



Terms of Reference

Research Committee

Trim Location	12/G/43
Responsible Officer	Vice-Chancellor
Approval Date	15/05/2015
Approval Authority	Council

1 Role

The Research Committee is responsible to Academic Board for providing leadership in relation to the quality assurance of research and research training.

2 Functions

The functions of the Research Committee are to be accountable to Academic Board with respect to assuring and overseeing:

1. the quality of research activities throughout the University;
2. that the accreditation, re-accreditation, monitoring, review, updating and termination of postgraduate research programs and courses meets or exceeds regulated standards;
3. the appropriate development and revision of academic quality policies related to research and research training; and monitoring compliance with such policies and related procedures;
4. the processes for encouraging, recognising and rewarding excellence in research and research training;
5. engaging with the Animal Ethics Committee, Human Research Ethics Committee, and Institutional Biosafety Committee of the University on issues relevant to research quality;
6. making recommendations to Academic Board on the above matters and any other matters referred to the Committee.

3 Membership

3.1 Membership

The membership** of the Research Committee is:

1. Chair, elected by members of Academic Board from the elected staff members of Academic Board
2. Deputy Vice-Chancellor (Research and Innovation) (ex officio)
3. Senior Deputy Vice-Chancellor (ex officio)
4. Three elected staff members of Academic Board elected by members of Academic Board
5. Associate Deans (Research and Research Training) from each Faculty (ex officio)
6. Two elected research higher degree students elected by and from the research higher degree students of the University
7. One nominee from University Research Institute Executive Directors
8. One nominee from University Research Centre Directors
9. Director (Research Training and Development) (ex officio).

***Additional members, as required, to meet Academic Board Gender Representation requirements.*

3.2 Working Parties, Sub-committees, Co-option and Observers

1. The Research Committee may establish *ad hoc* working parties where required;
2. The Research Committee may make recommendations to Academic Board to establish sub-committees as required;
3. The Research Committee may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required, noting that such co-opted persons will have no voting rights;
4. By endorsement of the Research Committee, observers may be invited to attend meetings, noting that an observer will have no voting rights.

3.3 Responsibilities of Research Committee Members

Members are identified as coming from named organisational entities to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies, and are expected to contribute to the Research Committee in the overall interests and objectives of the University.

3.4 Absences

Ex-officio members may nominate a duly appointed acting person to represent them when necessary. An elected member who is absent from two or more consecutive meetings without having been granted prior leave of absence by the Chair of Academic Board shall be deemed to have vacated the position, resulting in a casual

3.5 Casual Vacancies

Casual vacancies will be managed under the provisions of the Academic Board Terms of Reference.

4 Meetings, Reporting and Minutes

Frequency of Meetings: Six times per year. Special meetings may be called by the Chair as the need arises.

Reports to: Academic Board

Minutes: For all meetings, minutes shall be kept as provided for in the University's regulation. A report or minutes of each Research Committee meeting will be sent to the Education Committee to encourage collaboration and sharing of information. The Research Committee is expected to work in conjunction with other Standing Committees of Academic Board.

Modification History

Date	Source	Details
		Previously USQ Calendar Management 3.3.5
21.02.2013		Update to all sections approved by Council on 10.10.12
26.08.2013	Council	Revised Terms of Reference and Membership of Research Committee
04.09.2014		Change of 'ensuring' to 'assuring' in opening sentence of Functions, following annual review by Research Committee
15.05.2015	Council	Revised Terms of Reference of Research Committee
11.08.2015		Update to 3.1.7 – title updated to Executive Directors
22.09.2016	Academic Board	Update to Section 3.1 to include capacity for additional members to meet Academic Board Gender Representation requirements