

1. FUNCTION

The main function of the Co-Chairs of the University Animal Care Committee (UACC) is to work with and through the UACC, the University Veterinarian and UACC Veterinarians to fulfill the university's responsibilities for an animal care and use program that meets or exceeds the national standards as set out in the Canadian Council on Animal Care (CCAC) guidelines and policies. The UACC Terms of Reference guide the structure and operations of the UACC. The Co-Chairs should provide leadership and management to the UACC, and to the university staff working within the university's animal care and use program.

The UACC Co-Chairs also serve as the Animal Research Ethics Board (AREB) Co-Chairs. The main function of the AREB Co-Chairs is to work with and through the AREB to review, propose modifications to, set conditions on, approve, reject or terminate any proposed or ongoing research involving animal subjects under the auspices of the University of Saskatchewan, using the considerations set forth in the University of Saskatchewan policy document on Experimental Animal Care and Use and related policies, and the CCAC guidelines on animal use protocol review. The AREB Co-Chairs provide leadership and management to the AREB, and maintain the integrity and confidentiality of the ethics review process.

2. ROLES AND RESPONSIBILITIES

2.1 Administrative support to the UACC and the Co-Chairs is provided by the Animal Care and Research Support (ACRS) staff. The Co-Chairs shall be responsible for the following:

2.1.1 UACC and AREB mentorship and guidance

- Participate in and ensure the provision of ongoing training and mentorship to UACC and AREB members

2.1.2 The Co-Chairs shall serve as an active member and representative of the UACC on the following committees. A designate may be appointed.

- Chair the semi-annual UACC general meetings
- Chair the UACC Executive meetings
- Chair the AREB meetings
- Chair, or appoint a member of UACC to Chair any other committee meetings as needed

2.1.3 Consult with UACC and ACRS staff in the development of policies, procedures and templates for the UACC and ACRS.

2.1.4 Maintain liaison with the CCAC

- Attendance at relevant regional and national animal care-related meetings and conferences, with the expectation that information gained through these forums will be shared with the UACC, ACRS, and any other relevant parties.
- Membership on relevant listserves.
- Completion of the online core training course on the care and use of experimental animals.

2.2 The Co-Chairs should not take on any administrative position or committee membership over the course of their term that may compromise the independence of the animal care and use program.

2.3 The Co-Chairs, while respecting the integrity, confidentiality and independence of the animal care and use program, shall communicate, either directly to the Vice-President Research or through the ACRS staff, any matter that may be of concern to the responsible management of research by the University or its appropriate affiliated institutions.

2.4 In the event that a Co-Chair is not able to fulfill their duties, the other Co-Chair shall assume responsibility as necessary.

2.4.1 Administrative duties as required for the normal functioning of the AREB

- Oversee the review of all new applications to use animals, protocol modifications, study closures, responses to correspondence and Certificates of Approval, and re-approvals.
- Provision of correspondence to applicants and signature approval on behalf of the AREB
- Together with ACRS staff, meeting with researchers, departments, colleges, research centres, and affiliated institutions as required in relation to submissions for ethics approval and ongoing studies.

2.4.2 Act as a communications link between the UACC and AREB.

2.4.3 Completion of all necessary training and establishment of contacts with the regional and national animal research ethics community

- Attendance at relevant regional and national animal ethics-related meetings and conferences, with the expectation that information gained through these forums will be shared with the AREB, ACRS, and any other relevant parties.
- Membership on relevant listserves
- Completion of other educational and training requirements as outlined in the relevant AREB's education plan for new members and as required for the effective functioning of the AREB.

2.5 The Co-Chairs shall serve as an active member and representative of the AREB on the following committees (a designate may be appointed):

- Education and Training Committee

3. RECRUITMENT AND APPOINTMENT OF CO-CHAIRS

3.1 Terms of Appointment

3.1.1 Co-Chairs shall be appointed by, and shall report to, the Vice-President Research.

3.1.2 Co-Chairs shall normally be appointed for a three (3)-year term, and can normally serve for two (2) concurrent terms, for a total of six (6) years. Exceptions will be considered on a case-by-case basis. Decisions on Co-Chair re-appointment shall be made by the Vice-President Research, based on the results of the annual evaluation process outlined below in Item 3.1.6. Normally, any further appointments to either the Co-Chair position or the AREB would occur after a one (1) year absence.

3.1.3 Newly appointed Co-Chairs shall assume their responsibilities on January 1 of each year. When an existing Co-Chair is unable to complete their term, the start date for the incoming Co-Chair shall be negotiated accordingly.

3.1.4 Co-Chairs shall be provided an expense account as per the *UACC Co-Chair Expense Account Terms of Usage*.

3.1.5 The Co-Chairs must maintain regular communication and contact with ACRS to ensure an efficient working relationship between the Co-Chairs and ACRS staff.

3.1.6 The Co-Chairs shall be subject to – and shall participate in – an ongoing evaluation process throughout their term. This process shall occur annually, within one month of the anniversary of the Co-Chair’s start date.

- The Co-Chairs shall be evaluated on an annual basis through a collaborative process led by the Vice-President Research, involving UACC and AREB members, ACRS staff and the research community.
- The Co-Chairs shall provide an annual report to the Vice-President Research and to the UACC outlining their personal successes and challenges over the course of the year and any outstanding issues or concerns.
- In the event that the results of the evaluation of the Co-Chair necessitate that they be immediately removed from the position, the other Co-Chair of the UACC shall assume responsibility, until a new Co-Chair is appointed.
- In the event that a formal complaint against the Co-Chair is put forward, the complaint will be assessed by the Vice-President Research and the necessary action will be taken, which could result in the immediate removal of the Co-Chair from the position.

3.1.7 The outgoing Co-Chairs shall agree to be available on an as-needed basis for consultation and advice to the incoming Co-Chairs and ACRS staff, for a period of one month prior to, and 6 months after, the end of their term.

3.2 General Guidelines for Recruitment and Appointment of Chairs

- 3.2.1** The process for Co-Chair recruitment and appointment for a three-year term to begin on January 1 shall start September 1 of the previous year.
- 3.2.2** The recruitment process shall be led by the Vice-President Research or designate, with assistance from ACRS.
- 3.2.3** To begin each recruitment process, the Vice-President Research or designate shall call for nominations from the UACC, colleges, departments, research centres, and any relevant affiliates of the University of Saskatchewan. The Terms of Reference for the Co-Chairs (this document) shall be available for information.
- 3.2.4** Nominations or self-nominations shall be accepted up to a deadline, normally one month following the announcement. Nomination packages shall include a curriculum vitae and an accompanying document outlining the nominee's relevant experience and background, and shall clearly indicate the nominee's willingness to be nominated.
- 3.2.5** A search committee appointed by the Vice-President Research shall carry out the review process and make a recommendation to the Vice-President Research. This search committee shall be composed of:
- One representative from the Research, Scholarly and Artistic Work Committee of Council (RSA)
 - One active researcher in the general area of research under the mandate of the UACC and the AREB
 - One graduate student in the general area of research under the mandate of the UACC and the AREB
 - One representative from the Associate Deans Research Committee
 - One UACC member
 - The University Veterinarian
 - A designate of the Vice-President Research, who shall act as chair of the search committee.
- 3.2.6** A Letter of Appointment shall be signed by the new Co-Chair and the Vice-President Research, outlining the terms under which the successful candidate was appointed. Copies of this letter shall be held by the Vice-President Research, ACRS, and the candidate's Department, College, research centre, and/or affiliated institution, as appropriate.
- 3.2.7** The Vice-President Research shall announce the new Co-Chairs to the UACC and AREB, the University, and all relevant local, national and international bodies.

3.3. Eligibility and Qualifications

- 3.3.1.** Current and retired members of the University of Saskatchewan General Academic Assembly (e.g., faculty member,), as well as Professional Research Associates and Research Scientists, shall be eligible for appointment to the Co-Chairs.

In the recruitment of potential Co-Chairs, the following shall be considered:

- Knowledge of, and demonstrated experience in, the current local research context, ethics and policy development
- Expertise in the area of research under the mandate of the UACC and AREB
- Experience with relevant administrative or committee work
- Integrity (personal and academic)
- Willingness to learn and to continuously update knowledge and skills
- Ability and willingness to work as part of a team, both in relation to the UACC, AREB and ACRS.
- Personal and professional interest and motivation in, and commitment to, the role of the UACC and AREB Co-Chairs
- Ability to manage workloads in a timely manner
- Ability to positively represent the UACC and AREB, the University of Saskatchewan, and its affiliates locally, regionally and nationally
- Ability and willingness to undertake Co-Chairs Roles and Responsibilities, as defined in Section 2.

Date Created: April 2008		Written by: Diane Martz and Ernest Olfert
Procedure Review and Revision History		
Revision Number	Review/Revision Date	Reviewer
1	27 November 2011	ACRS
2	24 December 2014	ACRS
3	11 November 2019	ACRS
4	07 May 2021	ACRS
5	01 December 2023	ACRS