



Membership Terms of Reference

Calvin Phoebe and Joan Snyder Institute for Chronic Diseases (formerly, Calvin Phoebe and Joan Snyder Institute for Infection, Immunity and Inflammation)

Policy SICD:POL001MEM-2014: Membership

Definitions

- Snyder Institute is the short form for the Calvin, Phoebe, and Joan Snyder Institute for Chronic Diseases
- Institute is alternately used for the Snyder Institute
- Executive Council refers to the Executive Council of the Institute
- Business Office refers to the Business Office of the Institute
- University means the University of Calgary
- TOR means the Terms of Reference
- MOU means the Memorandum of Understanding
- AHS means Alberta Health Services

Policy Statement

1. Membership in the Snyder Institute confers both benefits and responsibilities.
2. In order to warrant appropriate infrastructure, such as office and lab space for new recruits, Institute leadership must be fully engaged in the initial and final stages of the recruitment process.
3. There are two levels of membership available in the Institute:
 - a. Full Membership, which entitles the member to all benefits of membership as well as a duty to fulfill the responsibilities of membership. To apply for a full membership one must meet the following conditions:
 - i. Be engaged in research within the University which must align with at least one of the research themes within the Snyder Institute plus one of the following:
 - a. Hold a full-time or part-time academic appointment within a University Department that strongly aligns with the Snyder Institute
 - b. Hold a clinical appointment within AHS, engaging in clinical activity which strongly aligns with one of the research themes within the Snyder Institute
 - ii. Membership will be reviewed annually for relevance and mutual benefit to the both parties
 - b. Associate Membership entitles the member to prescribed rights and privileges of membership and selected responsibilities of membership. To be eligible for associate membership one must fulfill the following conditions:
 - i. Be engaged in an active research program within the University which must have a major alignment with at least one of the research themes within the Snyder Institute plus one of the following:
 - a. Hold an academic or clinical appointment within a University Department that strongly aligns with the Snyder Institute
 - b. Hold an academic appointment with another institution and be engaged in active research collaboration within the Institute
 - c. Under exceptional circumstances, and on a limited term, an associate membership may be granted, or continued (in case a member moves out of the University) to an individual external to the university.
 - ii. Memberships will be reviewed periodically for their relevance and mutual benefit to both parties.
4. Under exceptional cases, a Dual Membership may be granted where one can be accorded membership in more than one Institute. This membership requires discussion and negotiation between the Director of the Institute, the companion Institute and the Associate Dean Research, Cumming School of Medicine. Under such Dual Membership, the member is entitled to the rights as agreed to by the Director of the Institute and the

Director of the companion Institute, both of which are governed by Cumming School of Medicine Policy on Dual Full Membership (Appendix I).

5. Ongoing membership is based on the discretion of the Director of the Institute and the Institute's Executive Council. The process for membership application is as follows:
 - a. A formal request of membership should be made to the Business Office care of the Executive Director;
 - b. A brief document describing the applicant's research interests, alignment to Institute research themes, and how he or she can contribute to the Institute's vision, mission, and goals must be submitted along with a current curriculum vitae;
 - c. Applications may be submitted electronically or as printed copies;
 - d. The level of membership requested must be clearly indicated;
 - e. The Business Office shall be responsible to forward the membership request to the Executive Council for discussion and to communicate the outcome;
 - f. Reference letters may be requested;
 - g. There is no fee for the membership application.
6. Full Membership Benefits include:
 - a. Laboratory space as negotiated at the time of appointment and approved by the Institute;
 - b. Office space [One office allocation policy shall apply];
 - c. Access to the Snyder Institute core facilities and core facility personnel at a membership rate;
 - d. Access to Graduate Education funding support programs offered by the Institute or its partner;
 - e. Access to undergraduate summer studentship support;
 - f. Listing on the Snyder Institute mailing list to obtain newsletters and education bulletins;
 - g. Priority Consideration for Research Programs Funding that may be developed by the Snyder Institute in partnership with various philanthropic groups;
 - h. Access to grant peer-review by the Snyder Institute Peer Review system.
7. Full Membership Responsibilities
 - a. Activities:
 - i. Participate on Institute Committees, Review Committees, Task Forces or Working Groups where these opportunities exist (see list of activities appended);
 - ii. Participate as required in the Institute Strategic Planning, Business Planning and Strategic Communication Planning exercises;
 - iii. Participate in the education and knowledge translation missions of the Institute, in consultation with Department Heads.
 - b. Expectations
 - i. Contribute scholarly works to the peer-reviewed literature;
 - ii. Submit peer-reviewed grants as principal investigator (if activity profile protects 40% or more of member's time for research), and ensure

- compliance with the Snyder Institute internal review process for tri-council grants;
 - iii. Provide appropriate credit and notice of the Institute support, including specific reference to any use of Core Facilities, on any published articles, abstracts or presentation material;
 - iv. Provide appropriate credit and indicate Institute affiliation during public talks, radio, TV and newspaper interviews;
 - v. Provide the information required to keep the Member Profile Information dataset up to date and current;
 - vi. Respond promptly to requests for assistance from the Institute [Director, Co-Director and Executive Director];
 - vii. Attend Snyder research days and seminar series;
 - viii. Participate in external events to represent the Snyder Institute;
 - ix. Act as reviewer in the Institutes internal grant review process
 - x. Engage in strategic initiatives where appropriate.
8. Associate Member Benefits and Responsibilities:
- i. Associate members have the same benefits and responsibilities as full members, with the exception of the requirement to submit research grants and the ability to apply as a primary applicant for research support from the Institute for undergraduate studentships, graduate or PDF support or direct research operating costs.
 - ii. Associate members will not be provided with Snyder Institute laboratory or office space.
9. Under exceptional circumstances, as determined by the Director in consultation with the Director and Co-Director and/or the Executive Council, the benefits and responsibilities of an individual Associate Member may vary based on the level of service provided to the Snyder Institute by the individual Associate member. This membership variance exception does not apply to space or ongoing financial support.
10. Process for revoking membership
- a. If a member repeatedly refuses to participate in Snyder activities, membership would be reviewed at Executive Council, followed by a letter of warning and one year probation. The member would have the right to appeal. Continued lack of participation during the probationary year could result in revocation of membership.
 - b. If membership is revoked:
 - iii. Loss of access to members' rates for use of core facilities.
 - iv. Loss of access to trainee and any research financial support.
 - v. As per Faculty rules, loss or withdrawal of membership does not necessitate loss of laboratory or office space in the Snyder Institute.

Appendix I: Cumming School of Medicine Policy Statement on DUAL INSTITUTE MEMBERSHIP

While this option is available, it often presents both practical and strategic challenges, and so we tend to discourage it (full membership in one Institute, associate membership in one or more others, is the usual model).

If you believe that dual full membership is important to you, the approval procedure is as follows:

1. **Written agreement of the two Institute Directors.** This should include a clear assignment of responsibility for research and office space.
2. **Written support of the Department Head** that dual membership is in the interests of the Faculty.
3. **A request for dual full membership - with the above documentation and a brief justification - should be sent to the Senior Associate Dean Research,** who will present it to the Strategic Research Council for approval. It is preferred that this be provided electronically.

Appendix II: Activities with the Institute

Education

- Membership of the Education Committee
- Participation in educational taskforces (e.g. Snyder Trainee Professional skills day) as determined by the Education Committee
- Review of Beverly Phillips M.Sc., Ph.D. and PDF scholarships
- Attendance and participation in the Snyder Research Day
- Attendance and participation in the Snyder Trainee Research Day
- Oral and poster judging at the Snyder Trainee Research Day
- Formal teaching in undergraduate and graduate courses (in consultation with the appropriate Departmental Head) (see courses in Appendix II)
- Attendance at the Snyder Trainee Work-in-Progress Monday lunch-time seminar program
- Participation of your graduate students in the Snyder Trainee Work-in-Progress seminar series
- Where funds permit, accepting undergraduate and graduate students
- Evaluation of the Snyder Institute undergraduate summer studentship applications

Research

- Participation in Snyder Institute internal grant peer review process
- Participation in Mentorship program (in consultation with Departmental Head where appropriate)

Administration

- Membership on the Snyder Institute Executive
- Membership on taskforces/committees drive by the Institute (e.g. Microbiome, infrastructure, space)
- Contributions as requested to CFI and sustainability grant applications
- Maintenance, organization, etc. of Core Facilities
- Provide salient information (i.e. # trainees, grants, etc.) as requested in a timely fashion for Institute reporting and monitoring
- *Ad hoc* activities as determined by the Snyder Executive in alignment with the Institutes Mission State and Mandate and to take advantage of funding/research/educational opportunities and to meet new challenges