

'University Research Committee Standing Committee' - Membership and Terms of Reference

Section 1 - Establishment

(1) The University Research Committee Standing Committee was established by the Academic Senate in its current version on 8 May 2019 (AS 19/030).

Background

(2) The University Research Committee is sometimes required to make decisions on urgent matters between meetings of the full committee. The Standing Committee performs that function.

Purpose

(3) The purpose of the University Research Committee Standing Committee is to make decisions on urgent matters between meetings of the full committee, and to perform other functions as detailed in Section 4 below.

Section 2 - Glossary

(4) For the purpose of this document:

- a. Committee - means University Research Committee.
- b. Standing committee - means University Research Committee Standing Committee.

Section 3 - Membership

(5) The members of the University Research Committee Standing Committee shall be:

- a. the Chair, University Research Committee - Chair;
- b. the Pro Vice-Chancellor (Research and Innovation); and
- c. three members of the University Research Committee nominated by the committee.

Section 4 - Functions and responsibilities

(6) The University Research Committee Standing Committee shall:

- a. meet to decide urgent matters which arise between meetings of the University Research Committee, and when it is not practical to convene a full meeting of the committee.
- b. assist the University Research Committee in the development of agendas and annual workplans.

Section 5 - Meetings

Quorum

(7) A quorum shall be a majority, i.e., half of the entire membership plus one.

Meetings

(8) Meetings shall be scheduled as required.

Agendas and minutes

(9) Agendas and minutes shall be prepared by Governance Services, Office of Governance and Corporate Administration.

Conflicts of interest

(10) Where a member has a perceived or material conflict of interest, they must declare this to the Chair and at the standing committee meeting prior to discussion of the item of business.

Variations

(11) Variations to the terms of reference and/or membership of the standing committee must be approved by the Academic Senate.

Status and Details

Status	Current
Effective Date	18th September 2019
Review Date	18th September 2025
Approval Authority	Academic Senate
Approval Date	3rd September 2019
Expiry Date	Not Applicable
Unit Head	Anthony Heywood University Secretary
Author	Ingrid Pulley
Enquiries Contact	Office of Governance and Corporate Administration +61 2 63384207