

## RESEARCH COMMITTEE CONSTITUTION

**Commencement Date:** 1 January 2020

### 1 Establishment

- 1.1 The Academic Board resolved on 25 October 2019 to rescind the constitutions of the University Research and Development Committee (URDC) and the University Graduate Studies Committee (UGSC) and adopt in their place the Research Committee Constitution 2019 (Resolution AB 207/19).
- 1.2 The Research Committee continues as a standing committee of the Academic Board established under rule 5.1(1) of the *Academic Board Constitution*.

### 2 Functions and responsibilities

- 2.1 The Research Committee is responsible for assisting the Academic Board in performing its functions with respect to research<sup>†</sup>, as described in the *Academic Board Constitution*.
- 2.2 The Research Committee assists the Academic Board in performing its functions by:
  - (1) providing advice and recommendations to the Academic Board on;
    - (a) an Enabling Plan<sup>‡</sup> in relation to research;
    - (b) progress in implementing an Enabling Plan in relation to research;
    - (c) University policies that are related to research;
    - (d) the establishment and discontinuation of institutes and centres;
    - (e) the University's research profile;
    - (f) performance of the university research portfolio, including that of institutes, centres, and all locations at which the University operates, including monitoring of institutional benchmarks;
    - (g) the performance of Higher Degree Research enrolling areas;
    - (h) the design, delivery and quality monitoring of higher degrees by research and coursework doctorates; and
    - (i) management of risk in relation to the work of the Committee.
  - (2) providing advice and recommendations to the Deputy Vice-Chancellor, Research on:
    - (a) enhancement of the University's research culture, and mechanisms that support the promotion of research performance;
    - (b) the provision of research infrastructure and services;
    - (c) the allocation of research funds, grants, scholarships and other forms of financial support related to higher degree by research and doctorate by coursework candidates;
    - (d) the development, delivery and monitoring of Indigenous research strategy;

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<sup>†</sup> The *Australian Code for the Responsible Conduct of Research* states: 'The concept of research is broad and includes the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.'

<sup>‡</sup> The *Academic Board Constitution* states: 'Enabling Plan' means a plan or other process by which the University operationalises its Strategic Plan.'

- (e) University-wide research initiatives; and
  - (f) the application of the *Australian Code for the Responsible Conduct of Research* and research integrity and ethics.
- (3) providing to the Academic Board an annual report on:
- (a) the University's performance in research; and
  - (b) the University's performance in research training.

### 3 Membership

- 3.1 The University will endeavour to achieve gender equity and diversity on the Research Committee.
- 3.2 The membership of the Research Committee is to comprise:
- (a) the Deputy Vice-Chancellor, Research, *ex officio* (the Chair);
  - (b) the Deputy Vice-Chancellor, Academic, *ex officio*;
  - (c) the Deputy Vice-Chancellor, Global, *ex officio*;
  - (d) the Deans, Research, *ex officio*;
  - (e) the Associate Deputy Vice-Chancellor, Research, *ex officio*;
  - (f) one research academic or teaching and research academic from each Faculty elected by the Faculty Research Committee or equivalent;
  - (g) the Chair, Early and Mid-Career Researcher (EMCR) Network, *ex officio*;
  - (h) the Postgraduate Students Committee President, Curtin Student Guild, or nominee, *ex officio*;
  - (i) up to two (2) additional co-opted members appointed by the Research Committee for a period not to exceed 1 year, having regard to gender balance, diversity, disciplinary expertise and Faculty distribution of the Committee's membership;
  - (j) the Chair, Academic Board, *ex officio*.

### 4 Deputies

- 4.1 In this clause, deputy means -
- (a) the deputy of an *ex officio* member of the Research Committee –
    - (i) whose nomination has been approved under clause 4.2; and
    - (ii) who is not ineligible to be a deputy under clause 4.4; and
  - (b) the deputy of an elected member of the Research Committee –
    - (i) who has been elected under clause 3.2(f); and
    - (ii) who is not ineligible to be a deputy under clause 4.4.
- 4.2 The Chair (or person delegated by the Chair) may approve the nomination by an *ex officio* member, of a person to be the deputy of the *ex officio* member.
- 4.3 A Committee member is to ensure details of the nomination are provided in writing to the Chair prior to commencement of the Research Committee meeting which the member is unable to attend.
- 4.4 A member of the Research Committee is not eligible to be approved or elected as a deputy or to remain a deputy if they are current member of the Research Committee.

4.5 If a Committee member is unable to attend a Research Committee meeting, their approved or elected deputy may act temporarily as the member and:

- (a) may attend the meeting in place of the member; and
- (b) exercise all the rights and is subject to the responsibilities, of the member.

4.6 The Chair may amend or revoke the approval of a nomination for a deputy under clause 4.2.

## **5 Elections**

5.1 An election for a member under clause 3.2(f) is to also include an election for a deputy of that member.

5.2 Elections are to be conducted in accordance with sound electoral principles and may be conducted electronically.

## **6 Term of office**

6.1 The term of office of the member elected under clause 3.2(f) is to be for up to 2 years, commencing on 1 April and concluding on 31 March.

6.2 The member elected under clause 3.2(f) may serve consecutive terms provided that:

- (1) they continue to hold the specified qualifications for office; and
- (2) they serve for no more than 3 successive terms.

## **7 Casual vacancy in elected position**

7.1 For the purposes of this Constitution, a 'casual vacancy' occurs where the member elected under clause 3.2(f):

- (1) resigns, retires or becomes ineligible to remain in the position (for example, as a result of a change in appointment, or employment conditions); or
- (2) is absent without leave for 3 consecutive Research Committee meetings.

7.2 If a casual vacancy occurs less than 6 months before the conclusion of what would otherwise have been the term of office, the relevant Faculty may either:

- (1) appoint the elected deputy to the position; or
- (2) where no deputy was elected, appoint an appropriately qualified person to the position; or
- (3) take no action to enable the position to be filled.

7.3 If the vacancy occurs more than 6 months before the conclusion of what would otherwise have been the term of office (the 'Unexpired Term'), an election for the vacant position is to be held and the successful candidate is to fill the position for the remainder of the Unexpired Term.

## **8 Chairing of a meeting in absence of Chair**

- 8.1 Where sufficient advance notice is given of the intended absence of the Chair at a scheduled meeting of the Research Committee, and where there is no acting Deputy Vice-Chancellor, Research, the Chair is to appoint one of the members of the Research Committee to chair the meeting.
- 8.2 If an appointment is not made by the Chair under clause 8.1, the Research Committee is to elect one of its members who is present to chair the meeting.

## **9 Quorum**

- 9.1 The quorum for Research Committee meetings is to be not less than one half of the total number of members excluding:
- (a) any vacancy in the membership of the Research Committee;
  - (b) any member who has an approved leave of absence and in respect of whom a deputy has not been approved or elected under clause 3.2(f).

## **10 Officers in attendance and attendance of observers**

- 10.1 The Chair is to appoint an Executive Officer, as appropriate, for the Research Committee. The Executive Officer has the right to be present and participate (but not vote) at all meetings of the Research Committee.
- 10.2 The Chair (or person delegated by the Chair) may invite any other officer of the University, or any other person, to attend for specific items of a meeting or to attend specified meetings, to assist the Research Committee in its deliberations.
- 10.3 The Chair (or person delegated by the Chair) may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 10.4 Unless the Chair determines otherwise, an observer does not have the right to participate in a meeting of the Research Committee.

## **11 Establishment/disestablishment of subcommittees, working parties or sub-groups**

- 11.1 The Research Committee may establish and disestablish, as appropriate, ongoing subcommittees, and/or working parties or sub-groups to undertake particular tasks. The composition of a subcommittee, working party or sub-group may include persons other than members of the Research Committee and may include persons who are external to the University.
- 11.2 The role of a subcommittee, working party or a sub-group is advisory.

## **12 Meeting schedule**

The Research Committee is to meet at least 4 times in each calendar year.

## **13 Reporting**

- 13.1 The Research Committee is to report to the Academic Board by way of its minutes and at such times and in such other forms as requested by the Academic Board.
- 13.2 At the end of each calendar year, the Research Committee is to submit its proposed work plan for the following year to the Academic Board Executive for

approval.

- 13.3 At the beginning of each calendar year, the Research Committee is to submit to the Academic Board, an annual report in respect of its activities in the preceding 12 months. The annual report is to include:
- (a) a summary of the principal issues addressed by the Research Committee in the period under review;
  - (b) an assessment of the effectiveness of the Research Committee in performing its functions and fulfilling its responsibilities in the period under review;
  - (c) advice as to whether the Research Committee should continue to operate in its current form and with its current functions and responsibilities; and
  - (d) advice and recommendations regarding the operation of the Research Committee and the provisions of the Research Committee Constitution.

#### 14 Servicing

The Director, Secretariat and Council Secretary is to arrange for secretariat support for the Research Committee.

#### REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
Adopted	Approved	25/10/2019	Academic Board	AB 207/19	Attachment G to Item 8.1
Amended	Approved	25/03/22	Academic Board	AB 53/22	Attachment B to Item 11.5.1
Amended	Approved	22/07/22	Academic Board	AB 100/22	Attachment A to Item 10.2
Amended	Approved	31/03/23	Academic Board	AB 53/23	Attachment A to Item 11.5.1
Amended	Approved	28/03/2025	Academic Board	AB 42/25	Attachment A to Item 12.5.2