



Terms of Reference

SCHOOL OF BUSINESS RESEARCH COMMITTEE

Trim Location	
Responsible Officer	Associate Head of School (Research)
Approval Date	17/02/2021
Approval Authority	Head of School

1. Role

The School of Business Research Committee is responsible to the Head of School for oversight of research quality and performance.

2. Function

The Committee's functions and responsibilities are to evaluate and make recommendations to the Head of School on:

1. Ensure high quality of research and research training performance throughout the School, aligned with USQ research strategic plan;
2. Act within the School to develop strategies to improve the quality and impact of the School's research outputs, and to maximise the School's success in gaining external research funding;
3. Establish School research KPIs and monitors strategies to achieve these including publication, grant writing, HDR supervisions.
4. School initiatives to develop and recognise research and research training excellence;
5. Any matter which may affect the quality and execution of research and research training within the School;
6. Any other research matters referred to the Committee by the Associate Dean Research/ Head of School

3. Meetings, Reporting and Minutes

Frequency of Meetings: As required

Minutes: For all meetings, notes shall be kept.

4. Membership

4.1. Membership Structure

The membership of the School Research Committee is:

1. Associate Head (Research) (Chair) (Ex officio);
2. Head of School, or nominee;
3. Two research active early career academics;
4. Two research active mid-career academics
5. Two research active professors
6. One research active academic from each discipline of the school
7. One higher degree research student member

The Chair may invite other persons to attend meetings of the Committee as may be necessary.

4.2 Terms of Office

Ex officio members remain members for their terms of office. Committee members shall have three year terms. Student members shall have one year term.

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 Associate Dean Research/ Head of School for approval.