

Terms of Reference

Implementation Committee - Open Scholarship Framework at SFU

1. Introduction

The Institute for Neuroscience and Neurotechnology (INN) is leading the implementation of SFU's Open Science and Open Scholarship Principles by working with experts and growing the open scholarship community at SFU. The Implementation Committee will work together with the Open Scholarship Framework leaders to advise on and carry out an implementation plan to support SFU faculty, staff and students in integrating open scholarship practices into their projects from start to finish.

2. Committee Membership

The Committee will consist initially of six members from across SFU, with the goal of expanding to 16 members by January 2026. The Committee will be chaired by the lead of the Open Scholarship Framework and will also include the Open Science Community Manager. The remaining 14 members will strive to include one member from each Faculty, and members from relevant stakeholder groups including, but not limited to, Library, Research Ethics Board, IT, and the Office of the Vice-President, Research and Innovation. Members will span the whole range of roles in the SFU community (students, faculty and staff), with expertise in various aspects of research including, but not limited to, open access, intellectual property, data governance, and collaboration. The members are appointed based on their knowledge and experience in these areas but, most importantly, on their community leadership skills.

3. Committee Objectives

The goal of the Implementation Committee is to advise on and carry out the implementation of the Open Scholarship Principles in their relevant areas. They will leverage their knowledge about their own communities and disciplines to tailor the implementation of the Open Scholarship principles and advise on strategies to support their community's needs. Committee members contributions will be to:

- advocate for and be an early adopter of the Open Scholarship principles;
- co-design the implementation goals and roadmap based on their area's needs and opportunities;
- advise on infrastructure changes needed to allow an open scholarship culture to emerge, including fundraising, community strategies and policy making;
- help articulate sub-committees of culture change (composed of students, faculty and staff), which will promote events, workshops, community projects in general, and dialogues for policy changes within their areas;

- establish continuous engagement with external partners, other institutions, funding agencies, and stakeholders; and
- advise on budget allocation.

4. Membership Commitment

Members are expected to serve on the committee between one to three years. An initial onboarding process will inform them on the open scholarship landscape at SFU and globally, and set the initial goals for the whole committee. Group meetings will be held online once per term with a duration of 90 minutes, with asynchronous work and communication between meetings as needed. Individual meetings with the Open Scholarship initiative representatives will also be scheduled as needed.

5. Reporting

Summary reports of each meeting will be created by the Committee chair and Open Science Community Manager and shared with the INN executive. Summary reports of initiative activities will also be shared with the INN executive at the end of each academic term.