

Research and Innovation Committee

1. ESTABLISHMENT

- 1.1. The Research and Innovation Committee (RIC) is established under the [Academic Board Terms of Reference](#). It replaces the former Research Enterprise Group (advisory to the DVCR&I).

2. FUNCTIONS AND RESPONSIBILITIES

The Research and Innovation Committee will:

- 2.1. Promote and foster excellence, impact and innovation in research at or above world standard at the University;
- 2.2. Promote and support emerging areas of research within the University;
- 2.3. Oversee the quality assurance of all matters relating to research and innovation;
- 2.4. Monitor, review and make recommendations to the Academic Board in regard to all governance documents related to the requirements for an institutional policy framework for research as specified in the Higher Education Standards Framework (HESF) (2021) Standard 4.1 including but not limited to:
 - a. the responsible conduct of research (HESF 4.1.a),
 - b. requirements for publication and claims of authorship (HESF 4.1.b, HESF 4.1.d),
 - c. the ethical and successful management of research partnerships (HESF 4.1.c),
 - d. the clear identification designation and continuation of research centres and Institutes, and the relationship between Colleges, Centres and Institutes;
- 2.5. Monitor, review and make recommendations to the Academic Board on matters relating to the award of internal grant funding, incentive schemes and allocation of research funds such as the institutional block grant;
- 2.6. Establish institutional benchmarks for quality and outcomes for research, including funding, publications, citations and measures of esteem, impact and engagement;
- 2.7. Monitor regular reports of quality and outcomes for research and report on these to Academic Board;
- 2.8. Ensure processes are in place for the accurate and complete recording and reporting of research outputs and the safe storage of data;
- 2.9. Consider the reports from the Human Research Ethics Committee and CDU Animal Ethics

- Committee as they relate to ethics; and monitor compliance with relevant codes and procedures;
- 2.10. Receive, consider and report on instances of research misconduct, grievances, complaints and appeals and initiate action to address systemic issues relating to research;
 - 2.11. Identify and report on research risks;
 - 2.12. Receive, consider and report on research matters relating to commercialization and intellectual property;
 - 2.13. Oversee large strategic research partnerships and collaborations;
 - 2.14. Oversee report on strategies for research communications;
 - 2.15. Review and recommend to the Academic Board the formation of new research, units, centres and research institutes;
 - 2.16. Determine and set research performance metrics and expectations for Research Active and Research Focused members of staff; and
 - 2.17. Foster and support a robust culture of scholarship and a supportive research environment within the University.

Operations:

- 2.18. Develop an annual reporting schedule aligned to Academic Board;
- 2.19. Establish working parties, receive their reports, and determine and/or recommend actions within the functions of the Research and Innovation Committee in response to such reports;
- 2.20. Establish Research and Innovation committees at Colleges;
- 2.21. Provide minutes and reports from Research and Innovation Committee meetings to Academic Board and the broader University;
- 2.22. Review its own performance against its Terms of Reference at least annually; and
- 2.23. Consider and report on any matter referred by Academic Board or the Vice-Chancellor.

3. MEMBERSHIP

- 3.1. Membership of the Research and Innovation Committee will comprise:
 - a. Chair: Pro-Vice Chancellor of Research and Innovation;
 - b. Deputy Chair: Director, Office of Research and Innovation;
 - c. Pro Vice-Chancellor, Indigenous Leadership (or standing nominee);
 - d. Pro Vice-Chancellor Education Strategy;
 - e. Associate Deans (Research and Innovation);
 - f. Director, Menzies School of Health Research;
 - g. Directors, Research Institutes;
 - h. Director, Library Services (or standing nominee);
 - i. Chair, Human Research Ethics Committee;
 - j. Chair, Animal Research Ethics Committee;
 - k. Two Research academics (co-opted/elected);

- l. One Early Career Researcher (co-opted/elected); and
- m. One HDR candidate (co-opted/elected).

3.2. The Chair may co-opt up to three individuals with particular knowledge and/or skills that the Chair believes would benefit the Research and Innovation Committee or for equity purposes.

3.3. In the transitional period between ERG and RIC, the elected members may be co-opted for ease of transition.

4. CHAIR

4.1. The Pro-Vice Chancellor of Research and Innovation will be Chair of the Research and Innovation Committee.

5. SECRETARY

5.1. The Office of the Pro-Vice Chancellor of Research and Innovation will provide administrative support.

6. TERMS OF OFFICE

6.1. HDR candidate members may serve while actively enrolled for a Higher Degree by Research. The term of any candidate can be no more than four calendar years in total.

6.2. Co-opted or elected members may serve a two-year term from the date of appointment and are eligible for reappointment.

7. QUORUM

7.1. At a meeting of the Research and Innovation Committee, a quorum constitutes 50% plus one members of the Committee.

8. MEETINGS

8.1. The Research and Innovation Committee will meet at least four times per year, and the Chair may call additional meetings if necessary.

9. AGENDA

9.1. There will be a written agenda distributed prior to each meeting.

10. MINUTES

10.1. Meeting minutes will be taken and distributed within two weeks of the meeting.

10.2. Any resolutions or recommendations of the Research and Innovation Committee will be noted in the minutes to the Academic Board.

11. REPORTING

11.1. The Research and Innovation Committee will provide a timely report from each meeting to the next meeting of the Academic Board.

12. CONFLICTS OF INTEREST

- 12.1. Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the [Conflicts of Interest Policy](#).

13. NON-COMPLIANCE

- 13.1. Non-compliance with Governance Documents is considered a breach of the [Staff Code of Conduct](#) or the [Student Code of Conduct](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.
- 13.2. All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Governance Framework, [Fraud and Corruption Control Policy](#) and [Whistleblower reporting \(Improper Conduct\) Procedures](#).

GOVERNANCE

Responsible Executive	Chair, Academic Board	
Implementation Officers	Chair, Research and Innovation Committee, Director of Research	
Category	Academic Governance	
Approving authority	Academic Board	
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Content enquiries	governance@cdu.edu.au	

DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
1.00	26 May 2021	Academic Board	Creation of original document. <u>Note:</u> The Research and Innovation Committee replaced the former Research Enterprise Group (advisory to the DVCR&I).
2.00	28 July 2021	Academic Board	<ul style="list-style-type: none"> • Added HESF references; • Clarified reporting relationship with Human Research Ethics Committee and CDU Animal Ethics Committee to specify monitoring of ethics compliance with relevant codes and procedures; • Added function to identify and report on research risks; • Clarified oversight of research partnerships and collaborations to limit



			<p>oversight to large strategic partnerships and collaborations;</p> <ul style="list-style-type: none"> • Added function to review and recommend to the Academic Board the formation of new research, units, centers and research institutes; • Added function to establish Research and Innovation committees at Colleges; • Updated Chair to PVC Research and Innovation and Deputy Chair to Director Office of Research and Innovation to reflect University restructure; • Updated Associate Deans to reflect University restructure; • Removing provision for proxies but allowing standing nominees in some cases; • Updated membership to allow co-opting Research Academics, Early Career Researcher, and HDR Candidate, noting that in the transitional period between ERG and RIC, the elected members may be co-opted for ease of transition; • Updated Secretary to Office of the PVC Research and Innovation to reflect University restructure; • Changed term 'reports' to 'minutes' under reporting clause; • Numbered items; and • Minor changes to spelling, grammar, and punctuation.
2.01	29 September 2021	Academic Board	Minor changes to spelling, grammar, wording, and punctuation.