

## UNIVERSITY RESEARCH AND DEVELOPMENT COMMITTEE CONSTITUTION

**Commencement Date:** 1 April 2018

### 1 Establishment

- 1.1 The University Research and Development Committee (URDC) was established by Resolution UAB 52/96 of the University Academic Board on 26 April 1996.
- 1.2 The Academic Board resolved on 28 October 2005 to rescind the Terms of Reference of the University Research and Development Committee and to adopt in their place the Research and Development Committee Constitution (Resolution AB 177/05). In so doing the Academic Board removed the word “University” from the name of the Committee.
- 1.3 At its meeting on 24 November 2006, the Academic Board resolved (Resolution AB 175/06) to approve the addition of the word “University” to the name of the Committee so that as of 1 January 2007, its title became once again the University Research and Development Committee.
- 1.4 URDC now 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 URDC is responsible for assisting the Academic Board in performing its functions with respect to research and development, as described in the *Academic Board Constitution*.
- 2.2 URDC assists the Academic Board in performing its functions by:
  - (1) providing advice and recommendations to the Academic Board on:
    - (a) University policies relating to research and development;
    - (b) the University’s Research Enabling Plan\*;
    - (c) progress in implementing the University’s Research Enabling Plan;
    - (d) the establishment and discontinuation of University Research Centres and Institutes and Externally Funded Research Centres\*;
    - (e) the research and development performance of individuals, groups, centres, institutes, schools and faculties in all locations at which the University operates;
    - (f) the establishment of research and development priorities and identification of potential new areas of research and development; and
    - (g) the research-teaching nexus;
    - (h) management of risk in relation to the work of the Committee

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\* The Academic Board provides advice and recommendations to the Vice-Chancellor on:

- (a) the University’s Research Management Plan;
- (b) policies that are related to research and development but have significant resource and/or human resource implications, including the protection of the University’s research-related intellectual property, research consultancies and commercialisation of research; and
- (c) the establishment and discontinuation of University Research Centres, Institutes and Externally Funded Research Centres.

- (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) research infrastructure;
  - (c) the allocation of research funds and grants;
  - (d) University-wide research initiatives; and
  - (e) the application of the *Australian Code for the Responsible Conduct of Research* and research ethics; and
- (3) providing to the Academic Board an annual report on the University's performance in research and development.

### 3 Membership

The membership of URDC is to comprise:

- (1) the Deputy Vice-Chancellor, Research (the Chair);
- (2) the Deputy Vice-Chancellor Academic, *ex officio*
- (3) the Faculty Deans, Research, or their equivalents, *ex officio*;
- (4) the Dean, Research and Development, Curtin Malaysia, or nominee, *ex officio*;
- (5) the Associate Deputy Vice-Chancellor, Research, *ex officio*;
- (6) the Associate Deputy Vice-Chancellor, Research Training, *ex officio*;
- (7) the University Librarian, or nominee, *ex officio*;
- (8) one research-active\*\* academic staff member from each of the Faculties, elected by the Faculty Research and Development Committee or equivalent;
- (9) the Chief Information Officer, or nominee, *ex officio*;
- (10) the Postgraduate Students Committee President, Curtin Student Guild, or nominee, *ex officio*;
- (11) up to 2 persons who may or may not be members of the Academic Board, appointed by the Board after considering recommendations from URDC; and
- (12) the Chair, Academic Board, or nominee from among the members of the Academic Board, *ex officio*.

### 4 Deputies

- 4.1 The deputy of a member is to be a staff member (other than another member of the URDC) nominated in writing by that member.
- 4.2 The member is to ensure that a copy of the nomination is given to the Chair at or before the URDC meeting which the member is unable to attend.
- 4.3 Whenever a member is unable to attend a URDC meeting, his or her deputy may:
  - (1) attend the meeting in place of the member; and
  - (2) exercise all the rights and privileges of the member.

### 5 Elections

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\*\* "Research-active" staff are staff classified as "research active" in accordance with the definition used by the Office of Research and Development..

- 5.1 The Vice-Chancellor is to appoint a person to be the Returning Officer for elections conducted under clause 3(8).
- 5.2 Elections are to be conducted in accordance with sound electoral practices and may be conducted electronically.

## **6 Terms of office**

- 6.1 The term of office of the members of URDC who are not *ex officio* members is to be for 2 years commencing on 1 April and concluding on 31 March.
- 6.2 A member who is not an *ex officio* member may be appointed to serve consecutive terms provided that:
  - (1) he or she continues to hold the specified qualification for office; and
  - (2) he or she may serve for no more than 3 successive terms.

## **7 Casual vacancies in elected positions**

- 7.1 For the purposes of this Constitution, a 'casual vacancy' occurs where an elected member:
  - (1) resigns, retires or becomes ineligible to remain in the position; or
  - (2) is absent without leave for 3 consecutive URDC 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, URDC may either:
  - (1) recommend to the Academic Board that a person nominated by the URDC be appointed to the position; or
  - (2) 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 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 URDC, the Chair is to appoint one of the members of URDC to chair the meeting.
- 8.2 If an appointment is not made by the Chair under clause 8.1, URDC is to elect one of its members who is present to chair the meeting.

## **9 Quorum**

The quorum for URDC meetings is to be not less than one half of the total number of members excluding:

- (1) any vacancy in the membership of the URDC; and
- (2) any member who has an approved leave of absence and in respect of whom a deputy has not been nominated.

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

- 10.1 The Director, Research and Development Operations is to be the Executive Officer of URDC and is to have the right to be present and participate (but not vote) at all meetings of URDC.
- 10.2 The Director, IP Commercialisation and the Director, Strategic Projects R&D are to have the right to be present and participate (but not vote) at all meetings of URDC.
- 10.3 URDC 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 UTLC in its deliberations.
- 10.4 URDC may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 10.5 Unless the Chair determines otherwise, an observer does not have the right to participate or vote in a meeting of URDC.

**11 Establishment of working parties or sub-groups**

- 11.1 URDC may establish working parties or sub-groups to undertake particular tasks in relation to a nominated function or activity. The composition of a working party may include persons other than members of URDC and may include persons who are external to the University.
- 11.2 The role of a working party or a sub-group is advisory.

**12 Meeting schedule**

URDC will meet at least 4 times in each calendar year.

**13 Reporting**

- 13.1 URDC is to report to the Academic Board on its activities at such times as the Academic Board directs.
- 13.2 At the beginning of each calendar year, URDC is to submit to the Academic Board, an annual report in respect of its activities in the preceding 12 months. The annual report will include:
  - (1) a summary of the principal issues addressed by URDC in the period under review;
  - (2) an assessment of the effectiveness of URDC in performing its functions and fulfilling its responsibilities in the period under review;
  - (3) advice as to whether URDC should continue to operate in its current form and with its current functions and responsibilities; and
  - (4) advice and recommendations regarding the operation of URDC and the provisions of the URDC Constitution.

**14 Servicing**

- 14.1 Secretarial and administrative support for URDC is to be provided by the Secretariat.

**REVISION HISTORY:**

<b>Revision Ref. No.</b>	<b>Approved/ Rescinded</b>	<b>Date</b>	<b>Committee/ Board</b>	<b>Resolution Number</b>	<b>Document Reference</b>
TOR	Approved	26 April 1996	University Academic Board	UAB 52/96	-
	Rescinded	28 October 2005	Academic Board	AB 177/05 (iii) (d)	01279/05 TOR replaced by Constitution
NEW	Approved	28 October 2005	Academic Board	AB 177/05 (ii) (e)	01285/05 "University" removed from name
	Approved	24 November 2006	Academic Board	AB 175/06 (i) (b)	"University" added to name – effective 01/01/07
	Approved	29 February 2008	Academic Board	TBA	
	Approved	25 February 2011	Academic Board	AB 6/11	Attachment 5 to 00152/11
	Approved	25 March 2011	Academic Board	AB 56/11	Attachment 1 to 00328/11
	Approved	27 May 2011	Academic Board	AB 86/11	00589/11
	Administratively Updated	06 October 2015	Executive	EC 77/15	
	Administratively Updated	31 March 2017	Academic Board	AB 54/17	Appendix C to Attachment A of Item 14.2
Revised	Approved	23 March 2018	Academic Board	AB 51/18	Appendix A to Attachment A of Item 14.2