

Research Committee



THE UNIVERSITY OF
MELBOURNE

Terms of Reference
School of Biomedical Sciences
Department of Anatomy and Physiology

Committee Name

Research Committee for the Department of Anatomy and Physiology, School of Biomedical Sciences.

1. Type

- 1.1. The Research Committee is an Advisory Committee of the Department of Anatomy and Physiology (hereafter known as the Department)
- 1.2. Working groups may be formed to undertake specific tasks under the Research Committee's terms of reference and ad hoc items which may periodically arise.

2. Purpose

The overarching purpose of the Anatomy and Physiology Research Committee is to provide advice to the Head of Department (HoD) and Executive Committee on matters pertaining to research-related strategy and the implementation of agreed activities.

3. Values of the Research Committee

Consistent with the University and Faculty of Medicine, Dentistry and Health Sciences (MDHS) strategic imperatives in the pursuit of excellence, the Anatomy and Physiology Research Committee's values are:

- 3.1. Integrity and Accountability - maintaining the highest international standards of ethics and quality in research;
- 3.2. Compassion and Collaboration - sustaining a diverse, inclusive and harmonious scholarly community committed to supporting employees and students to realise their full potential; and
- 3.3. Respect - maintaining a safe, collegial and rewarding learning and working environment.

4. Scope

The Research Committee is responsible for:

- 4.1. Development and translation of the Department Research Strategy and policy;
- 4.2. Overseeing and promoting the development and integration of the Department's knowledge exchange and impact strategy with its commitment to research excellence.
- 4.3. Promoting a culture that is supportive of high-quality research that is multi-disciplinary and attractive to Australian and international research partners, enhances the Department's academic reputation and has impact
- 4.4. Providing support to (in conjunction with other relevant Committees)
 - Mentor early and mid-career researchers to maximise mutual opportunities for professional and Faculty success
 - Develop leadership skills among Research students and all staff engaged in research

5. Authority

The Research Committee will approve and subsequently make recommendations to the Department Executive, other University Departments and Faculty Services.

Terms of Reference: Research Committee V1 February 2021 (Department of Anatomy and Physiology)

Author: Strategy and Operations Manager, Department of Anatomy and Physiology

Accepted: Director of Research (Chair) 25 February 2021

To be reviewed: February 2022

6. Membership

The Committee will be headed by the Director of Research who will act as Chair. Other members that comprise the committee are:

- Academic Leads representing the Department Research Themes (5)
- Early-Mid Career Researchers (EMCR) representing the Department Research Themes (5)
- Medical Research Institute Representative (1-2)
- Research Student (1)
- Department Strategic Operations Manager
- Ex Officio Commercialisation Representative (external)

The proposed membership to be confirmed by invitation and subsequent call for nominations for vacancies from the Head of Department and Director of Research.

The Chair and portfolio holders will serve for two years in the first instance, after which time a second term of one additional year may be offered in consultation with the Director of Research and the Head of Department.

The Chair will have discretionary control over the appointment of portfolio holders and may invite other members to join as needed. However, gender equity and equal opportunity will be adhered to in the selection of committee membership.

An administrative support officer will assist as an ex officio member of the committee.

7. Meeting arrangements

- 7.1. The Research Committee will meet six times per annum to be coordinated the week after the School of Biomedical Sciences Research Committee meetings (or at more frequent intervals as determined);
- 7.2. A quorum will deem to be the Chair (or nominee) plus two academic leads and two additional committee members;
- 7.3. Agendas and minutes of previous meeting will be prepared by the Executive Assistant to the Chair, and distributed by email to members prior to the meeting;
- 7.4. All committee members will have the opportunity to contribute to the setting of the meeting agenda, a call for agenda items will be made at least 1 week prior to the forthcoming meeting;
- 7.5. Communications between meetings will be by email;

8. Reporting

- 8.1. Research Theme leads will provide a brief written report to be tabled at each committee meeting along with an opportunity to discuss any relevant business. An annual report overviewing Research Theme activities, achievements and challenges will be tabled at the final committee meeting each year.
- 8.2. The Director of Research (Chair) will report to the Executive at least quarterly.
- 8.3. All working groups shall operate under the strategic direction of the Research Committee to which they shall report quarterly or more frequently as the Research Committee requires and to which they can make recommendations.

9. Resources and budget

Meeting rooms will be booked by the Executive Assistant to the Chair, and all expenditure planned from the Research Committee will be approved by the Department Executive.

10. Program of Work

Specific portfolios and responsibilities are identified as follows:

10.1. Research excellence and impact:

- To communicate research highlights/success within the Department, School, University and externally via a communication plan including Web and other tools.
- To develop strategies to enhance quality and impact of research across the Department.
- To promote opportunities for broader collaboration within the Department, Schools, Faculties and affiliated Research Institutes e.g. via Research events and symposia.

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10.2. Research infrastructure and equipment

- To disseminate information on the register of equipment available across the Department.
- To coordinate equipment funding applications within the Department and shared equipment across SBS, the Faculty and associated Research Institutes.
- To identify potential platform technologies for centralized infrastructure funding.

10.3. Research funding and collaboration

- To provide a forum for planning new research initiatives for Department researchers.
- To develop and implement local strategies [review processes] for enhancing internal and external success in obtaining competitive grant funding [separate to MDHS and SBS initiatives].
- To develop strategies for increasing collaboration with commercial partners and industry.

10.4. Workforce and culture

- To ensure that relevant Faculty/ University policies and new research initiatives are communicated to Department researchers.
- To develop strategies for enhancing diversity across the research workforce.
- To identify and implement strategies for enhancing career development for each of the major research groups in the Department including early and mid-career researchers, research only staff, teaching and research academics and researchers experiencing career interruptions.

11. Review

The Terms of Reference will be reviewed annually by the Research Committee, and upon finalisation, will be reported to the Department Executive by the Chair.