

## Research Committee Constitution

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Committee established by Academic Committee: Meeting 1/2010 (18 March),  
[Academic Committee has delegated certain authority to Research Committee as outlined in section 5 below.]  
Previous version of constitution approved by Academic Committee: Meeting 02/2024 (16 May), 2024/0000898  
Current version of constitution approved by Academic Committee: Meeting 04/2024 (26 September),  
2024/0001045

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### 1. Introduction

- 1.1. Academic Committee has established the Research Committee (**Committee**) to provide advice on risks and issues associated with the University's research program and profile. Research Committee monitors the identification and management of academic risks associated with research policy, practice, structure, activities and requirements. Research Committee's work is guided by the University's Strategic Plan and other relevant supporting plans.

### 2. Interpretation

- 2.1. In this constitution, references to academic elements and academic management positions shall be as defined in the [Griffith University Governance Framework](#).

### 3. Mandate

- 3.1. The Committee is a standing committee established by Academic Committee and reports directly to and is accountable to Academic Committee.
- 3.2. The Committee contributes to risk and governance oversight and supports the Academic Committee and University in meeting the requirements of the following Domains and Standards within the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021):
- (a) Part A: Domain 4 – Research and Research Training
  - (b) Part A: Domain 5 – Research Institutional Quality Assurance
    - Standard 5.2 – Academic and Research Integrity
  - (c) Part B: B1 – Criteria for Higher Education Provider Categories
    - B1.3 – Research Requirements (clause 16 – 19)

### 4. Functions

- 4.1. The Committee will:
- (a) advise Academic Committee on identified and emerging risks or issues relating to the University's research policies and strategies;
  - (b) review and monitor progress towards the achievement of the University's research goals;
  - (c) monitor policies and reports related to animal and human ethics, and biosafety;
  - (d) promote research integrity and the responsible conduct of research;
  - (e) assure processes for the effective evaluation of claims of misconduct in research;

- (f) maintain high level oversight of programs and initiatives that guide the allocation of internal research funds, research infrastructure and research space;
- (g) assure the generation of research income;
- (h) monitor and enhance the quality of research outputs across the University;
- (i) review responses to State and Commonwealth research policies and initiatives; and
- (j) review and recommend to Academic Committee approval of proposed changes to research policies. Reviewing and recommending proposed changes to research procedures to the relevant Qualified Officer for approval.

4.2. The Committee will:

- (a) consider any other matters of a research nature referred to it by the Academic Committee, its sub committees or by the Executive Group.

## 5. Authority

- 5.1. As provided for in the Academic Committee Constitution, Council has delegated certain of its powers to the Committee in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld).
- 5.2. The Committee may exercise such powers as the Council may delegate to the Committee from time to time, as set out in the University's register of delegations.
- 5.3. The Council authorises the Committee to perform its role as established within the scope of this constitution. In discharging its responsibilities, the Committee shall:
  - (a) monitor and assess research performance against established benchmarks, evaluate research innovations and evaluate the effectiveness of improvement activities;
  - (b) establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

## 6. Committee Composition [effective from 1 January 2025]

6.1. The Committee is composed of 19 members:

- (a) Deputy Vice Chancellor (Research) as Chair, *ex officio*;
- (b) Pro Vice Chancellor (Research), *ex officio*;
- (c) Deputy Chair (Research), Academic Committee
- (d) Dean, Griffith Graduate Research School, *ex officio*;
- (e) University Librarian, *ex officio*;
- (f) Dean, Research Infrastructure, *ex officio*;
- (g) Dean, Research Governance, *ex officio*;
- (h) Two representatives from each Academic Group, one of whom will be a Dean Research and one of whom will normally be a Director of a Research Entity nominated by the relevant Academic Group Pro Vice Chancellor;
- (i) One full time member of the professoriate staff of the University, to be elected by members of the professoriate staff of the University;
- (j) Two full time research active members of the academic staff of the University, who are within five years of the award of their PhD, to be appointed by the Chair on the recommendation of the Group Pro-Vice-Chancellors;
- (k) Institute for Biomedicine and Glycomics representative, to be appointed by the Chair.

6.2. The Chair of the Committee shall be the Deputy Vice Chancellor (Research). The Deputy Chair of the Committee shall be the Pro Vice Chancellor (Research).

## **7. Term of Appointment**

7.1 The members of the Committee shall normally serve for a period of two years up to 31 December of the relevant anniversary year and shall be eligible for re-appointment.

7.2 As far as practicable, to ensure continuity of Committee membership, the terms of office for members appointed under category 6.1(g) shall be such that the term of office may expire at any one time for only one member from each Group.

## **8. Rights of Audience and Debate**

8.1 The following persons shall have rights of audience and debate:

- (a) Director, Office for Research or nominee;
- (b) Director, Griffith Enterprise or nominee;
- (c) Director, Indigenous Research Unit;
- (d) Director, Griffith Graduate Research School or nominee;
- (e) Vice President (Global) or nominee;
- (f) Chief Digital Officer, Digital Solutions or nominee;
- (g) Deputy Director Research Services, Office for Research;
- (h) Deputy Director Research Strategy Systems and Policy, Office for Research
- (i) Senior Finance Business Partner, Finance.

## **9. Operating Principles and Procedures**

9.1 The Committee will operate and meetings will be conducted in accordance with the Council Committees Procedure ([\*Standing Orders\*](#)) except where the constitution states otherwise.

## **10. Obtaining Advice**

10.1 The Committee will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquiries to any element of the University.

## **11. Secretariat Services**

11.1 The Director, Office for Research, is responsible for appointing the Secretary to the Committee, who has rights of audience.

## **12. Meetings**

12.1 The Committee normally meets five times per year.

**13. Reporting**

- 13.1 The Committee will report its activities to Academic Committee after each meeting of the Committee. This report may be oral or in writing.
- 13.2 The Committee will provide an annual report to Academic Committee.
- 13.3 The Committee's sub-committees (as listed under section 14, below) will report to the Committee.

**14. Sub-Committees**

- 14.1 The sub-committees currently reporting to the Committee are:
- (a) Animal Ethics Committee;
  - (b) Human Research Ethics Committee;
  - (c) University Biosafety Committee.
- 14.2 Research Committee may establish additional standing sub-committees or working parties of an ad hoc nature from time to time. The sub-committees will provide a formal report to the Research Committee on a regular basis to support the status of activities being undertaken.
- 14.3 Standing sub-committees will be supported by a constitution which sets out the obligations and reporting requirements of the sub-committee. This constitution shall be approved by the Research Committee.

**15. Evaluation of Performance**

- 15.1 The Committee will evaluate its own performance annually under the coordination of the Chair, Research Committee. Training needs will be monitored by the Chair.

**16. Review of Constitution**

- 16.1 The Committee will review this constitution annually. Any proposed changes to the constitution will be recommended by the Committee to the Academic Committee for approval.