

RESEARCH COMMITTEE TERMS OF REFERENCE



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1 ESTABLISHMENT

This Committee is a sub-committee of Academic Board and will provide reports, recommendations and/or advice to Academic Board, the Vice-President (Research), and the Dean School of Graduate Research.

2 FUNCTIONS AND RESPONSIBILITIES

This Committee is responsible for the University's research priorities and the development and support of the research training environment.

This Committee's functions and responsibilities are to:

- 2.1 Advise and report to Academic Board and the Vice-President (Research) on research priorities for the University, as informed by and informing the evolving University Strategic Plan, including recommendations in areas such as:
 - research synergies and themes
 - research excellence, concentration and focus
 - recruitment of research personnel
 - research investment
 - alignment with coursework program areas, and

- research engagement relationships with external stakeholders.
- 2.2 Advise and report to Academic Board and the Vice-President (Research) on:
- research infrastructure needs and priorities for the University
 - initiatives and programs which will develop and promote research integrity and the conduct of quality research in a scholarly environment in accordance with the University's [Code of Conduct for Research](#)
 - resolution of allegations of breaches of the [Australian Code for the Responsible Conduct of Research](#)
 - monitoring on the use of human subjects and the care and use of animals by university employees and research students to ensure ethical conduct of research and responsible research practice
 - initiatives and programs that will develop and promote the up-skilling and training of university employees engaged in research and supervision of research trainees, including fostering and delivering training in the successful management of research partnerships
 - monitoring, promoting and fostering the work of Research Centres, Institutes and Research Higher Degree Academies
 - the principles and procedures governing the conduct of all contract and collaborative research including the identification, ownership, management and protection of University intellectual property, licensing, joint ventures and other commercial arrangements.
- 2.3 Advise and report to Academic Board and the Dean School of Graduate Research on:
- matters of research integrity and misconduct by research higher degree candidates
 - strategic and resource issues affecting research higher degree activities, including allocation of scholarships, supervision capacity and quality, access to university infrastructure, and changes in the competitive, regulatory and funding environment for Australian research training.
- 2.4 Review goals and monitor implementation of the research component of the University's strategic and operational plans.
- 2.5 Monitor institutional statistics and data analysis, statistical projections, modelling and relevant analysis related to research matters and provide advice to Academic Board and the Vice-President (Research).
- 2.6 Monitor and review benchmarking relevant to research within the University and sector and suggest opportunities for further benchmarking.
- 2.7 Advise and report to the Vice-President (Research) on principles and practices to govern the disbursement and/or award of untied research funds, both internally and externally generated, accountability requirements, mechanisms for the use of such funds, and methods to quantify outcomes from such disbursement/award.
- 2.8 Develop and review policies and practices to improve the quality, impact and quantity of research activity and research training, monitor implementation and evaluate outcomes.
- 2.9 Consider other such matters pertaining to research as may be referred and directed by Academic Board, the Vice-Chancellor and President, or submitted by Vice-Presidents, Deputy Vice-Presidents, and Deans of School.
- 2.10 Monitor the research and research training environments to ensure compliance with the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) (Cwlth), particularly in relation to Research and Research Training (Section 4) and Institutional Quality Assurance (Section 5).
- 2.11 Review and approve course rules for research higher degrees and research preparatory programs.

3 RESERVED AUTHORITIES

The University Council reserves the authority to approve policy documents regarding the establishment and disestablishment of Research Institutes and Centres, intellectual property and moral rights, on recommendation by Academic Board.

4 DELEGATED AUTHORITIES

Academic Board has delegated to this Committee the authority to:

- designate, support and review identified areas of research concentration, strength, excellence and focus, and report on these to Academic Board
- develop mechanisms to monitor and evaluate research activities in the context of resourcing, support and performance across the University, including research higher degree outcomes, and
- approve and expire policy documents relating to research and research higher degree matters, including course rules.

5 REFERRAL OF MATTERS

This Committee may refer any item to Academic Board for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

6 SUB-COMMITTEES

This Committee may establish standing or ad hoc sub-committees and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. The terms of reference of any sub-committee which has a role in the University's academic governance processes must be approved by Academic Board. This Committee may co-opt employees to serve on its sub-committees and/or working parties.

This Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

This Committee shall have the following sub-committees:

- Animal Ethics Committee
- Human Research Ethics Committee
- Institutional Biosafety Committee.

7 MEMBERSHIP AND TERMS OF OFFICE

This Committee shall comprise:

Ex-officio members:

- Vice-President (Research)
- Dean School of Graduate Research
- Deputy Deans (Research)
- Director Office of Research
- Chair, Animal Research Ethics Committee
- Chair, Human Research Ethics Committee
- Chair, Institutional Biosafety Committee
- Coordinator Research Higher Degrees.

Nominated members:

- one representative of the Student Representative Council, who is an enrolled research higher degree student, nominated by the Student Representative Council
- one Director of Research Institutes and Centres, nominated by the Vice-President (Research).

Elected members:

- two research active academic employees,¹ at least one of which must be a registered research supervisor
- one research active academic employee who meets the criteria as an early-career researcher,² as defined by the [Australian Research Council](#)
- one Indigenous researcher, elected by research active Indigenous academic employee, as identified in the University's human resources system.

Co-opted members:

- Such other members as co-opted by the Chair to provide input into particular matters and to ensure representation consistent with the committee's responsibilities.

All members are expected to represent their full constituency and maintain effective communications between their organisational area and the Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Terms of office

Ex-officio members shall serve for the duration of their appointment. Ex-officio members may send a nominee when unable to attend meetings, or nominate a standing nominee subject to approval by the Chair.

Elected and nominated employee members shall serve for a term of two years. To ensure continuity of operations, one half of the elected members shall initially serve for a term of one year, with all elected members subsequently serving for a term of two years.

The student member shall serve for a term of one year and may serve no more than two consecutive terms on the Committee. To retain membership, the student member must maintain their enrolment with the University.

Leave of absence

Where a member is aware that they will be absent from the University and unable to attend Committee meetings for an extended period, the member may apply to the Chair for leave of absence for the period. For the purpose of calculating membership and quorum, the membership will be reduced by the number of members on approved leave of absence at the time of the meeting.

8 ADVISERS ON INTEGRITY AND PRACTICE IN RESEARCH

Consistent with section 3.38 of the [Code of Conduct for Research](#) each Committee member, excluding the student member, is designated as a University adviser on integrity in research. Members are required to be knowledgeable of the Code of Conduct for Research, the relevant University policies and procedures, and be able to provide accurate advice to direct members of the University community concerning proper research practices, legislative requirements and issues concerning research misconduct.

9 RIGHTS OF AUDIENCE AND DEBATE

This Committee may extend rights of audience and debate on a standing or ad hoc basis.

Those holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at meetings:

- Vice-Chancellor and President
- Vice-Presidents
- Deputy Vice-Presidents

¹ A 'research active academic employee' is defined as someone whose academic profile is 'Teaching and Research', 'Research Focused', 'Research Intensive', or as someone who is a research only staff member.

² Employees nominating for this category will be required to self-identify that they meet the defined early career researcher profile.

- President Academic Board
- Academic Board members
- Deans and Associate Dean
- Directors of Research Centres and Institutes
- Manager Research Performance and Analytics
- Manager Library Information and Research Services
- Secretary Academic Board.

Employees and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

10 OBSERVERS

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

11 CHAIR AND DEPUTY CHAIR

The Chair shall be the Vice-President (Research).

The Deputy Chair shall be the Dean School of Graduate Research.

The Chair shall nominate an alternate Chair if the Chair and Deputy Chair are unable to attend a scheduled meeting.

12 SECRETARY

The Director Governance shall nominate the Secretary.

13 EXECUTIVE COMMITTEE

This Committee shall have an executive committee, empowered to act between meetings where urgent business arises, and to form ad hoc sub-committees if required. Executive Committee decisions will be reported to this Committee at its next scheduled meeting.

The Executive Committee shall comprise:

- Vice-President (Research)
- Dean School of Graduate Research
- one Committee member, determined by the Committee.

14 CASUAL VACANCIES

A casual vacancy for nominated members shall be filled in accordance with the original requirements.

A casual vacancy for elected members shall be filled in accordance with the [Election of Members to University Committees Procedure](#).

15 REMOVAL OF A MEMBER FROM OFFICE

This Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Executive Committee to have their membership reinstated.

16 QUORUM

The quorum for a committee meeting shall be 50% of the membership, plus one.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified by the Executive Committee or at the next Committee meeting before those decisions can be actioned.

17 CONFLICT OF INTEREST

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

18 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. This Committee shall meet as scheduled.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing (flying minute) to the Executive Committee and electronically approved by at least a quorum of Executive Committee members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

19 AGENDAS AND MINUTES

Agenda papers will be distributed at least three working days before the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

20 EVALUATION AND REVIEW

To ensure this Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to Academic Board, along with any information Academic Board requests to facilitate its review of this Committee's performance and its membership.

21 RELATED DOCUMENTS

[Australian Code for the Responsible Conduct of Research](#)

[Code of Conduct for Research](#)

[Election of Members to University Committees Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#) (CwIth)

22 FEEDBACK

Feedback about this document can be emailed to policy@cqu.edu.au.

23 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee	Research Committee
Administrator	Director Governance
Next Review Date	29/07/2023

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 06/05/1998
Amendment Authority and Date	Executive of Academic Board 23/05/2000; Executive of Academic Board 20/03/2006; Academic Board 30/05/2007; Academic Board 29/10/2008 (effective 01/01/2009); Academic Board 27/05/2009; Academic Board 02/06/2010; Standing Committee of Academic Board 25/11/2010; Standing Committee of Academic Board 15/02/2011; Pro Vice-Chancellor (Research) 14/11/2011; Executive Committee of Academic Board 20/12/2012; Executive Committee of Academic Board 27/09/2013; Academic Board 26/03/2014; Academic Board 20/12/2016; Position titles updated 15/06/2018; Academic Board 25/07/2018; Administrator Approved – Director, Governance 31/08/2018; Executive Academic Board 21/01/2020; Academic Board 29/07/2020; Director Governance 01/09/2020.
Notes	The Research Committee of Academic Board was re-named Research Committee on 26/03/2014. The research training and supervision responsibilities of the Research Higher Degrees Committee were transferred to this Committee on 29/07/2020.