

## **Committee and Faculty Role Time Commitments**

The following provides an approximation of the time commitment required for faculty involvement in the identified IMS committees/faculty roles.

For further information, please contact the IMS Staff mentioned.

### **Admissions Committee**

- 8 yearly meetings, each 1.5-2 hours, and for each meeting, reviewers are requested to review 4-6 applications (which is another 1 hours/meeting on average).
- For more information, please contact [Hazel Pollard](#)

### **Appointments/Membership Committee**

- 3-4 yearly meetings, each 2-3 hours in length. Reviewers are requested to review 5-9 applications (on average)
- For more information, please contact [Alicia Sam](#)

### **Awards Committee (Adjudicator)**

- Award review time varies per award but on average reviewers spend 1 -2 hours reviewing applications per competition
- For more information, please contact [Alicia Sam](#) or [Joanne Lee](#)

### **Career Mentorship Program (Mentor)**

- 1 hour per month between November – April, totalling 6 hours
- For more information, please contact [Sarah Topa](#)

### **Curriculum Committee**

- 20 hours/year, on average
- For more information, please contact [Sobiga Vyravanathan](#)

### **Equity, Diversity and Inclusion (EDI) Committee**

- 3 large yearly meetings, 1 hr in length (every quarter from September-March); Smaller working group meetings occur monthly
- For more information, please contact [Alicia Sam](#)

**IMS Course Lecturer**

- This is dependant on the number of lectures being taught. Lecturers can expect to spend 5 hours/lecture, on average
- For more information, please contact [Hazel Pollard](#)

**IMS Scientific Day Poster Judge**

- Judges are requested to dedicate 2 hours to this role on Scientific Day
- For more information, please contact [Sobiga Vyravanathan](#)

**Student, Staff, Alumni and Faculty Engagement (SAFE) Committee**

- 1-2 hours a month between September – April, totalling 8-16 hours
- For more information, please contact [Sarah Topa](#)

**Student Recruitment Committee**

- Average of 1-2 hours per month, yearly, totalling 12-24 hrs
- For more information, please contact [Sarah Topa](#)

**Summer Undergraduate Research Program (SURP) Supervisor**

- The number of hours may vary per supervisor. However, supervisors are responsible for providing support to their student's research project (students should be working on their projects for ~420 hours)
- For more information, please contact [Sobiga Vyravanathan](#)

**Summer Undergraduate Research Program (SURP) Research Day Judge**

- Judges are requested to dedicate 2 hours to this role on Research Day
- For more information, please contact [Sobiga Vyravanathan](#)

**Summer Undergraduate Research Program (SURP) Seminar Speaker**

- Speakers are requested to dedicate 1.5 hours to this role on Research Day
- For more information, please contact [Sobiga Vyravanathan](#)