

RESEARCH COMMITTEE

TERMS OF REFERENCE

PURPOSE

- Consider ways to promote the research being undertaken by Catholic Theological College (CTC) academic staff
- Identify opportunities for research collaboration within the CTC, Te Kupenga, and external partners
- Promote a culture of research amongst the academic staff and students of CTC
- Review applications for conference participation, research and study leave, and make recommendations in line with allocated budget to the Dean
- Review and provide feedback on annual reports by all permanent lecturers on their activities, including their research productivity.
- Provide suggestions to the Dean and Librarian for resources needed to support research in the CTC

MEMBERSHIP

- Programme Coordinator L7
- Programme Coordinator L5 & L6
- 2-3 academic staff (one appointed to Chair)
- Senior Researcher from the Nathaniel Centre

The Dean and Chief Executive have a standing invitation to attend with speaking rights, to receive or provide information and advice.

Academic staff are appointed by the Dean (after consultation with the Programme Coordinators), and expressions of interest from staff will be called annually. Appointment terms are for one year, and representatives may serve up to 3 years in succession. After a year off the Research Committee, they may be appointed again for future terms.

MEETINGS

- Meetings will be in person or by video conference, as agreed with the Chair
- Meetings will be held 4 times per year

AGENDA AND MINUTES

- The Chair will send the Agenda out three working days before the meeting

- Minutes will be taken on a rotational basis by members of the committee
- Minutes will be circulated within two weeks to all Research Committee members and will be made available to all academic staff

DELEGATED AUTHORITY

- This committee does not have financial or decision-making authorities. However, it does make recommendations to the Dean on research activities.

TRANSPARENCY, CONFIDENTIALITY AND GOOD FAITH

- Members should read and abide by the Te Kupenga Code of Conduct, acting in good faith at all times
- There may be times when discussions are confidential, to ensure privacy of individuals or decisions which are sensitive to organisational development. When an agenda item is confidential, this will be signalled by the Chair, and minutes shared outside of the committee will be redacted accordingly
- Committee members will comply with the Privacy Act 2020
- Meetings will be open to any staff or students who wish to attend as observers, other than agenda items deemed confidential by the Chair

REVIEW AND APPROVAL

The Research Committee Terms of Reference are reviewed annually and approved by the Chief Executive.

Date of issue: 16 October 2020

Next review date: October 2021