

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 Collaboration - Fostering sustained and fruitful collaborations across the diverse disciplines in our department;

3.3 Respect and compassion - maintaining a safe, collegial, and rewarding learning and working environment; and

3.4 Diversity – Form a gender-balanced committee that embraces and encourages diversity among the Department's researchers and seeks opportunities to advance traditionally disadvantaged groups.

4. Scope

The Research Committee is responsible for:

4.1. Development and translation of the Department research strategy and policy;

4.2. Providing strategy and implementation for the acquisition and maintenance of research equipment, and the management and training for that equipment;

4.3. Strategic and operational support for funding applications;

4.4. Planning and delivery of a Departmental Research Seminar Series and an annual Research Symposium; and

4.5. 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. Membership

The Committee will be headed by the Director of Research who will act as Chair, with support from the Deputy Director of Research, who will stand in for the Chair as needed.

Other members that compose the committee are:

- Academic Leads representing the Department Research Themes (4)

Each theme will have a Lead, who will be a lab head at Level C or above, and who will represent that theme on the Research Committee. Themes are also encouraged to have a Deputy Lead, an academic at any level, who will represent the theme in the Lead's absence.

- Early-Mid Career Researchers (EMCR) representatives (1)

An academic at Level A-C, with preference given to non-group leaders.

- Medical Research Institute Representative (1)

- Department Strategic Operations Manager

An administrative support officer will assist as an ex officio member of the committee. Other invitees will attend Research Committee meetings as needed for the purposes of providing expertise, updating the committee on their research, or for training purposes. The Coordinator of the Department's Research Seminar Series will be kept informed of RC activities, and will be welcome to attend Research Committee meetings when requested or at his/her own discretion.

Research Committee members (excluding the Strategic Operations Manager) will serve three-year terms in the same role, with an optional fourth year at the discretion of the committee member, the Director of Research, and the Head of Department.

When vacancies arise, new Research Committee members (excluding the Strategic Operations Manager) will be appointed through a DAP-wide call for nominations/expressions of interest. Where nominations exceed available positions, the new member(s) will be selected by a discussion and vote amongst the existing Research Committee members, necessarily complying with composition of the Committee as laid out in its Terms of Reference.

6. Committee Portfolios

Each of the following portfolios will be headed by a Theme Lead on the Research Committee

6.1: Equipment and Infrastructure (item 4.2)

6.2: Career Development and Fellowships (items 4.3 and 4.5)

6.3: Project funding applications (item 4.3)

6.4: Research Events: Seminars and Symposia (item 4.4)

The Chair will have discretion over the appointment of portfolio holders and may invite other members to join as needed. Ideally, portfolios will be assigned in a consultative fashion in a way that best aligns with the members' interests and expertise. As committee membership changes, portfolios may be reassigned to better match each Theme Lead's interests and expertise.

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 comprise at least 5 members, including the Chair (or Deputy Chair) and two academic Theme Leads;

7.3. Agendas and minutes of previous meeting will be prepared by the Administrative Support Officer 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; and

7.5. Communications between meetings will be by email or Teams.

8. Resources and budget

Meeting rooms will be booked by the Administrative Support Officer, and all expenditure planned from the Research Committee will be approved by the Department Executive.

9. Review

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

VERSION HISTORY

Version 1, approved April 21 2021.

Version 2. Prepared by Professor Ethan Scott and Associate Professor Maria Di Biase,
Approved by DAP Executive Committee 25/03/2026.