



Terms of Reference

Research Committee

Trim Location	12/G/43
Responsible Officer	University Secretary
Approval Date	14 November 2017
Approval Authority	Academic Board

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:

1. assuring the quality of research and research training performance throughout the University;
2. recommending the accreditation, re-accreditation, and review, of Higher Degree by Research programs to meet or exceed regulated standards;
3. providing advice and recommendations regarding the development, revision and implementation of academic quality policies related to research and research training;
4. assuring the quality of the processes for encouraging, recognising and rewarding excellence in research and research training;
5. providing advice and recommendations regarding academic risk management processes in relation to research and research training throughout the University;
6. receiving reports from the Animal Ethics Committee, Human Research Ethics Committee, and Institutional Biosafety Committee of the University and provide advice to Council and/or the University Executive, through Academic Board, regarding external compliance requirements;

7. providing recommendations and advice to Academic Board, or through Academic Board to the University Executive, on the above matters and any other matters referred to the Committee.

3. Meetings, Reporting and Minutes

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

The meetings of Research Committee shall be chaired by the Chair (Research Committee). In the absence of the Chair (Research Committee) a member delegated by the Chair (Research Committee) shall act as Chair. In all other matters, the conduct of meetings shall be as for Academic Board.

Reports to: Academic Board

Minutes: Minutes shall be kept for all meetings.

The Research Committee is expected to work in conjunction with other Standing Committees of Academic Board.

4. Membership

4.1. Membership Structure

The membership** of the Research Committee is:

1. Deputy Vice-Chancellor (Research and Innovation) (Chair)
2. Senior Deputy Vice-Chancellor (ex officio)
3. Associate Deans (Research and Research Training) from each Faculty (ex officio)
4. Director (Research Training and Development) (ex officio).
5. Four elected staff members of Academic Board elected by members of Academic Board
6. Two elected Research by Higher Degree students elected by and from the Research by Higher Degree students of the University
7. One early-career researcher, who does not qualify under categories 4.1.1 to 3.1.4, elected by the academic staff of the University,
8. One mid-career researcher, who does not qualify under categories 4.1.1 to 4.1.4, elected by the academic staff of the University,
9. One Professor, who does not qualify under categories 4.1.1 to 4.1.4, elected by the academic staff of the University,
10. One nominee from University Research Centre Directors

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

4.2. Working Parties, Co-option and Observers

1. The Research Committee may establish working parties where required.
2. 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.
3. By endorsement of the Research Committee, observers may be invited to attend meetings, noting that an observer will have no voting rights.

4.3. 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.

4.4. Absences

Ex-officio members may nominate a person to represent them in their absence. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting. An elected member who is absent from two or more consecutive meetings without having been granted prior leave of absence by the Chair (Research Committee) shall be deemed to have vacated the position, resulting in a casual vacancy.

4.5. Casual Vacancies

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

5. Performance Evaluation

Research Committee will undertake an annual self-evaluation of its performance. A summary report of the evaluation shall be submitted to Academic Board.

6. Review of Terms of Reference

These Terms of Reference will be reviewed annually by Research Committee to ensure they remain consistent with the Committee's objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to Academic Board for approval.

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
14.11.2017	Academic Board	Revision of Terms of Reference