



RESEARCH COMMITTEE TERMS OF REFERENCE

**Proposed by Research Committee 27 March 2018
Approved by Academic Board 30 April 2018**

Research Committee

Terms of Reference

1. Interpretation

1.1 In these Terms of Reference:

- (a) There shall be an Research Committee and herein after shall be called “the Committee”;
- (b) The duties of the Committee shall apply to all matters associated with the University’s research activities and policies;
- (c) There shall be a Sub-Committee of the Committee and it shall be called the Research Education Sub-Committee.

2. Objectives

2.1 The Research Committee is a committee of the Academic Board. The role of the committee is to advise Academic Board on research strategies, initiatives and innovation that promote the research and research education interests of the University and that foster the conduct of research and research education that is of the highest quality. Members of the Research Committee may be called on from time to time to interact with external stakeholders and funding agencies.

The Committee shall take all reasonable and appropriate steps with the object of:

- (a) assuring the quality of research activities;
- (b) assuring the quality of academic activities with respect to post-graduate research education awards and doctorates; and
- (c) assuring the University's implementation of and compliance with the University's [Code for the Responsible Conduct of Research](#), which has been adapted from the Australian Code for the Responsible Code of Research [“the National Code”]

3. Membership

3.1 The Committee shall comprise of the following:

(a) Ex-officio Members (minimum of 8):

Chair (a nominee of the Chairperson of the Academic Board who is the executive member for research)

Chairperson of the Academic Board

Dean of Research

Research Directors of the Academic Divisions (2)

Research Dean (Singapore Campus)

Dean, Graduate Research Studies

Directors, Research Institutes (3)

- The Cairns Institute (or nominee)
- Australian Institute of Tropical Health and Medicine (or nominee)
- Director, Australian Research Council Centre of Excellence for Coral Reef Studies (or nominee)

(b) Appointed Members (4):

Up to four members of Academic Staff who are outstanding researchers in their own right and based on their appropriate skills and/or experience in relation to the business conducted by the Committee may be appointed by the Chair, Research Committee

(c) Co-opted Members – Equity (1)

Up to one member may be appointed, by the Chair, Research Committee, to address issues of equity - Representing Aboriginal and Torres Strait Islander Research

Secretary: University Secretary or nominee.

Non-Voting Attendees

Other senior officers of the University by invitation of the Chair.

Student Input

Relevant student input is to be achieved through Academic Division Committees.

4. Advisors

4.1 The following shall be a permanent advisor to the Committee and shall have rights of audience and debate:

- Director, Research Services
- Manager, Research Strategy and Performance

5. Term of Office

5.1 The term of office for appointed members shall be for up to two years,

5.2 Should an appointed member vacate their office before the expiry of their term, the Secretary shall call for expressions of interest to replace this member.

6. Quorum

6.1 A majority of members shall constitute a quorum.

7. Casting Vote

7.1 The Chair of the meeting will have a casting vote in the case of an equality of votes.

8. Meetings

8.1 The Committee shall meet as often as necessary in order to perform its functions. It is recommended that the Committee meet a minimum of four times per year and the schedule of meetings will be agreed in advance, however the number of meetings may vary in accordance with the volume of business that falls within the remit of the Committee.

8.2 The Chair shall preside at all meetings. However, in the event of his/her absence, the Chairperson of the Academic Board will take over as Chair. In the absence of both the Chair, Research Committee and Chairperson of the Academic Board, the Committee members present shall choose a present member to preside at that meeting.

9. Duties and Responsibilities

9.1 The duties and responsibilities of the Research Committee are to:

- (a) promote research, research education and scholarship within the University;
- (b) advise and formulate recommendations and provide information to Academic Board on research and research training and policy, guidelines and procedures;
- (c) establish sub-committees as required to facilitate the working of the Committee including the Research Education Sub-Committee which will:
 - i. advise the Dean, Graduate Research and Research Committee on matters related to the administration, candidature management, professional development, supervision and examination of Higher Degree by Research candidates, coursework doctoral programs and research pathway programs in accordance with the Higher Degrees by Research Policy and its attendant procedures and other applicable policies and procedures; and
 - ii. advise the executive member for research on the allocation and use of recurrent internal funds supporting research and research education, including scholarships for Higher Degrees by Research students;
- (d) monitor and review the University's research and research education performance including regular monitoring and review of the Research Plan and the development and monitoring of criteria, including metrics and proxies, to measure institutional research performance and the success of research initiatives;
- (e) monitor trends in Federal and State government policies, and evaluate their impact on the research and research education environment;
- (f) advise and make recommendations to Academic Division Research committees on Academic Division research strategic plans and other research and research education issues;
- (g) oversee, monitor and provide recommendations on structures supporting research and research education, including research institutes and centres including their establishment, annual reports, strategic plans and regular reviews;
- (h) consider, advise and report on such other matters as the Vice Chancellor or the Academic Board may wish to refer to it;
- (i) inform the University community on research issues through the dissemination of minutes of its meetings and/or by reports or other appropriate methods;
- (j) consider proposals to introduce new postgraduate research courses, professional and higher degree doctorates, where the proposal has been recommended for approval by the relevant Head(s) of Academic Divisions;
- (k) make recommendations to Academic Board on amendments to the Postgraduate Framework;
- (l) review and make recommendations on bids for capital works infrastructure where the proposals relate to research activities;
- (m) monitor and oversee the University Level Performance Measures and Operational Performance Targets that the Committee is responsible for on behalf of the Academic Board;
- (n) encourage and monitor the mentoring of early career researchers by the Academic Divisions ;
- (o) oversee and assist in the implementation of quality assurance processes in aspects of research including academic staff participation in staff development activities.
- (p) monitor and review the processes and outcomes of research grant proposals and applications;

- (q) be responsible for the planning and policy development relating to the improvement of the University's research activities and practices;
- (r) advise Academic Board on issues of research and research education policy.

10. Delegated Authorities

10.1 The Committee shall be delegated the following specific tasks by Academic Board:

(a) Amended Course Structures/Award Requirements

The Committee has the authority to amend course structures and award requirements of higher degree by research awards on the recommendation of the relevant Head of Academic Division.

(b) Discontinuation of Awards and programs

The Committee has the authority to discontinue higher degree by research awards on the recommendation of the relevant Head of Academic Division.

(c) Suspension of Awards and programs

The Committee has the authority to suspend the offering higher degree by research awards on the recommendation of the relevant Head of Academic Division.

(d) Subjects

The Committee has the authority to consider and approve proposals to:

- i. introduce a new postgraduate research based subject (except as part of the establishment of a new course)
- ii. discontinue an existing subject
- iii. amend the details of an existing subject
- iv. suspend the offering of an existing subject;

where such proposals have been recommended by the relevant Head of Academic Division

(e) Scholarships, Bursaries and Prizes

The Committee has the authority to consider and approve all variations (including amendment, suspension or disestablishment) of research scholarships, bursaries and prizes.

11. Reporting

11.1 After each meeting the Committee shall submit a copy of the Minutes of the Meeting to the Academic Board.

11.2 The Committee will make recommendations on matters that require the approval of Academic Board and/or the University Council.

12. Review

12.1 The Terms of Reference of the Committee shall be reviewed at least every two (2) years and recommendations made to the Academic Board.

Related documents, legislation or JCU Statutes

[Academic Board Charter](#)

Approval Details

Approval authority:	Academic Board
Version no:	16-1
Date for next review:	30/03/2018

Modification History

Version no.	Approval date	Implementation date	Details
16-1			Title of Research Strategy and Special Projects Manager changed to Manager, Research Strategy and Performance Clarification in 2(c) and update to web links
16-1	02/05/17	02/05/2017	Amended to add: "including the student experience" under 9.1 (c) Title of Research Director changed to Research Dean
15-1	18/05/2015	01/06/2015	Amendments to membership & consequential amendments to take account of University restructure. Approved by Academic Board by Circulating Resolution 18 May 2015.
13-1	18/03/2013	02/04/2013	Ex officio position of Dean of Research added to membership
11-1	28/02/2011	01/03/2011	
10-2	30/08/2010	31/08/2010	
10-1	01/03/2010	02/03/2010	
08-1	21/02/2008		Approved by Council