

# Faculty of Engineering, Health, Science and the Environment (EHSE) Research and Research Training Committee

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## TERMS OF REFERENCE

### 1. TITLE OF COMMITTEE

EHSE Research and Research Training Committee

### 2. ESTABLISHMENT

The EHSE Research and Research Training Committee is established under Part 3 Section 20 of the [Charles Darwin University Act 2003](#).

The ESHE Research and Research training Committee is a committee of Faculty with delegated responsibilities that align with the strategic direction set by the University Research and Research Training Committee (RRTC), to whom it reports on a regular basis. The committee can request a change in its terms of reference to the University RRTC.

### 3. FUNCTIONS AND RESPONSIBILITIES

The EHSE Research and Research Training Committee's role is development and governance of operational processes with regards to research and research training matters working towards CDU's Research and Research Training Plan 2011 – 2014 as outlined in the University's Strategic Plan.

The Chair shall advise members of matters arising from the University RRTC.

The EHSE Research and Research Training Committee will:

- Consider, comment upon and make recommendations to the University Research and Research Training Committee in respect to University governing documents related broadly to research activity and performance within the University and the training and support of Higher Degree by Research (HDR) candidates within the University;
- Develop or assist in the development of strategies and implementation mechanisms designed to:
  - Enhance research productivity by EHSE Faculty staff;
  - Recruit and adequately support and nurture high-quality EHSE HDR candidates;
  - Encourage research collaborations and concentrations amongst researchers within the EHSE Faculty; between researchers in the EHSE Faculty and those in other parts the University; and between researchers in the EHSE Faculty and those outside the University (nationally and internationally), including specifically, Australian and international institutions with which the University has a partnership or other strategic relationship;
  - Encourage, support, assist and advise in relation to the creation, maintenance and growth of Developing Areas of Research Strength (DARS) within the EHSE Faculty;

- Enhance and document the EHSE Faculty’s performance metrics under the Excellence in Research for Australia initiative (ERA) and other relevant programs for measuring the quality, relevance and impact of research activity conducted by EHSE Faculty staff;
- Communicate and liaise with the University’s Office of Research and Innovation;
- Review research related governing documents; and
- Maintain research relevant documentation (e.g. Orientation handbook and safety procedures);
- Recommend to the EHSE Faculty executive, appropriate schemes to facilitate the allocation of funds calculated to generate and progress high quality research projects and undertakings by EHSE Faculty staff;
- Recommend to the EHSE Faculty executive appropriate schemes to facilitate the allocation of funds calculated to support the study activities of EHSE Faculty HDR candidates. Recommending such schemes to the EHSE Faculty executive may include though is not limited to:
  - Grants to support research projects;
  - Conference travel;
  - Project seed funding;
  - Facilitation of quality publications and securing external research funding;
  - Mentoring of and external expert advice provision to researchers and HDR students;
  - External supervision and special examination arrangements for HDR students; and
  - Taking account of the need and desirability to achieve the twin objectives of rewarding and encouraging merit and quality, and developing the capacities of early career researchers and others with demonstrated research potential;
- Consider, in a timely and orderly fashion, requests for financial support from EHSE Faculty staff and HDR candidates pursuant to schemes adopted by the Faculty, and allocate funding support according to specified criteria and within available resources;
- Develop a yearly work-plan listing and working towards priorities aligned with the University Research and Research Training Strategy;
- Liaise with the EHSE Faculty Ethics Committee on systemic issues; and
- Undertake such tasks and functions relevant to research and research training as may be assigned to it by and under the authority of the Deputy Vice-Chancellor, the University Research and Research Training Committee, the EHSE Faculty executive and/or the Pro Vice-Chancellor, EHSE.

#### 4. MEMBERSHIP

The members of the Committee will be:

- Associate Dean, Research and Research Training;
- Pro Vice-Chancellor, EHSE (ex officio);
- Director, Research Institute (RIEL);
- Director, Research Centre (Health and Wellbeing, Centre for Renewable Energy);
- School representative/HDR Coordinator<sup>1</sup>;
- EHSE Faculty Heads of School (ex officio);
- One (1) representative of the HDR candidates enrolled in the EHSE Faculty<sup>2</sup>;

The Chair may invite additional (non-voting) members with particular information and/or skills to individual meetings and may issue an invitation to certain key groups for representation and participation in meetings who will not have voting rights (e.g. ACIKE, Menzies).

<sup>1</sup> Nominees should qualify as Research Active according to the University definition. Committee members shall nominate an alternate member to provide adequate School/Institute representation. Heads of Schools will call for an expression of interest for nomination for a School representative from within their School. The final appointment is to be made by the Head of School

<sup>2</sup> The student member must be an enrolled HDR candidate who has completed the confirmation of candidature. To be excused when confidential student information is to be put before or discussed by the EHSE Research and Research Training Committee.

The Chair may temporarily recuse individual members of the EHSE Research and Research Training Committee due to conflict of interest with respect to individual items on the agenda.

Should any member of the EHSE Research and Research Training Committee fulfil the requirements of more than one (1) category of membership, that member, in consultation with the Associate Dean (Research and Research Training) and the Pro Vice-Chancellor, EHSE may nominate another appropriate person (for example, a deputy or associate) to be a member of the EHSE Research and Research Training Committee for the time being.

In the case of membership constituted by potential positions or nominees that may or may not be extant in any given year, the actual persons sitting on the Committee will be settled by the Associate Dean (Research and Research Training) and the Pro Vice-Chancellor, EHSE prior to the first meeting of each calendar year. This membership will be the basis for determining whether or not a meeting is quorate, and it is subject to change according to any exigencies as may arise during the calendar year.

## 5. CHAIR

The Chair of the EHSE Research and Research Training Committee will be the Associate Dean (Research and Research Training). A Deputy Chair will be elected by the Committee from within its membership.

## 6. SECRETARY

The EHSE Faculty Executive will appoint a person to act as secretary to the EHSE Research and Research Training Committee and to provide administrative support.

## 7. TERM OF OFFICE

For all members appointed to the Committee other than by virtue of their office (i.e. nominees, student members, co-opted members), the term of office will be for a period of three (3) years and confirmed on an annual basis.

## 8. QUORUM

At a meeting of the EHSE Research and Research Training Committee, a quorum is constituted by 50% of the total membership plus one.

## 9. MEETINGS

The EHSE Research and Research Training Committee will meet from March to November each year for a minimum of seven (7) meetings in approximately monthly intervals.

The schedule of meetings will be constructed in advance and so as to allow at least three (3) weeks between meetings of this Committee and the corresponding meetings of the University Research and Research Training Committee.

The Chair may call additional meetings as necessary.

In the Chair's absence, the Deputy Chair will preside over meetings of the EHSE Research and Research Training Committee. In the absence of both the Chair and the Deputy Chair, members present will choose a Chair from among themselves to Chair that particular meeting.<sup>3</sup>

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<sup>3</sup> Papers for the University Committee are due two weeks prior to each meeting

## 10. RESOLUTIONS OF THE EHSE RESEARCH AND RESEARCH TRAINING COMMITTEE

Any resolutions of the EHSE Research and Research Training Committee will be noted in the reports to the University Research and Research Training Committee.

## 11. AGENDA

A written agenda will be provided prior to each meeting.

## 12. REPORTING

The report of each meeting of the EHSE Research and Research Training Committee will be provided to the next meeting of the University Research and Research Training Committee and a copy provided to the Faculty Executive Committee.

## 13. RELEVANT DEFINITIONS

In the context of this document:

**ACIKE** means the University's Australian Centre for Indigenous Knowledges and Education;

**Faculty Executive** means the Pro Vice-Chancellor, EHSE, the Heads of Schools, the Executive Officer and the Executive Assistant to the PVC;

**Governance document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. A Governance document is a formal statement of intent that mandate principles or standards that apply to the University's governance or operations or to the practice and conduct of its staff and students they include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

**HDR** means Higher Degree by Research and includes PhD candidates, Masters by Research candidates and Research Professional Doctorate candidates;

**Menzies** means the Menzies School of Health Research; and

**RIEL** means the University's Research Institute for the Environment and Livelihoods.

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017
<b>Sponsor:</b>	Title
<b>Contact Officer:</b>	Deputy Vice-Chancellor, Research and Research Training

Version	Date Approved	Approved by	Brief Description
1.00	25 Nov 2011	Academic Board	Creation of original document and upload to CDU website.
1.01	15 May 2013	Governance	<ul style="list-style-type: none"> <li>• Updated hyperlinks</li> <li>• Assigned document number</li> <li>• Minor changes to wording, formatting and grammar</li> <li>• Changed student to candidate in line with other governing documents</li> <li>• Addition of relevant definitions</li> <li>• Inclusion of HDR Coordinator in membership</li> </ul>
1.02	12 Sep 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated definitions</li> </ul>