

RESEARCH COMMITTEE

TERMS OF REFERENCE

Standing Committee of Academic Senate



1. Establishment

1.1 The Committee was established as the Research Portfolio Committee on 1 January 2002 by the Vice-Chancellor.

1.2 At the 30 November 2005 meeting of Academic Senate, the Committee was renamed and made a standing committee of Academic Senate.

1.3 Following the outcomes of 2009 External Review of Academic Senate, the functions and membership of this Committee were shaped using the following principles in accordance with the Review Report:

1.3.1 The membership of each committee should, in general, be based on expertise rather than a representative model;

1.3.2 The membership of each committee should be kept to a minimum, with the proviso that the membership should be large enough to ensure a creative diversity of views; and

1.3.3 The terms of reference of a committee must be crafted so that the work of the committee falls within the boundaries of the responsibilities of the Academic Senate.

1.4 The Terms of Reference for this Committee were amended and approved by Academic Senate 16 June 2010 with effect from 1 July 2010.

2. Purpose and Functions

2.1 Purpose

The purpose of the Research Committee is to:

2.1.1. be the principal academic committee for research and research training to ensure consistency with the strategic directions of the University;

2.1.2. provide strategic advice to Academic Senate on research, research training and research related matters of the University to ensure continuing high academic standards; and

2.1.3. exercise the responsibilities located in the relevant legislation and University policies in relation to research and research training related matters.

2.2 Functions

The functions of the Research Committee are to:

- 2.2.1 advise Academic Senate on strategic policy, planning, quality assurance and performance in relation to research, research training and research development;
- 2.2.2 develop, monitor and review the University's research practices, policy framework and performance. Without limiting its scope the Committee will have particular regard to:
 - ensuring high academic standards; and
 - promoting academic integrity;
- 2.2.3 develop, monitor and review the University's research training practices, policy framework and performance. Without limiting its scope the Committee will have particular regard to:
 - quality assurance;
 - admission and selection policies and procedures for research higher degree programs; and
 - student progress;
- 2.2.4 advise the Program and Course Approval Committee on the development, establishment, revision, discontinuation and disestablishment of postgraduate research programs; and
- 2.2.5 advise Academic Senate on the above and on any other research or research training matters as requested by the Chair of the Committee or the President of Academic Senate.

2.3 Meetings

- 2.3.1 The Research Committee will meet a minimum of five (5) times each calendar year.
- 2.3.2 Standing Orders of the Academic Senate will apply.

3. Reporting

3.1 The Research Committee is required to report to Academic Senate in accordance with *Section 2.2 Functions* as listed in this Terms of Reference and any annual cycle of business requirements.

4. Membership

The Research Committee shall consist of the following members:

4.1. In accordance with the Constitution of the Academic Senate, the Vice-Chancellor and the President of the Academic Senate are, by virtue of office, members of all Academic Senate committees.

4.2. Ex Officio

- 4.2.1. Deputy Vice-Chancellor responsible for research (Chair);
- 4.2.2. Deputy President of Academic Senate responsible for research (Deputy Chair);
- 4.2.3. Assistant Deans (Research) of each Faculty;
- 4.2.4. Pro Vice-Chancellor (Research);
- 4.2.5. Dean of Graduate Studies;
- 4.2.6. Director, Research Services; and
- 4.2.7. Deputy Director, Research (Central Coast).

4.3. Other Members

- 4.3.1. Two elected academic members of Academic Senate appointed by Academic Senate on the advice of the President of Academic Senate and the Chair;
- 4.3.2. One Research Higher Degree student appointed by Academic Senate on the advice of the President of Academic Senate and the Chair;
- 4.3.3. A nominee of the Deputy Vice-Chancellor (Services), appointed by the Deputy Vice-Chancellor (Services), for a period not exceeding two years. The appointment may be renewed; and
- 4.3.4. up to staff five members nominated by the Chair and Deputy Chair and endorsed by the Research Committee, on an annual basis, to ensure an appropriate diversity of skills, experience and representation in the membership.

4.4. Rights of Audience and Debate

In accordance with the Academic Senate Standing Orders, the Committee may grant rights of audience and debate for a specific meeting or item(s) in a meeting to such a person, persons or categories of person as deemed appropriate.

4.5. Quorum

In accordance with the Academic Standing Orders, the quorum for meetings of the Research Committee shall be at least one half of its total membership. The Vice-Chancellor and the President of the Academic Senate are not counted as part of the quorum.

5. **Subsidiary Bodies**

5.1 The Committee may establish sub-committees and/or working parties in respect of specific issues to assist it to meet its obligations.

- 5.1.1 The Committee must establish and approve Terms of Reference for any other sub-committees or working groups as required to facilitate the work of

Research Committee, ensuring that the Terms of Reference are consistent with the policies of Academic Senate.

5.2 Such subsidiary bodies will report to the Research Committee. The report will provide advice, make recommendations and notify the Committee of action taken under appropriate delegated authority.

6. Authorities (Delegations)

6.1 As per the authority vested in this Committee and its Chair by Council, Academic Senate and relevant University policies.

6.2 On behalf of the Research Committee, the Chair is authorised to approve urgent business which must be conducted between scheduled meetings of the Committee.

6.3 The Chair will notify the Committee of any action taken under delegated authority between meetings, at the next meeting of the Committee.

7. Contact

Research Committee Secretary, Governance and Policy Unit

8. Essential Supporting Documents

Constitution of the Academic Senate 000402

Standing Orders of the Academic Senate

9. Related Documents

University of Newcastle Act 1989 (NSW)

University of Newcastle By-Law 2005 (NSW)

Document Sponsor: President of Academic Senate

Document Owner: Academic Senate

Document Contact Position: Chair, Research Committee

For Official Use:

Date Approved: 16 June 2010

Approval Authority: Academic Senate (resolution AS10:056)

Academic Senate Document Number: Doc AS10:072b

Amendment History: Amended Clause 2.3.1 – requirement to meet a minimum of five times per year instead of six. Approved by Academic Senate 28 September 2011 (AS11:169)