FACULTY OF DENTISTRY RESEARCH COMMITTEE

Terms of Reference

The Faculty Research Committee is a formally constituted committee of the Faculty with particular responsibility for promotion and development of research activities and research excellence within the Faculty, and for establishing and maintaining systems and processes to support research activities and research excellence within the Faculty.

The role of the Faculty Research Committee shall include:

- reviewing and implementing the Faculty Research Themes;
- developing and supporting research standards for research activity within the Faculty;
- monitoring the development and overseeing the implementation of relevant University policies and Faculty procedures and processes in relation to research matters;
- promoting and developing research excellence within the Faculty;
- overseeing the Faculty strategy to obtain research funding, both internally and externally, and to promoting commercial research relationships and opportunities for the Faculty;
- overseeing matters concerning HDR students within the Faculty, including recruitment, facilities and support, supervision, performance and HDR completions;
- overseeing mechanisms for mentoring, support and funding of Early Career Researchers (ECRs) from the Faculty;
- providing advice to the Dean, to the Faculty and to the University Research Committee on the Faculty’s performance in research and in relation to other issues relating to research in the Faculty.

Membership

The Faculty Research Committee shall consist of:

- The Associate Dean (Research) as Chair;
- The Dean;
- Not less than three (3) Faculty Research Leaders, appointed by the Dean;
- The Faculty Manager or their nominee;
- One student representative elected by nomination;
- Staff members may apply, in writing to the Chair, for membership to the committee, outlining their achievements and justification for admission to membership. Approval of this application will be from the Dean and Chair of the committee.

The Dean shall ensure an appropriate gender balance on the Committee as proportionate to faculty staff ratio.

The term of Membership shall be 3 years. Committee members taking leave of absence during their term should seek the approval of the Committee. Any short term membership replacements will be a matter for the Chair and the Dean to determine.
Quorum
The quorum for a meeting shall be a minimum of 3 members of the Committee

Meeting Frequency
The Committee will meet at least six (6) times per year.

Committee Operations

- The Committee may establish subcommittees in order to assist it to discharge its terms of reference. Subcommittees may be made up of members of the Committee and other persons co-opted by the Committee.
- Members should inform the chair if they have a conflict of interests with respect to any particular agenda items. A conflict arises when there is a divergence between the individual interests of a person and their professional obligations such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit.
- If a conflict is reported the Chair should determine how it is to be resolved (e.g. the member leaving the room for the item, not participating in voting for the item, taking no action on account of the minor nature of the conflict of interest). Management of conflicts of interest should be recorded in the minutes of the meeting.

Items of a confidential nature may arise from time to time, including:

- matters related to or touching on the personal affairs of an individual staff member or student;
- any business negotiations or other financial matter which the University would define as "commercial-in-confidence" or which might allow any person to profit; or
- any other matter determined by the Chair to be best dealt with as confidential business.

In the event of the Committee considering any potential confidential item, the following arrangements apply:

- The Chair shall have discretion to determine whether an item is a confidential item;
- The Chair’s decision on whether an Item becomes a confidential item is binding;
- If the item is a confidential item, the Committee shall resolve to move into confidential committee for the duration of the debate on the confidential item;
- Observers and members who may have a conflict of interests with respect to the item that cannot be resolved otherwise are to leave the meeting of the confidential committee.