

AUTHORITY

AUTHORITY	Council
PARENT BODY	Academic Senate
SUBCOMMITTEES	University Higher Degrees by Research Committee
RELATED COMMITTEE(S)	Education Committee, College Research Committees
REPORTING	Academic Senate
OPERATION	Ongoing
LAST REVIEWED	13 November 2024
EXECUTIVE OFFICER	Senior Governance Officer (Academic Senate) Contact: academic.senate@flinders.edu.au
PURPOSE	The purpose of the Research Committee is to develop the University's research strategies and Support Plan and review and monitor progress towards them. The Committee will ensure alignment of research undertakings with the strategies and monitor all aspects, including research and higher degrees by research quality and performance.

TERMS OF REFERENCE**RESPONSIBILITIES**

1. The Committee will develop the University's research strategies and Support Plan and review and monitor progress towards them.
2. The Committee will report on research quality, strategy and outcomes against benchmarks.
3. The Committee will oversee, monitor and report on research integrity.
4. The Committee will monitor and provide advice to the Academic Senate on the University's:
 - research performance
 - research policy framework and other relevant policies
 - research ethics and compliance.
5. The Committee will monitor, and where appropriate report on, the University's Higher Degrees by Research:
 - quality, standards and policy framework
 - participation, progress and completion of identified student equity groups.

6. The Committee will monitor the operation of the Colleges' Research Institutes and Centres through the review of their annual proformas.
7. The Committee will monitor the operation of the University's ethics committees through the review of their annual reports.
8. In undertaking its role, the Committee will identify and report material risks in relation to research strategy and quality.

QUORUM

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

PROCEDURES

10. The Agenda will be set three (3) weeks in advance of the Committee meeting, by the Chair and the Executive Officer. Items for discussion may be submitted to the Executive Officer.
11. Papers are due to be submitted to the Executive Officer two (2) weeks prior to the meeting.
12. Papers will be circulated to members one (1) week prior to the meeting, and late papers at least two (2) days prior.
13. Apologies must be tendered in writing to the Executive Officer as soon as practicable.
14. Meetings are hosted in person, with an online option available for those who are unable to attend in person but noting that attendance in person is encouraged. Those members attending online should advise the Executive Officer ahead of the meeting.
15. Meetings of the Committee are closed to non-members, except by special invitation from the Chair.

FREQUENCY OF MEETINGS

16. The Committee will meet four (4) times per year as agreed, with additional meetings upon the Chair's approval.
17. 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. A quorate response must be received from the membership in addition to a majority vote for the matter to be determined.

REVIEW

18. The Committee will report to the next available Academic Senate meeting regarding key items addressed.
19. The Committee will report annually to the Academic Senate on its own performance and provide assurance that it has discharged its delegated responsibilities under these Terms of Reference.

MEMBERSHIP

MEMBERSHIP REQUIREMENTS

20. The Committee will comprise thirteen (13) *ex officio* members specified in paragraph 24 below and two (2) appointed HDR student members specified in paragraph 25 below.
21. 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.
22. The Chair will provide ongoing mentoring and support for student members.
23. 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

24. The following persons will be *ex-officio* members of the Committee:
 - a. Deputy Vice-Chancellor (Research)
 - b. Pro Vice-Chancellor (Indigenous) or delegate
 - c. Pro Vice-Chancellor (Research Enterprise and Infrastructure)
 - d. Pro Vice-Chancellor (Research Performance and Impact)
 - e. Pro Vice-Chancellor (Research Training and Capabilities) and Dean of Graduate Research or delegate
 - f. Vice-President and Pro Vice-Chancellor (International) or delegate
 - g. Dean (Research) from each College
 - h. Chief Research Development Officer.

APPOINTED STUDENT MEMBERS

25. The appointment of the two (2) HDR student members will be by the Chair, following their nomination by the Student President in consultation with the Manager, FUSA Student Experience and Management.
26. The term of the HDR student members will be for one (1) year and be from 1 January to 31 December.

OBSERVERS

27. The following persons will ordinarily be observers for the Committee who provide subject matter expertise upon request but who do not have voting rights:
- a. Chair, Academic Senate
 - b. Research Lead, Indigenous Research Strategy
 - c. Director, Library Services
 - d. Associate Director, IDS Research Engagement and Success
 - e. IDS Research Data and Analytics Partner.

CHAIR

28. The Chair will be the Deputy Vice-Chancellor (Research).
29. In the absence of the Chair, the Acting Deputy Vice Chancellor (Research) will assume responsibility for managing the meeting.

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