



RESEARCH COMMITTEE - TERMS OF REFERENCE

PURPOSE

- To consider ways to promote the research being undertaken by academic staff which qualifies for Performance-Based Research Fund (PBRF) funding
- To identify opportunities for research collaboration within Catholic Theological College, Te Kupenga as a whole, and with external partners
- To promote a culture of research amongst academic staff and students
- To identify issues not well understood or addressed by researchers and hence where educational effort is required
- When applicable, to refer research applications to an appropriate ethics committee (through the Director of the Nathaniel Centre) for review, advice and follow up to ensure that the research meets the relevant ethical standards for research involving human participants (eg Aotearoa Research Ethics Committee, University-based Ethics Committees, Health and Disability Ethics Committee (HDEC), or other Health Research Council (HRC) approved committees)
- When requested by the Dean of Catholic Theological College, to review applications and make recommendations concerning conference participation, research reports from lecturers and study leave
- When requested by the Chief Executive of Te Kupenga, to contribute to the review of relevant policies
- To provide suggestions to the Dean and Librarian for resources needed to support research

MEMBERSHIP

- Assistant Dean Level 7
- Assistant Dean Level 5/6
- 2-3 academic staff representatives (one to be appointed as Chair)
- 1 representative from 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 Assistant Deans), and expressions of interest from staff will be called annually. The representative from the Nathaniel Centre is appointed by the Director. Appointment terms are for one year, and representatives may serve up to 3 years in succession.

Members should read and abide by the Te Kupenga Code of Conduct, acting in good faith at all times.

MEETINGS & MINUTES

- Meetings will be held 4 times per year
- 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
- 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 signaled 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.

DELEGATED AUTHORITY

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

REVIEW & APPROVAL

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

Date of Issue: October 2020

Date of Last Review: December 2022

Date for Next Review: December 2023