

# Faculty of Law, Education, Business and Arts (LEBA) Research and Research Training Committee

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## TERMS OF REFERENCE

### 1. TITLE OF COMMITTEE

LEBA Research and Research Training Committee

### 2. ESTABLISHMENT

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

The LEBA Research and Research Training Committee is a Committee of Faculty with delegated responsibilities that align with the strategic directions 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 by reference to the RRTC.

### 3. FUNCTIONS AND RESPONSIBILITIES

The LEBA Research and Research Training Committee's role is the governance and operational processes with regards to research and research training matters working towards CDU's Research and Research Training Plan 2011 – 2014 as outlined in CDU's Strategic Plan 2010 – 2014.

The Chair shall advise members of matters arising from RRTC.

The Committee will:

- Consider, comment upon and make recommendations to the University Research and Research Training Committee in respect of strategies and 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 LEBA Faculty staff;
  - Recruit and adequately support and nurture high-quality LEBA higher degree by research (HDR) candidates;
  - Encourage research collaborations and concentrations among researchers within the LEBA Faculty; between researchers in the LEBA Faculty and those in other parts the University; and between researchers in the LEBA 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 LEBA Faculty;

- Enhance and document the LEBA 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 LEBA 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, safety procedures);
- Recommend to the LEBA Faculty executive appropriate schemes to facilitate the allocation of funds calculated to generate and progress high quality research projects and undertakings by LEBA Faculty staff;
- Recommend to the LEBA Faculty executive appropriate schemes to facilitate the allocation of funds calculated to support the study activities of LEBA Faculty HDR candidates;
- Recommending such schemes to the LEBA 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 candidates;
  - External supervision and special examination arrangements for HDR candidates; and
  - Take 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 LEBA Faculty staff and HDR candidates pursuant to schemes adopted by the Faculty, and allocate funds 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 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 LEBA Faculty executive and/or the Pro Vice-Chancellor, LEBA.

#### 4. MEMBERSHIP

The members of the Committee will be:

- Associate Dean (Research and Research Training);
- Pro Vice-Chancellor, LEBA (ex officio);
- Director, Research Institute (The Northern Institute);
- Executive Director, Research Centre (Centre for School Leadership, Learning and Development);
- School representative ;
- Faculty Heads of School (ex officio);
- One representative of the HDR candidates enrolled in the LEBA Faculty ;

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.

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

Should any member of the LEBA 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, LEBA may nominate another appropriate person (for example, a deputy or associate) to be a member of the LEBA 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, LEBA 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 LEBA 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 LEBA Faculty executive will appoint a person to act as secretary to the LEBA 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 LEBA Research and Research Training Committee, a quorum is constituted by 50% of the total membership plus one.

## **9. MEETINGS**

The LEBA Research and Research Training Committee will meet between March through 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 LEBA Research and Research Training Committee. In the absence of both the Chair and the Deputy Chair, members present will choose one from among themselves to chair that particular meeting.

## **10. RESOLUTIONS OF THE LEBA RESEARCH AND RESEARCH TRAINING COMMITTEE**

Any resolutions of the LEBA 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 LEBA 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:

**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, the Strategic Plan and the Enterprise Agreement; and

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

## Document History and Version Control

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

Version	Date Approved	Approved by	Brief Description
1.00	13 Sep 2017	Academic Board	Creation of original document and upload to CDU website.
1.01	13 Mar 2013	Governance	<ul style="list-style-type: none"> <li>• Converted document to current template</li> <li>• Updated hyperlinks</li> <li>• Assigned document number</li> <li>• Changed HDR students to candidates in keeping with other HDR documents</li> <li>• Minor changes to wording, grammar and formatting</li> <li>• Addition of relevant definitions</li> </ul>
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> </ul>