

Schedule 5 Research Committee Charter



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.

The Research Committee (“the Committee”) is a standing committee of the Academic Board. It is the principal standing committee of the Academic Board 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.

For the purpose of carrying 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;

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- 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 members and elected members.

Ex officio members

- Chair: A nominee of the Provost
- Chair, Academic Board or nominee
- Dean, Graduate Research School
- Director, Research and Innovation
- One Director from each Research Centre
- Associate DVC Reconciliation, or nominee
- Executive Deans of Institutes (three) or nominee
- Dean, Global Professional School or nominee
- Director, University Library, or nominee.

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Elected members

- one higher education academic (Level A-E)
- one member of the Professoriate
- one staff member of TAFE (optional)
- one member of the general/professional staff
- one HDR student

Co-opted members

- up to four members co-opted by the Committee.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote. Co-opted members do not have voting rights and cannot be appointed as Deputy Chair.

Election of Deputy Chair

The Committee will elect a Deputy Chair from within its eligible staff members via electronic ballot at the start of the year for a one-year term.

The Deputy Chair will take on the role in addition to the Deputy Chair's current position on the Committee (which position will not fall vacant due to their election).

The Deputy Chair is eligible to be re-elected and may serve a maximum of two consecutive terms.

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. Other members hold office for the term specified at the time they were elected.

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.

Meetings are conducted in accordance with the Federation University (Operations) Regulations 2022.

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.