

AUTHORITY

AUTHORITY	Council
PARENT BODY	Research Committee
SUBCOMMITTEES	N/A
RELATED COMMITTEE(S) REPORTING OPERATION	Ongoing
LAST REVIEWED	13 November 2024
EXECUTIVE OFFICER	<i>[College Research Committee] Executive Officer</i>
PURPOSE	The College Research Committees are responsible for developing, implementing, monitoring and reviewing research development and support strategies at the College level, which align with the University's Strategic Plan and Research Support Plan and contribute to the achievement of College and University research targets.

TERMS OF REFERENCE**RESPONSIBILITIES**

1. The Committee will set the College research strategy and priorities, in alignment with the University's Strategic plan and Research Support Plan.
2. The Committee will develop the optimal structure for research activities within the College.
3. The Committee will monitor, develop and implement strategies aimed at achieving growth in research income, quality research outputs, and Higher Degree by Research (HDR) enrolments.
4. The Committee will establish and implement mechanisms to support the submission of high-quality grant applications, tenders and research outputs.
5. The Committee will analyse and monitor College level data on research income, outputs and impact, and provide advice to the College Leadership on strategies to meet University research targets.
6. The Committee will monitor and report on research ethics, compliance and integrity.
7. The Committee will develop and monitor research partnerships and engagement with external stakeholders including business, industry, government and non-government/community organisations.

8. The Committee will monitor and ensure high-quality research training experience, optimal industry engagement for HDR students and HDR growth.
9. The Committee will note and oversee the College's response to any compliance issues raised by the Institutional Biosafety Committee, Animal Ethics Committee and Human Research Ethics Committee.
10. The Committee will identify and develop strategies to support cross-College, transdisciplinary research opportunities where appropriate.
11. The Committee will develop and implement strategies for research translation and commercialisation where appropriate.
12. The Committee will contribute to research assessment and rankings exercises to produce the best results for the College and University.
13. In undertaking its role, the Committee:
 - will monitor and report material risks in relation to research and
 - may establish working parties to advise it on any matters within this Terms of Reference.

QUORUM

14. The quorum is half of the full membership plus one (1) ignoring any fraction.

PROCEDURES

15. The Agenda will be set in advance of the Committee meeting, by the Chair and the Executive Officer. Items for discussion may be submitted to the Executive Officer.
16. Papers are due to be submitted to the Executive Officer eight (8) days prior to the meeting.
17. Papers should be circulated to members one (1) week prior to the meeting, and late papers at least two (2) days prior.
18. Apologies must be tendered in writing to the Executive Officer as soon as practicable.
19. Meetings of the Committee are closed to non-members, except by special invitation from the Chair.

FREQUENCY OF MEETINGS

20. The Committee will meet quarterly as agreed with additional meetings upon the Chair's approval.
21. Urgent matters which fall outside of the agreed meeting cycle, and which are provided in writing to the Executive Officer, may, with the permission of the Chair, be referred for

out of session consideration via email. A quorate response must be received from the membership in addition to a majority vote for the matter to be determined.

REVIEW

22. The Committee will report to the next available Research Committee regarding key items addressed.
23. The Committee will report annually to the Research Committee on its own performance and provide assurance that it has discharged its delegated responsibilities under this Terms of Reference.

MEMBERSHIP

MEMBERSHIP REQUIREMENTS

24. The Committee will comprise those *ex officio* members specified in paragraph 28 and those appointed in paragraph 29 below.
25. Members are expected to:
 - a. act in the interests of the University as a whole;
 - b. contribute the time needed to understand the papers provided;
 - c. apply good analytical skills, objectivity and judgment; and
 - d. actively contribute to discussion during the meetings.
26. The Chair will provide ongoing mentoring and support for student members.
27. Proxies for *ex officio* members are allowed with the Chair's prior approval. However, unless they are formally acting in the *ex-officio* role, they will not have voting rights.

EX OFFICIO MEMBERS

28. The following persons will be *ex-officio* members of the Committee:
 - a. Dean (Research)
 - b. Heads, College Research Sections
 - c. Directors of University Research Institutes and Centres hosted by the College
 - d. College HDR Coordinator.

APPOINTED MEMBERS

29. The following persons will be members appointed by the College Dean (Research):
 - a. Higher Degrees by Research student representative
 - b. Early Career Researcher representative
 - c. Research Integrity Advisor
 - d. Other staff members as required to provide subject matter expertise as identified by the Dean (Research).

OBSERVERS

30. Observers for the Committee will be appointed by the College Dean (Research) to provide subject matter expertise as needed, but will not have voting rights.

CHAIR AND DEPUTY CHAIR

31. The Chair will be the College Dean (Research).
32. The Deputy Chair will be appointed from the membership by the College Dean (Research).
33. In the absence of the Chair or where the Chair is conflicted, the Deputy Chair will assume responsibility for managing the meeting or the individual item(s) as appropriate.

TERM OF OFFICE

34. Student member(s) will serve for a term of one (1) year.

DOCUMENT CONTROL	DATE	RATIONALE
v 1	13/11/24	Approved by Academic Senate at meeting 5/24.