

# Research Committee

## Charter

This Charter sets out the functions and responsibilities of the Research Committee, the responsibilities of its members, and provides details about its membership and operation.

### Purpose

The Research Committee (“the Committee”) is a standing committee of the Academic Board responsible for research and research training quality matters.

### Functions

The functions of the Research Committee are to:

- provide strategic advice to Academic Board on the quality of research and research training within the University;
- assure sustainable, high research standards;
- support the strategic directions of the University with respect to matters of research, research training and innovation;
- review and monitor the implementation of policy and procedures on research and research training to assure quality, and
- ensure compliance with relevant legislation and regulatory requirements including sector-recognised codes for the conduct of research activities.

To carry out its functions and duties, the Committee is authorised to:

- establish ad hoc sub-committees and working groups to address a specific problem or produce specific deliverables; and
- request from the University through the Academic Board reasonable resources to undertake its functions and duties.

Sub-committees and working parties will report to the Committee and, through the Committee, to the Academic Board.

### Responsibilities

The Research Committee is responsible for —

- developing, implementing and monitoring a research and research training quality assurance framework that includes onshore and international research partnerships and third-party providers;
- maintaining a systematic overview of the quality of the University's research and research training;
- providing recommendations to the Academic Board on standards and measures of quality of research and research training across all locations (including onshore and international research partnerships and third-party providers) and on the outcomes of student surveys relevant to research;
- monitoring risks and mitigation strategies associated with the quality of research and research training across all locations including onshore and international partnerships and third-party providers;
- guiding the development and implementation of the University's strategic research priorities and objectives and monitoring the University's research output to assure quality consistent with the University's research and innovation strategy;
- reviewing regular reports on ethics and research integrity and research misconduct including

allegations of misconduct, misrepresentation, fabrication, cheating, plagiarism, and the misuse of intellectual property across all locations;

- monitoring and assuring research and research training related policy documents, monitoring implementation and evaluating outcomes in relation to—
  - the awarding of grades, assessment, benchmarking, training resources, educational support, work and research integrated learning opportunities, and other aspects of research training;
  - continuous improvement of research training quality;
  - management processes associated with student complaints, grievances and appeals relating to research training, and
  - research integrity and research misconduct;
- assuring the quality of research-related workplace placements in all locations including onshore and international research partnerships;
- requiring the provision of reports on legislation, government policy, and trends relevant to research and research training (onshore and international) to inform University strategy, priorities and policy, and contribute to sector developments through consultation with relevant stakeholders;
- reviewing, monitoring and quality assuring the outcomes of internal audits of compliance with regulatory requirements and discussing, noting and actioning as required the outcomes of external audits by research granting bodies and by TEQSA in relation to provider registration that relate to research and research training (onshore and international); and
- considering and reporting on any matter referred to it by the Academic Board or the Vice-Chancellor.

## **Membership**

The membership of the Committee comprises ex-officio, elected and co-opted members.

### Ex officio members

- Chair: A nominee of the Pro Vice-Chancellor Research
- Chair, Academic Board, or nominee
- Dean, Graduate Research
- Director, Research and Innovation
- One Director from each Research Centre
- Associate Deputy Vice-Chancellor Reconciliation, or nominee
- Pro Vice-Chancellors and Executive Deans of Institutes (three), or nominees
- Executive Director, Global, or nominee
- Director, University Library, or nominee.
- One early career researcher (ECR) nominated by the Pro Vice-Chancellor Research

### Elected members

- one higher education academic staff member (Level A-E)
- one higher education academic staff member (Level D-E)
- one TAFE staff member (optional)
- one general/professional staff member
- one Higher Degree by Research student

### Co-opted members

- up to four members co-opted by the Committee

## **Appointment of Chair**

The Chair is appointed by resolution of the Academic Board on the recommendation of the Pro Vice-Chancellor (Research) for a term of up to two years and may be reappointed for additional terms, not exceeding seven years in total. Appointment as Committee Chair automatically defaults the members' appointment to the Academic Board for the term served as Chair.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

## **Election of Deputy Chair**

The Committee will elect a Deputy Chair from its eligible members for a one-year calendar term. The Deputy Chair will assume the role in addition to their current position on the Committee which will not fall vacant due to their election. The Deputy Chair can be re-elected and may serve a maximum of two consecutive terms.

Co-opted members and elected student members are not eligible for election as Deputy Chair.

## **Role and responsibilities of Committee members**

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

## **Terms of office**

Ex officio members of the Committee hold office while they occupy their position in the University.

Elected staff members shall hold office not exceeding a two-year term. Elected staff members may be re-elected but cannot serve for more than six years, whether those years are consecutive or not.

Elected student members shall hold office not exceeding a one-year term. Elected student members may be re-elected but cannot serve for more than three years, whether those years are consecutive or not.

Co-opted members shall hold office not exceeding a one-year term. Co-opted members may be re-appointed but cannot serve for more than three years, whether those years are consecutive or not.

Casual vacancies in the elected membership may be filled by invitation of the Chair of the Committee in consultation with the Chair of Academic Board, in accordance with the FUA (Operations) Regulations. Any person filling a casual vacancy shall serve only the remaining period of the member they replace.

If unable to attend a meeting, only ex officio members are entitled to appoint a proxy to attend and vote on their behalf. Proxy attendees contribute to the meeting quorum.

Elections will be managed in accordance with the FUA (Operations) Regulations.

## **Meetings**

The Committee will meet as required, at least five (5) times per year.

The quorum for a meeting is fifty per cent (50%) of the membership.

Any member who misses three or more meetings within a calendar year will be counselled by the Chair regarding their membership options.

Circulars may be used to manage business between meetings when necessary. They are typically used for non-contentious and routine recommendations as they limit discussion.

## **Reporting**

The Committee must report to the Academic Board—

- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives.

## **Approval and next review date**

Approved: Academic Board 12 November 2024

Next review due: 12 November 2026