



# **TERMS OF REFERENCE**

## **SCHOOL OF CREATIVE ARTS RESEARCH AND RESEARCH TRAINING COMMITTEE**

Date: 22 February 2020 Drafted by Associate Professor Beata Batorowicz

### **1. Role**

The Research and Research Training Committee will oversee the development, quality and performance of research and research training within the School of Creative Arts. The Committee will play a key role in the School's strategic direction in research, providing communication links between the School of Creative Arts, the Graduate Research School and key University Research Institutes and Centres.

### **2. Functions**

The Committee's functions and responsibilities are to monitor, review and make recommendations to the Head of School and to the Graduate School of Research on:

- 2.1 The quality, performance and profile development regarding Research and Research Training within the School of Creative Arts and its alignment to the University's Research Strategy and Research Institutes and Centres. (e.g. Centre for Culture and Heritage)
- 2.2 The development of the School of Creative Arts Research initiatives, goals and strategies to cultivate a School research culture that enables research excellence recognised within, and beyond, the School.
- 2.3 The reviewing of performance and quality of higher degree by research programs offered by the School of Creative Arts and supervision matters.
- 2.4 The implementation and effectiveness within the School of policies, procedures, practices and delegations relevant to research and research training.

- 2.5 Any other related research and research training quality matters of significance referred to the Committee, including from the Head of School, Executive Dean or other University divisions or committees.

### **3. Membership**

3.1 Membership of the School of Creative Arts Research Committee shall include:

- 3.1.1 Chair – Associate Head of Research.
- 3.1.2 A minimum of 7 Academic Staff with a Research Allocation
- 3.1.3 Members as appointed by HoS in consultation with the Associate Head of Research.
- 3.1.4 At least 1 Postgraduate student representative (DCA or PhD).

The Chair may invite other persons from the School or Faculties or from other sections of the University, to attend meetings of the SoCA Research Committee as may be necessary from time to time. Such attendees have no voting rights and do not count in the quorum.

The appointed members shall hold office for at least one academic calendar year and shall be eligible for re-appointment.

### **4. Meetings, Reporting and Minutes**

**Frequency of Meetings:** The Research Committee will meet on the 4<sup>th</sup> week of every month during the academic year.

**Reports To:** Head of School of Creative Arts and Faculty Research Committee

**Minutes:** Minutes and post meeting action sheet, for all meetings, scheduled and special, shall be kept as provided for in the University's guidelines.

All notices, agendas and minutes will be made available electronically and distributed to all members.

**Quorum:** At any meeting of the SoCA Research Committee, a quorum shall be 50% + 1 of the current membership. If a quorum is not present after the expiration of 15 minutes from the time appointed for the meeting, the meeting shall lapse.

SoCA Research Committee members may attend via teleconference or videoconference and will be considered present and in attendance for purposes of determining the existence of a quorum.

## **5. Ethical Practices, Confidentiality and Independence**

**Members of the Research and Research Training Committee are to:**

- Exercise objectivity, independence and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a respectful and professional manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to sensitive matters requiring the maintenance of confidentiality and privacy of information;
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee.
- Disclose to the Committee any matter which compromise, or could be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest; and
- Have a good understanding of the University's Code of Conduct.