

ESCARPMENT CANCER RESEARCH INSTITUTE

Governance Structure

1.0 Introduction

The Escarpment Cancer Research Institute (ECRI) (“The Institute”) is a joint Hamilton Health Sciences (HHS) and McMaster University research institute. The vision of ECRI is to be the national leader of innovative and sustainable solutions that will put research into action for the benefit of people affected by cancer. The mission of ECRI is to improve the lives of people affected by cancer.

2.0 Purpose

The purpose of this document is to outline ECRI’s governance structure. This structure ensures organizational excellence in all aspects of its research and business operations and supports the strategic research priorities of HHS and McMaster University. This structure is guided by the [‘Guidelines for the Governance and Review of Research Institutes, Centres and Groups.’](#)¹

3.0 Governance

ECRI will be led by the Institute Director (the “Director”), who is accountable to the Governing Board. A board committee (Executive Committee), External Review Committee and Scientific Advisory Committee support the Institute in all aspects of strategic oversight, planning and operations. (Appendix A. Organizational Structure).

3.1 Institute Director

The Director is responsible for setting the research and academic direction of the Institute in consultation with the Governing Board and the Scientific Advisory Committee (SAC). The Director is accountable for creating and operationalizing the Institute’s business plan and reporting annually to the Governing Board. The Director is normally appointed for a five-year term. The Director’s term may be renewed following assessment of the performance of the Institute by the Governing Board and External Review Committee.

3.2 Governing Board

The Governing Board will steward the Institute’s strategic plan and report on its status, progress and plans to the HHS Board of Directors and Vice-President, Research, who will subsequently report to the University Planning Committee, Senate and Board of Governors. The Governing Board has final authority on the Institute and Director’s renewal, Institute strategic plan and financial reporting. The Governing Board is responsible for constituting an External Review Committee at least every five years, coincident with the final year of the Director’s term, and will meet with the Director at least annually. Decisions will be made by consensus.

Co-Chairs

Dean and Vice President, Faculty of Health Sciences or delegate (typically the Vice Dean, Research)
President and CEO, Hamilton Health Sciences or delegate (typically the Vice President, Research)

¹ <https://secretariat.mcmaster.ca/app/uploads/Governance-and-Review-of-Research-Institutes-Centres-and-Groups-Guidelines-for-the-pdf>

Membership

Vice President, Research, Hamilton Health Sciences

Vice Dean, Research, Faculty of Health Sciences, McMaster University

Vice President, Oncology, Juravinski Hospital and Cancer Centre, Hamilton Health Sciences

Chair, Department of Oncology, McMaster University

3.3 Executive Committee

The Executive Committee will steward the affairs of the Governing Board between meetings and ensure that the Governing Board is consulted as warranted on key decisions of the Institute. The Executive Committee is responsible for oversight of the Institute's strategic plan, operations and finance, and the ECRI Scientist membership and renewal process. The Executive Committee is chaired by the Director and is composed of leaders who represent the Institute in its research themes and operations (Appendix B). The Executive Committee meets at least semi-annually. Decisions will be made by consensus.

Membership

Director (Chair)

Director of Operations (Secretariat)

Chair, Department of Oncology

Lead, Translational Research Program

Lead, Clinical Trials Program

Lead, Quality Healthcare and Knowledge Translation Program

Scientist Representative

Associate Scientist Representative

Early Career Scientist Representative

3.4 External Review Committee

The External Review Committee will assess the performance of the Institute's Director and its scientific program. The Committee will review the Institute every five years or sooner at the request of the Governing Board. The Committee will submit their report in confidence to the Governing Board.

Membership

Membership will be determined by the Governing Board at the recommendation of the Director. It will consider the aspirations of the Institute and the availability of funds to support the review. The External Review Committee will generally comprise three high caliber scholars with an international perspective, who must be arm's length from the Institute. At least one member shall be external to the McMaster community.

3.5 Scientific Advisory Committee

The mandate of the SAC is to provide objective advice and guidance to the Director and Executive Committee regarding scientific and scholarly priorities and direction for the Institute. The SAC will meet regularly, at least once annually.

Membership

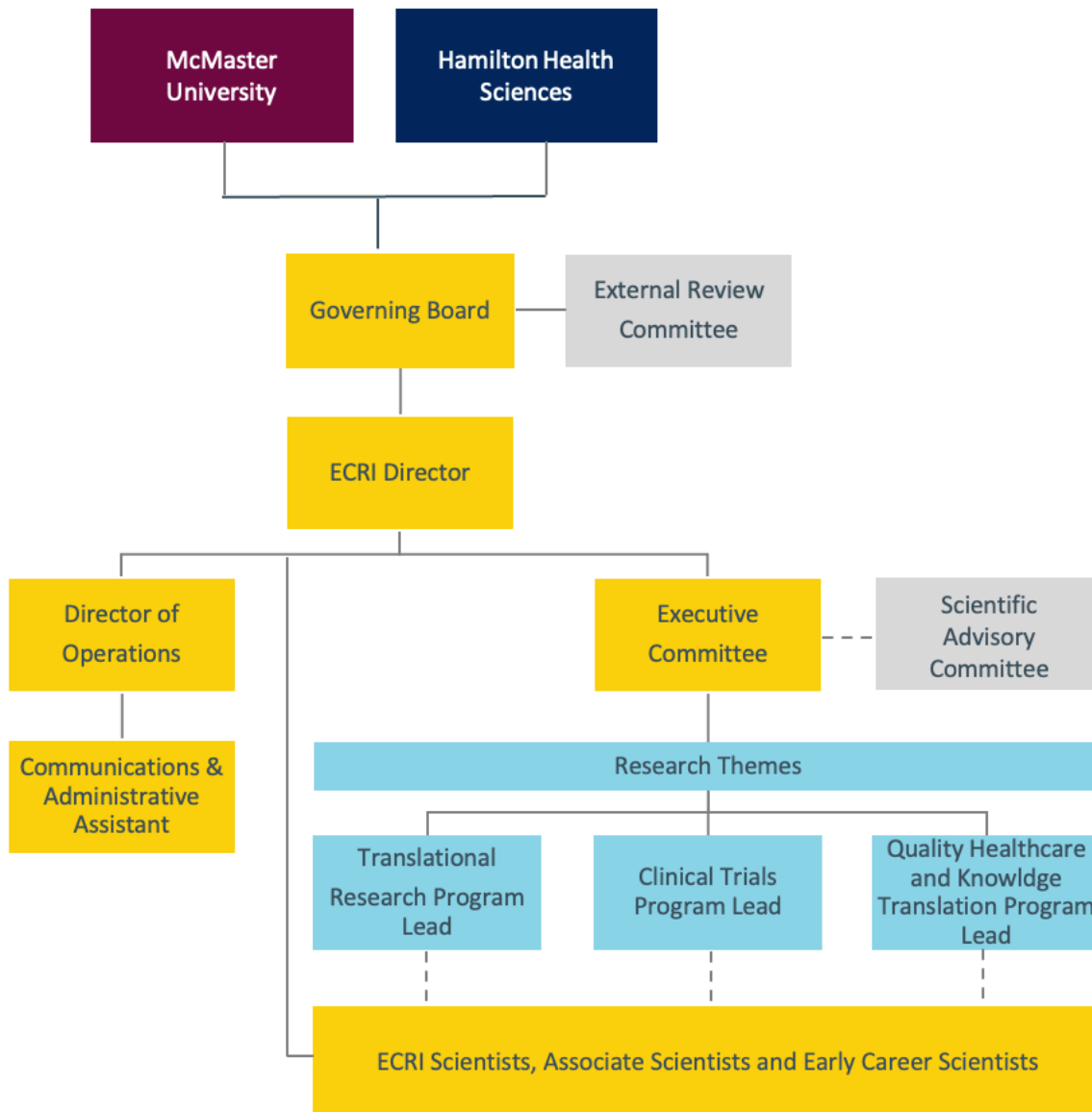
Membership will be determined by the Institute Director in consultation with the Executive Committee and will be guided by principles of diversity, national and international perspectives and key research themes, priorities and aspirations of the Institute. The SAC will serve as external advisors to ECRI and are not decision-makers.

4.0 Scientist Membership

The ECRI Scientist Membership process supports the breadth and depth of ECRI's research by ensuring a cadre of highly qualified individuals with established or plans to establish independent research programs, a commitment to collaboration and collegial exchange of ideas, and support of mentorship and building the next generation of researchers.

The three Membership types include: Scientist, Associate Scientist and Early Career Scientist. To foster collaboration and exchange, Scientists are designated to a primary research theme, and may have secondary research theme designations. All Membership applications and renewals are reviewed and approved by the Executive Committee (see ECRI Scientist Membership Policy).

APPENDIX A. Organizational Structure



APPENDIX B. ECRI Research Themes and Platform Structure

