



training a new generation of researchers
in gastroenterology and liver

former une nouvelle génération de
chercheurs en gastro-entérologie et foie

Evaluation Committee Terms of Reference



Guiding Principles

All of TRIANGLE's work is guided by these principles:

- Grounding in justice, equity, diversity, and inclusion best practices
- National representation
- Interdisciplinarity
- Awardee representation and leadership
- Patient and family engagement
- Embracing Indigenous ways of knowing, doing, and promoting health and well being
- Representation across the four CIHR pillars of research and the GI and liver research communities

1 Purpose

The Evaluation Committee supports the TRIANGLE program, which aims to help awardees:

- Make significant contributions to advancing knowledge about the role of the gut and/or liver in health and disease.
- Gain proficiency in a range of cutting-edge research methods and scientific inquiry techniques.
- Receive comprehensive, value-added training that equips them with transferable professional skills necessary to succeed in diverse gastroenterology and hepatology careers, such as in academia, medicine, communications, industry, policy, and management.
- Build an inclusive, diverse, and engaged TRIANGLE community that promotes the success of awardees, offering support, mentorship, access to research and professional networks, and opportunities for community building.

The purpose of the Evaluation Committee is to lead the effective evaluation of TRIANGLE programs, processes, and policies, promote our continuous improvement, and help ensure the achievement of our purpose by

- Supporting TRIANGLE leadership, advisory, and faculty-led committees in defining and implementing a coordinated evaluation strategy for the program, policies, processes, people, etc.
- Ensuring that TRIANGLE committees are embedding evaluation best-practices into their regular activities and assessments
- Collaborating with other Health Research Training Platforms on evaluating the success of the group of HRTPs to which TRIANGLE belongs
- Keeping up-to-date on and sharing with the TRIANGLE community evaluation best practices and technologies that support our evaluation goals
- Responsibly making use of funding provided by TRIANGLE and/or our partner organizations



- Grounding evaluation in patient perspectives and best practices of equity, diversity, indigeneity, inclusion, and accessibility

2 Members

The Evaluation Committee shall consist of, at minimum, 2 members. Members should include the following, and one person may fill more than one of these roles simultaneously:

- one or more faculty Chairs/Co-Chairs with expertise in evaluation research and/or education program evaluation
- the previous committee Chair (during the first year of a new Chair's term)
- a TRIANGLE awardee at the PhD, fellowship or ECR stage of their career
- a patient representative*
- Program Manager
- A diversity of lived experiences, which may include but is not limited to:
 - Race and/or ethnicity (with a particular emphasis on including Black and Indigenous TRIANGLE members on the committee)
 - Sex, gender, and/or orientation
 - Disability
 - Socioeconomic status
 - First generation student status
 - Career and/or training stage
 - Age
 - Geography
- Representation across:
 - GI and liver
 - Clinicians and scientists
 - Fundamental and clinical research

* Should a patient representative not be available to serve on the committee, the committee can instead coordinate regular consultation with the Patient Advisory Group.

3 Length of Tenure

Chair/Co-Chairs: The term of the Evaluation Chair/Co-Chairs is three years, with two years serving as Chair and one year serving as Past Chair to support the new Chair.

Members: Appointed members of the committee will remain on this committee for a term of two (2) years. All members will be eligible for reappointment for the term immediately following their tenure.

Membership Approval: Chairs are free to choose their own committee members and can request help with recruitment from the Program Manager and the Program Co-



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Leads. The TRIANGLE steering committee will review committee composition annually to ensure that they meet, as much as possible, the membership guidelines above.

As TRIANGLE is a volunteer network, there are no honoraria or stipends associated with this position. TRIANGLE will however reimburse any travel expenses for TRIANGLE events.

4 Function of the Committee

Chair/Co-Chairs

- Lead and oversee, with the support of the Program Manager and other committee members, the development and implementation of TRIANGLE's evaluation priorities, policies, and processes
- Act as an evaluation resource and champion to other TRIANGLE committees as they are developing and evaluating their programs, or delegate other members of the committee to do so
- Create and submit an annual evaluation plan and budget to the TRIANGLE co-leads for approval (generally within four weeks of the TRIANGLE Annual Summit)
- Contribute, as required, to grants, publications, or reports authored by TRIANGLE members for the purposes of securing additional funding, reputation, reach, or support for the program

Members (Including Chair)

- Participate in quarterly virtual meetings to move forward on the above goals and keep the TRIANGLE co-leads informed about the committee's goals and accomplishments
- Attend the Annual Summit each year, at which members of the committee must hold an in-person planning meeting, consult with the TRIANGLE community about our evaluation needs and priorities, and participate in the TRIANGLE Annual General Meeting
- Ensure that their information remains updated on the listing of all TRIANGLE committees and their members

5 Meetings of the Committee

- a) Quarterly (at minimum) virtual meetings
- b) Ad hoc meetings as needed
- c) In-person review and planning meeting at the TRIANGLE Annual Summit (February/March)

6 Process for Amendment



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An amendment to this document requires a notice of motion by the TRIANGLE Steering Committee. The amendment will be voted on and will require support from the majority of members in attendance.