

## Research Committee

The Research Committee (RC) is a committee of the University's Academic Board.

### Terms of Reference

#### 1. Purpose

RC has broad responsibility for the enhancement across the University of research which is of high quality, innovative, and has engagement with and impact on relevant communities.

#### 2. Responsibilities

- a) Provide advice on the development of the University's Strategic Research Plan, and monitor the effectiveness of the Plan's implementation.
- b) Receive, consider and respond to any matter referred to it by Academic Board on the development of recommendations, policy and procedures relating to research.
- c) Facilitate the exchange and dissemination of information of substantial importance to the University's research performance.
- d) Receive, consider and respond to reports from, and provide advice to, the Deputy Vice-Chancellor (Research and Innovation), School boards, relevant School committees, research entities, Research Services, and any other relevant bodies on all aspects of research.
- e) Provide advice to Academic Board in relation to developments in research and research assessment, including relevant national codes of conduct in research, and recommend changes to reflect best practice.
- f) Provide guidance to Academic Board on the provision of opportunities for the enhancement of the research capability and performance of our researchers.

#### 3. Composition of Research Committee

##### Ex officio members

Chair, Research Committee  
Chair, Academic Board or nominee  
Deputy Vice-Chancellor (Research and Innovation) or nominee  
Chair, Research Higher Degrees Committee  
Dean, Graduate Research School  
Associate Deans (Research)  
Director, Research Innovation and Enterprise, or nominee  
Director, Library and Learning Spaces  
Chair, eResearch Advisory Committee

##### Elected members

Two directors/co-directors of University research centres (elected from within their cohort)  
One higher education academic (levels A - C)  
One member of the professoriate (levels D - E)

One member of the TAFE delivery team  
One Federation University Australia higher degree research (HDR) student

### **Co-opted members**

The committee may co-opt any member of the University community or an external expert where particular expertise or insights are required. The term of their appointment will be determined by the committee when appointed, and they can be re-appointed.

## **4. Appointment of Chair and Deputy Chair**

### a) Chair

The Chair of the committee will be appointed for a period of two years by Council on the recommendation of the Chair of Academic Board, with a maximum of three consecutive terms. The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

### b) Deputy Chair

The committee will elect a Deputy Chair from its members at its first meeting each year for a one-year term. The Deputy Chair will take on the role in addition to their current position on the committee which will not fall vacant due to their election. The Deputy Chair is eligible to stand for re-election at the end of their term, for a maximum of three consecutive terms.

## **5. Elections**

a) Elections for positions on the committee are conducted in accordance with Statute 7 of the University's Statutes and Regulations.

b) The election amongst members for the Deputy Chair role is conducted in accordance with Statute 7.2 of the University's Statutes and Regulations.

## **6. Terms of office**

a) Ex officio members hold office by right of the position they hold in the University.

b) Elected staff members hold office for a term of two-years, with a maximum of three consecutive terms.

c) Elected student members hold office for a period of one or two years (aligning with the current term of office for students elected to Student Senate) with a maximum of two terms.

d) Where an elected member of the committee ceases to meet the eligibility criteria for their appointment, their membership on the committee will cease and a casual vacancy will be created.

e) Co-opted members hold office for a term determined by the committee at the time of appointment.

## **7. Removal and resignation of members**

a) Where a non ex officio member expects to be absent for three or more meetings in a year, they must resign from their position by writing to the Chair. Leave of absence may be granted at the discretion of the Chair, if requested.

b) The committee may remove any non ex officio member from office if:

- they fail to attend three meetings without the approval of the Chair;
- their performance on the committee is considered by the committee to be unsatisfactory;
- they are found to have engaged in misconduct of a serious or recurrent nature.

c) A non ex officio member may resign from the committee by tendering their resignation in writing to the Chair.

- d) The Chair may resign from the committee by tendering their resignation in writing to the Chair of Academic Board.
- e) Any vacancy on the committee will be filled according to the procedure for filling casual vacancies, except in the case of a member's term of office expiring.
- f) A vacancy which arises for any reason other than the expiration of a term of office, will be called a casual vacancy.

## **8. Filling casual vacancies**

- a) An election will be held to fill any casual vacancy for the remainder of the term of office.
- b) If the casual vacancy occurs within three months of a member's term of office expiring, the position may be left vacant for the remainder of the term.
- c) Members elected to fill a casual vacancy will assume office at the next committee meeting.

## **9. Working parties**

The Chair of the committee may establish working parties of an ad hoc nature and direct inquiries to any element of the University to fulfil their purpose. Membership of the working party can be drawn from within the committee and/or outside of the committee

## **10. Meetings**

Meetings will comply with the Standing Orders of Academic Board.

## **11. Related documents**

Standing Orders of Academic Board (pdf, 177 kb)

Federation University Australia [Statute 2.2 Academic Board](#) (pdf, 32kb)

Federation University Australia [Regulation 2.2.2 Academic Board](#) (pdf, 37kb)

Federation University Australia [Statute 1.3 Meetings](#) (pdf, 10kb)

### **For further information**

Academic Secretariat | Email: [academic.secretariat@federation.edu.au](mailto:academic.secretariat@federation.edu.au)

URL: <http://federation.edu.au/staff/governance/academic-board>