



## **Faculty Research Board Terms of Reference**

### **1. Role**

The Faculty Research Board of the Academic Senate assists Senate by advising, assuring and enhancing research and development within Schools. The Faculty Research Board reports to the Research and Research Training Committee – a standing committee of Academic Senate - in a format approved by the Committee.

### **2. Terms of Reference**

- a. Oversee School activities associated with research strategy, quality, research training, capacity, and impact.
- b. Assist the Schools in assuring the quality of their research activities and development.
- c. Make recommendations to the Deans and Directors of Research of each School concerning the development of research strategy and plans – these include monitoring strategies, performance targets, the budget, and other forms of research support.
- d. Consider and advise on matters referred by the Executive Dean and the Associate Dean Research and Innovation – these include the allocation of resources for research.
- e. Regularly review the research profile of the Faculty.
- f. Identify key research areas and research links with external agencies and industry for development.
- g. Monitor Faculty research performance against performance indicators in the University's and the Faculty's research plans.
- h. Advise the Research Committee and the Pro Vice-Chancellor Research and Innovation on: research performance; research development; and good practice in research and researcher development in the Schools.

### **3. Membership**

- a. Associate Dean Research and Innovation (or equivalent) or nominee (Chair);
- b. Associate Dean Indigenous and or nominee
- c. School Directors of Research and Innovation (one of whom will be the Deputy Chair);
- d. PVC Research and Innovation or nominee
- e. Research Operations Manager
- f. Head of Discipline nominated by each Deans and selected by the Executive Dean in consultation with the Associate Dean Research and Innovation (or equivalent);
- g. Early or Mid-Career Researchers nominated by each Deans and selected by the Executive Dean in consultation with the Associate Dean Research and Innovation;
- h. Academic representative from a Research Institute nominated by the Chair of the Institute Executive Council;

### **4. Chair of Meetings**

The Chair of the Research Board will be the Associate Dean Research and Innovation, or a nominee from among the Board. The Deputy Chair will be nominated by the Chair from School Directors of Research and Innovation.

The Chair will invite representatives from external units as required such as the Office of Research Services or the Office of the Pro Vice Chancellor Research and Innovation, as required.

The Chair may appoint additional voting members from the Faculty's academic staff as required to achieve gender balance and appropriate representation of cultural and linguistic diversity.

### **4. Meeting Frequency**

The Faculty Research Board meets a minimum of six times per year, with further meetings at the discretion of the Chair for urgent items.



**6. Quorum**

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members for the time being of the Board.

If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

**7. Review**

These terms of reference will be reviewed annually.

*Approved at Academic Senate on 5 December 2025.*