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|  | Terms of Reference |
| BELA FACULTY RESEARCH COMMITTEE |

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| Trim Location | TBA |
| Responsible Officer | Executive Dean |
| Approval Date | TBA |
| Approval Authority | Education Quality Committee of Academic Board. |

1. Role

The Faculty Research Committee is responsible to the Faculty Executive Dean for oversight of research quality and performance.

2. Function

The Committee’s functions and responsibilities are to evaluate and make recommendations to the Executive Dean on:

1. Ensure high quality of research and research training performance throughout the Faculty, aligned with USQ research strategic plan;

2. Act within the Faculty to develop strategies to improve the quality and impact of the Faculty’s research outputs, and to maximise the Faculty’s success in gaining external research funding;

3. Establish Faculty research KPIs and monitors strategies to achieve these including publication, grant writing, HDR supervision workshops.

4. Faculty initiatives to develop and recognise research and research training excellence;

5. The performance of higher degree by research students supervised by the Faculty;

6. Any matter which may affect the quality and execution of research and research training within the Faculty;

7. Any other research matters referred to the Committee by the Executive Dean or Academic Board’s Research Committee

3. Meetings, Reporting and Minutes

4. Membership

**4.1.** **Membership Structure**

The membership of the Faculty Research Committee is:

1. Faculty Associate Dean (Research) (Chair) (ex officio);

2. Associate Heads (Research) / College Coordinators (Research) (ex officio);

3. Dean of the Graduate School of Research, or nominee;

4. Director (Office of Research), or nominee;

5. Directors of research centres relevant to the Faculty, or a nominee for each; 6. One representative from the Library;

7. One early career academic elected by the academic staff of the Faculty;

8. One mid-career academic elected by the academic staff of the Faculty;

9. One higher degree research student member elected by and from the HDR students of the Faculty.

The Chair may invite other persons to attend meetings of the Committee as may be necessary, noting that an invited attendee will have no voting rights.

4.2 Terms of Office

Ex officio members remain members for their term of office. School/College committee representative members shall have two year terms running from 1 April to 31 March. Student members shall have one year terms running from 1 April to 31 March the following year, with an annual opportunity to continue their membership to a maximum term of three years without the need for an election. Student members shall be eligible for re-election after this period.

4.3 Absences Ex-officio members may nominate a person to represent them in their absence. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

5. Review of Terms of Reference

These Terms of Reference will be reviewed annually by the Committee to ensure they remain consistent with the Committee’s objectives and responsibilities, and that membership is appropriate. Any proposed amendments to the Terms of Reference will be referred to the Executive Dean for approval.