



Institutes Research Board Terms of Reference

1. Role

The Institutes Research Board of Academic Senate assists Senate by providing advice, quality assurance and enhancement for research and development. The Board tenders reports to Academic Senate's Research and Research Training Committee in a format approved by that Committee.

2. Terms of Reference

The Board is responsible for assisting the Institutes in assuring the quality of their research activities and development.

The Board oversees activities associated with research strategy, quality, research training, capacity and impact in the Institutes. It will make recommendations to the Research Institutes Council and Directors of Research of each Institute concerning the development of research strategy and plans. This includes the development and monitoring of strategies and performance targets as well as recommendations concerning budget and other forms of support for research areas. The Board will:

- a. Consider and advise on matters referred to it by the Research Institutes Council and the Directors of Research; this may include matters that are related to the allocation of resources for research.
- b. Regularly review the research profile of the Institute, identify key research areas and research links with external agencies and industry for development and provide advice to the Academic Senate Research and Research Training Committee regarding such development, and to the Pro Vice-Chancellor Research and Innovation.
- c. Monitor research performance in the Institute against performance indicators in the University's and the Institute's Research Plans and provide related analysis to the Academic Senate's Research and Research Training Committee, and to the Pro Vice-Chancellor and Innovation.

The Board will:

- d. Provide advice and make recommendations to the Academic Senate's Research and Research Training Committee regarding the development of good practice in research and researcher development in the Institutes;
- e. Drive research excellence, innovation, and impact through leadership, coordination, and quality assurance across the Institutes, and integrating with University-wide planning and governance;
- f. Lead strategic priorities and collaborative initiatives between Institutes and Faculties.

3. Membership

Membership is as follows:

- a. The Associate Dean Research and Innovation (or equivalent);
- b. Five Institute Directors of Research;
- c. Five Institute Directors of HDR;
- d. PVC Research and Innovation or nominee;
- e. Director of Indigenous Research or nominee;
- f. Associate Dean-Research from each Faculty;
- g. An Institute Manager – elected;
- h. An Institute Research or Business Development Officer - elected
- i. A Level D/E academic from each Institute nominated by the Research Institutes Council and in consultation with the Directors of Research;
- j. An Early or Mid Career Researcher as nominated by the Research Institutes Council and in consultation with the Directors of Research;
- k. One to two higher degree research candidates, elected by and from the postgraduate-by-research students of the Institutes;
- l. A Head of Discipline nominated by each Executive Dean and in consultation with the Research Institutes Council



4. Chair of Meetings

The Chair of the Institutes Research Board will be a nominee from among the Board. A Deputy Chair may also be nominated from the membership of the Board.

The Chair of the Board will invite representatives from external Units as required such as Disciplines, the Office of Research Services, the Office of the Pro Vice Chancellor Research and Innovation, or TRTS to attend from time to time.

The Chair may appoint additional voting members from the Institute's Academic staff as required to achieve gender balance and representation of cultural and linguistic, career stage, and discipline diversity.

5. Meeting Frequency

The Board meets a minimum of six times per year, with further meetings at the discretion of the Chair for urgent items, including standard transactional items for consideration and approval.

6. Quorum

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members for the time being of the Board.

If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

Approved at Academic Senate on 5 December 2025.