

AUSTRALIAN NATIONAL UNIVERSITY

UNIVERSITY RESEARCH COMMITTEE MEMBERSHIP AND OPERATING PROCEDURES

(Reference: *Academic Board and University Policy Committees Rules 2008 – Part 3.*)

1. MEMBERSHIP

The current membership of the Committee comprises:

Deputy Vice-Chancellor: Chair	Professor Lawrence Cram
Pro Vice-Chancellor	Professor Robin Stanton
Pro Vice-Chancellor	Professor Mandy Thomas
Pro Vice-Chancellor (Education)	Professor Elizabeth Deane
Director, University Research Office	Dr Ian McMahon
Chairs of the University's Ethics Committees:	
Animal Experimentation Ethics Committee	Dr Daniel Stoljar
Recombinant DNA Monitoring Committee	Dr David Jones
Human Research Ethics Committee	Professor Mandy Thomas
Representatives from each ANU College:	
ANU College of Arts and Social Sciences	
*Social Sciences:	Professor David Marsh
	Alt: Professor Toni Makkai
Humanities:	Professor Francesca Merlan
	Alt: Dr Debjani Ganguly
ANU College of Asia and the Pacific	Professor Hugh White
ANU College of Business Economics:	Professor Tom Smith
ANU College of Engin. & Comp Science:	Professor Rod Kennedy
ANU College of Law:	Professor Margaret Thornton
ANU College of Medicine & Hlth Sciences:	Professor Frances Shannon
ANU College of Science:	
Non-biological sciences:	Professor Jim Williams
*Biological sciences:	Professor Kiaran Kirk
One postgraduate student chosen by the Chair in consultation with the President of PARSA:	Ms Megan Kelly
One undergraduate student chosen by the Chair in consultation with the President, ANUSA:	Mr Tom Galvin
One member of the general staff:	Ms Kathrin Kulhanek to 30 June 2010
*Other Members appointed by the Chair:	
One senior academic researcher:	Professor Caryl Hill to 31 December 2010
One early-career researcher:	Dr Alessandra Capezio to 31 December 2010
Standing invitation to attend meetings:	
	Dr Simon Bain, Director, Office of Research Integrity
	Mr Darren Brown, Director, International Development
	Director, Office of Commercialisation
	Professor Marie Carroll, Director, Student Equity, Educational Enhancement & Quality Assurance

2. TERMS OF REFERENCE

The Committee may advise:

- (a) the Chair of the Committee on matters relating to research at the University; and
- (b) the Academic Board on major issues relevant to the University's strategic plans and overarching policy; and
- (c) the Academic Board on any matter referred to the Committee by the Academic Board.

3. SECRETARIAT

The Vice-Chancellor nominates officers of the University to provide secretariat and other support to the Committee.

4. ROLE OF THE COMMITTEE AND MEMBERS

- The Committee will take a University-wide perspective in carrying out its role
- Noting the need to exercise discretion in relation to any confidential matter, all other matters before the Committee should be open to wide discussion by members and members should inform themselves as fully as possible about issues in preparation for meetings.
- Consistent with the provisions relating to the disclosure of material personal interest, a member who believes that he or she has a vested interest in an item will declare that interest at the time the item is considered by the Committee.

5. CHAIR

- The Deputy Vice-Chancellor, or his/her nominee, is the Chair of the University Research Committee.
- The Chair of the Committee is to convene all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.

[*Note:* it is expected that the Committee will meet at least once every 2 months.]

- The Chair of the Committee must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.
- The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.
- At a meeting of the Committee, the Chair has a deliberative and a casting vote.

6. MEETING SCHEDULE

The Committee will normally meet every two months. A schedule of meetings dates will be maintained at the website: http://info.anu.edu.au/ovc/Committees/060PP_Research/meetings

7. QUORUM

At a meeting of the Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.

8. ATTENDANCE AT MEETINGS

- Alternates

An appointed member of the Committee:

- (a) who is unable to attend a meeting of the Committee may nominate an alternate (from the same category of membership) to attend the meeting on his or her behalf.

- (b) An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.
 - (c) An alternate attending a meeting of the Committee has the same rights and obligations as the substantive member in whose place the alternate attends the meeting.
- Subject to the above provisions relating to alternates, members who are unable to attend a meeting may nominate a person to attend on their behalf without voting rights.
 - Acting appointments (e.g. persons formally appointed as Acting Chair) have full committee membership rights.
 - Attendance by invitation for particular items will be determined by the Chair prior to meetings and will be subject to the agreement of the meeting.
 - The Chair may confer speaking rights in respect of non-members who attend meetings by invitation.

9. OPEN MEETINGS OF THE UNIVERSITY RESEARCH COMMITTEE

- Meetings of the University Research Committee will be open to members of the University Council, academic and general staff of University and to undergraduate and postgraduate students of the University.
- No more than 10 persons will be admitted as observers at any meeting.
- Observers will be treated on a "first come first served" basis. They should notify the Secretary to the Committee in advance of the meeting of their request to attend. Observers will be asked to sign the attendance sheet at the meeting.
- Observers will have no speaking right and may not communicate with members of the Committee during the meeting.
- Observers may not bring recording equipment or cameras into the meeting.
- All matters relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are to be treated as confidential. Confidential items will be so marked on the agenda and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the University Research Committee may ask that other particular items on the agenda be treated as confidential and the Committee will determine this. During the course of the meeting, the Chair may declare a particular item to be confidential and observers will be asked to leave until consideration of that item has finished.
- Copies of the agenda, without attachments, will be available to observers at the meeting or from the website.

10. DISTRIBUTION OF AGENDAS AND MINUTES

- Agendas and minutes will be distributed to members and published at the website http://info.anu.edu.au/ovc/Committees/060PP_Research/meetings
- Electronic notices of the availability of agendas and minutes will be distributed widely within the University.
- Normally, agendas will be distributed to members approximately one week prior to the meeting.