

RESEARCH COMMITTEE TERMS OF REFERENCE



Contents

1	ESTABLISHMENT	1
2	FUNCTIONS AND RESPONSIBILITIES	1
3	DELEGATED AUTHORITIES	2
4	REFERRAL OF MATTERS.....	2
5	SUB-COMMITTEES.....	2
6	MEMBERSHIP AND TERMS OF OFFICE	3
7	ADVISERS ON INTEGRITY AND PRACTICE IN RESEARCH.....	3
8	RIGHTS OF AUDIENCE AND DEBATE	4
9	CHAIR AND DEPUTY CHAIR	4
10	SECRETARY	4
11	EXECUTIVE COMMITTEE	4
12	CASUAL VACANCIES	4
13	REMOVAL OF A MEMBER FROM OFFICE	4
14	QUORUM.....	4
15	CONFLICT OF INTEREST	5
16	MEETINGS	5
17	OBSERVERS AND VISITORS	5
18	AGENDAS AND MINUTES.....	5
19	EVALUATION AND REVIEW	5
20	FEEDBACK.....	5
21	APPROVAL AND REVIEW DETAILS.....	6

1 ESTABLISHMENT

The Research Committee is a sub-committee of Academic Board and will provide reports, recommendations and advice to Academic Board and the Deputy Vice-Chancellor (Research).

2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 Advise and report to the Deputy Vice-Chancellor (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
 - engagement relationships with external stakeholders.
- 2.2 Advise and report to the Deputy Vice-Chancellor (Research) on:
 - research infrastructure needs and priorities for the University

- initiatives and programs which will develop and promote the conduct of quality research in a scholarly environment
 - initiatives and programs that will develop and promote the up-skilling and training of university staff engaged in research
 - monitoring, promoting and fostering the work of Research Committees, Research Centres and Institutes
 - the principles governing the conduct of all contract and collaborative research including the protection of University intellectual property, licensing, joint ventures and other commercial arrangements.
- 2.3 Review goals and monitor implementation of the research component of the University's Strategic and Division Plans.
- 2.4 Monitor institutional statistics and data analysis, statistical projections, modelling and relevant analysis related to research matters and provide advice to Academic Board and the Deputy Vice-Chancellor (Research).
- 2.5 Monitor and review benchmarking relevant to research within the University and sector and suggest opportunities for further benchmarking.
- 2.6 Advise and report to the Deputy Vice-Chancellor (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.
- 2.7 Develop and review policies and practices to improve the quality, impact and quantity of research activity, monitor implementation and evaluate outcomes.
- 2.8 The Committee will consider other such matters pertaining to research as may be referred and directed by Academic Board, the Vice-Chancellor and President, or submitted by Deputy Vice-Chancellors, Pro Vice-Chancellors, and Deans of School.

3 DELEGATED AUTHORITIES

Academic Board has delegated to the 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 all policy documents which are considered within its Terms of Reference.

4 REFERRAL OF MATTERS

The 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.

5 SUB-COMMITTEES

The 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. The Committee may co-opt staff to serve on its sub-committees and/or working parties.

The 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.

The Committee shall have the following standing sub-committees:

- Human Research Ethics Committee

- Animal Ethics Committee
- Institutional Biosafety Committee.

6 MEMBERSHIP AND TERMS OF OFFICE

The Committee shall comprise:

Ex-officio members:

- Deputy Vice-Chancellor (Research) (Chair)
- Deputy Deans (Research) (one from each School)
- Dean of Graduate Studies
- Director, Office of Research
- Chair, Animal Research Ethics Committee
- Chair, Human Research Ethics Committee.

Elected members:

- Two research active academic staff within the following categories, elected by and from academic staff of the University, who have a term of research-relevant employment within the University. Representatives shall be on fractional or full-time appointments of 0.5 or above with a contract that runs for at least as long as the term of office (unless in exceptional circumstances by special application to the Deputy Vice-Chancellor (Research):
 - One early-career researcher
 - One representative from areas of the University not specified elsewhere
- One enrolled postgraduate research student, elected by enrolled postgraduate research students
- One Indigenous researcher, elected by research active Indigenous academic staff
- One Director of a Research Institute or Centre, elected by Directors of Research Institutes and Centres

Co-opted members:

- Chair, Institutional Biosafety Committee
- As relevant to the Committee, such other members as co-opted by the Chair in order to ensure representation consistent with the committee's responsibilities.

All members are expected to represent their full constituency and maintain effective communications between their school/division/unit and the Committee, as appropriate.

Ex-officio members may send a nominee when unable to attend a meeting, or nominate a standing nominee.

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

To ensure continuity of Committee operations, the term of office of one half of the elected members shall conclude each year, providing a rolling membership.

The Committee's membership must include appropriate gender representation.

7 ADVISERS ON INTEGRITY AND PRACTICE IN RESEARCH

Consistent with section 10 of the [Code of Conduct for Research](#) each Committee 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.

8 RIGHTS OF AUDIENCE AND DEBATE

The 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's Advisory Committee members
- Deputy Director, IT and Library Services

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

9 CHAIR AND DEPUTY CHAIR

The Chair shall be the Deputy Vice-Chancellor (Research).

The Deputy Chair shall be appointed by election by and from the Committee members. The Deputy Chair shall serve for a term of two years.

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

10 SECRETARY

The Director, Governance shall nominate the Secretary.

11 EXECUTIVE COMMITTEE

The 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:

- Deputy Vice-Chancellor (Research)
- Deputy Chair
- One Committee member, nominated by the Committee.

12 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the Election of Members to University Committees Procedure.

13 REMOVAL OF A MEMBER FROM OFFICE

The 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.

14 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.

15 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](#).

16 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. The Committee shall determine its meeting schedule annually in advance and meet as scheduled.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and physically or electronically signed by at least a quorum of 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.

17 OBSERVERS AND VISITORS

Observers and visitors must have received the Chair's prior permission to attend meetings, and must leave the meeting if any matters are to be considered in closed session.

18 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed three working days before the meeting, via the Committee Portal. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online 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.

19 EVALUATION AND REVIEW

To ensure the 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 the Academic Board requests to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to Academic Board.

20 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

21 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Research Committee
Administrator	Director, Governance
Next Review Date	20/12/2018

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.
Notes	This Committee was formerly known as the Research Committee of Academic Board (26/03/2014).