - Information science publications, such as new journals and monograph series;
 - Research-related dissemination and engagement activities;
 - Networking/collaborative opportunities between researchers and practitioners; and,
 - Other strategic initiatives to inform evidence-based practice change and/or the dissemination of information science research, globally.
- The Committee will identify potential nominees for the Research in Information Science Award, the Best Information Science Book Award and the Best JASIST Article Award and will encourage nominations for the Award.

COMPOSITION

- The membership of the REC is comprised of a Chair and Vice-Chair, the Chairs of each Subcommittee working in parallel with the REC, and the JASIST Editor.
- The President will assign a Board Liaison to the Committee each year (see the Liaison Job Description for more information on this role.)
- The Director of Membership & Communications will serve as the staff liaison to the Committee
- A number of a subcommittees (each with a Chair and up to 5 members) and task forces will work in parallel under the REC to guide the implementation of particular strategic initiatives. These sub-committees and task forces will also liaise with other ASIS&T committees, as needed. The subcommittees and task force include, but are not limited to:
 - **Journals & Proceedings Subcommittee** (e.g., liaise with JASIST on development of special “stream” issues; ACM-style “quick communication” of research results, for practitioners; indexing of AM Conference Proceedings);
 - **Research Mentoring Subcommittee** (e.g., to develop grant-writing and publishing mentoring activities for ASIS&T members; to develop research training opportunities for IS practitioners; help members to identify funding opportunities, globally; to provide support to ASIS&T institutional members for staff/PhD student development, including the Doctoral Colloquium at the annual meeting; mentoring on research collaborations; mentoring on research translation; etc.).
 - **Monographs Task Force** (e.g., to explore reinstating ARIST, possibility of republishing JASIST or ASIST proceedings papers as special collections, etc.)
- Additional subcommittees and/or task forces may be developed to support the activities of the REC as new initiatives are identified and/or disbanded as particular projects are completed.
- The Vice-Chair may be selected from sitting committee members, in which case the committee member would be replaced for the remainder of their term. Committee members appointed to complete the term of a Chair are eligible to continue with a full 2-year term appointment as Chair following on the replacement term.

ACCOUNTABILITY

- The Chair is responsible for reporting on the timing of upcoming meetings and activities of the group with the Board Liaison on a regular basis.
- The Chairs of each Subcommittee and/or Task Force working in parallel under the REC are responsible for reporting to their own Subcommittee and/or Task

Force members on the activities of the REC, specifically those activities in need of action and decision making.

- The Chairs of Subcommittees and Task Forces associated with the REC will liaise with other ASIS&T committees when needed.

MEANS OF CONDUCTING WORK

- Committees should meet at least quarterly, at least 4 weeks in advance of scheduled Board meetings, in order for the Committee to prepare a report for the Board.
- The Chair should communicate with the Board Liaison on a regular basis about the timing of meetings and report content. In addition, all committees will meet during the Annual Meeting; virtual attendance (e.g., by Skype) is encouraged to engage with members who cannot attend in person. Attendance at the Annual Meeting during the term of committee membership is highly recommended for all committee members.
- The Chair will organize and chair meetings. The Vice-Chair will act as Secretary for meetings.
- Topics for the agenda of meetings will be prepared by Chair.
- The agenda and meeting notes will be circulated by the Vice-Chair to members of the Committee as directed by the Chair.
- Meetings will include a variety of means of engagement, including, most often, small group discussion.

RESPECTIVE DUTIES

Committee Duties	Subcommittee Duties
<ul style="list-style-type: none"> • Develop initiatives that focus on research engagement activities across the life-cycle of research work. • Develop initiatives that foster engagement with both members and external beneficiaries at various stages of research, not only at the dissemination stage. • Propose and scope new Information science publications, such as new journals and monograph series; • Identify and initiate networking/collaborative opportunities between researchers and practitioners • Solicit nominations for the Research in Information Science Award, the Best JASIST 	<p>Journals & Proceedings:</p> <ul style="list-style-type: none"> • Propose and scope opportunities to expand the influence of JASIST through special issues, new sub-Journals, etc. • Identify and recommend the most effective means to produce and distribute the ASIS&T Annual Meeting Proceedings. <p>Research Mentoring:</p> <ul style="list-style-type: none"> • Develop grant-writing and publishing mentoring activities for ASIS&T members • Develop research training opportunities for IS practitioners • Help members to identify funding opportunities, globally • Provide support to ASIS&T institutional members for staff/PhD student

<p>Paper Award & the Information Science Book of the Year Award.</p> <ul style="list-style-type: none"> • Oversee and assess the work of the sub-committees and task forces to ensure ongoing productivity and adherence to deadlines. • Report on the timing and content of meetings and activities of the Committee to the Board Liaison on a regular basis. (Chair) • Report quarterly to the Board of Directors as well as informing the President as and when award selections are made. (Vice-Chairs) 	<p>development, including the Doctoral Colloquium at the annual meeting</p> <ul style="list-style-type: none"> • Develop programs to provide mentoring on research collaborations and research translation <p>Monographs Task Force</p> <ul style="list-style-type: none"> • Explore reinstating ARIST • Explore the possibility of republishing JASIST or ASIST proceedings papers as special collections, etc.
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COMMUNICATION AND RESOURCE SHARING

- The REC will use the ASIS&T Community platform to conduct committee business and to communicate among committee members. ASIS&T staff will ensure that all documents housed on the community platform are organized in such a fashion as to provide adequate institutional knowledge to allow committee members to come up to speed on committee issues quickly. Committee members are expected to familiarize themselves with the committee's purpose and charge, as well as background materials housed on the platform.
- Confidential materials and/or copyrighted materials will not be shared via the ASIS&T Community platform.
- If Association documents that the Committee needs to use contain information not intended for wider sharing within the Association, this information will be redacted by the Vice-Chair before it is made available to Committee members.

SELF-EVALUATION

- Each year (prior to the Annual Meeting), the Chair of the REC will lead members in a review of its relevance, the value of its work, and its terms of reference.

OTHER CONSIDERATIONS

- The Research Engagement Committee will demonstrate the values outlined in the ASIS&T Diversity Statement in all deliberations and decisions regarding ASIS&T products and programs. The statement is as follows:

The ASIS&T community is committed to the values of diversity and inclusion, which we believe support our efforts to achieve and sustain excellence in the information science and technology field. We strive for diversity in all its forms, including but not limited to age, race and ethnicity, gender, sexual orientation,

religion, disability, geographic location, socioeconomic status, or education level. We believe that we can best promote excellence by engaging diverse group members and other stakeholders and providing opportunities at all levels of engagement for any individual or group that shares these values. ASIS&T leaders, volunteers, and staff will strive to keep diversity and inclusion at the forefront of all program planning and development efforts in order to ensure the most welcoming and engaging environment possible for our stakeholders.

CRITICAL DEADLINES

Event	Date
Vice-Chair Appointment	2 months before Annual Meeting
Committee Vacancy Appointment	1 month before Annual Meeting
Report to Board	1 month prior to scheduled Board meetings (tbd)

Approved by the ASIS&T Board of Directors on September 5, 2018.

COMMITTEE ORGANIZATIONAL CHART

