

## Academic Research Committee Membership and Terms of Reference



The Committee's first meeting was held on 8 June 1992. An Ethics Subcommittee was formed in April 1997 and a Faculty Research Chairs Group in June 2002 (delegations formally adopted November 2002). In 2005, the Research Chairs Group was formally constituted as the Academic Research Committee.

### Membership

#### Full Academic Research Committee:

- Dean of Research
- Director, Academic
- Research Co-ordinator
- Member, Ethics Subcommittee
- Maori representative
- Chairs, School Research Committees
- Staff Developer (Research)
- Librarian
- Two Heads of School
- Academic Board member (optional)
- Co-opted member/s as required

#### Human Ethics Subcommittee

- Staff Development/Adult Education representative
- Dean of Research
- Minimum of two other staff with relevant expertise, one of whom is from the health profession
- Maori representative
- Privacy Officer
- Co-opted – Ethics Advisers from School Research Committees
- Other co-opted member/s as required

### Terms of Reference

- 1 Develop procedures and criteria for approving staff and student research projects, including ethics approval and consultation with Maori; moderate proposals that are approved by School Research Committees under delegation from the Academic Research Committee; evaluate research proposals and approve projects outside of delegation to School Research Committees.
- 2 Develop procedures and criteria for internal research grant applications; evaluate applications against the criteria and allocate grants from the central research fund as appropriate.
- 3 Develop and/or endorse policies related to research and forward to the Academic Board for formal approval.
- 4 Endorse Terms of Reference for School Research Committees.
- 5 Ensure that central research records are accurate, complete and accessible.
- 6 Provide a discussion and consultation forum for researchers, School Research Committees and the Dean of Research/Research Office.
- 7 Raise issues and provide advice to CPIT managers and relevant external bodies on matters related to research, including the Performance Based Research Fund (PBRF).
- 8 Promote and support activities that foster research and strengthen the research culture at CPIT.

- 9 Receive reports/recommendations from the Dean of Research; delegate tasks and responsibilities to the Research Office staff, School Research committees, other bodies as needed; update research responsibilities/delegations (attached to overarching policy).
- 10 Review the terms of reference, membership and delegations on at least a three year cycle and recommend changes to the Academic Board.
- 11 Set up subcommittees and working parties as needed.

### **Reporting Requirements**

Via reports and recommendations to the Academic Board, as needed, including a summary of projects and grants approved to be tabled at least twice a year.

### **Quorum**

Minimum of eight members.

### **Frequency of Meetings**

Minimum of six meetings per year.

### **[Human] Ethics Subcommittee**

To be read in conjunction with “Research Ethics policy.

- 1 Consider all CPIT research projects that involve human subjects to ensure that the rights and interests of research project participants, CPIT staff and students are protected. For the avoidance of doubt, this applies to all research involving human subjects, whether or not it has previously been approved by another ethics committee or is being conducted by researchers external to CPIT.
- 2 Consider and/or recommend delegations related to ethics approval.
- 3
  - a The Subcommittee will forward endorsement (or not) of each project requiring ethics approval to the School/Academic Research Committee. Projects will not be approved until ethics endorsement is provided. Refer Delegations, attached to Research policy.
  - b A report on the activities of the Ethics Subcommittee will be prepared for inclusion in the Academic Research Committee’s formal report to the combined Board/committees meeting; other reporting on an “as needed” basis.

Notes related to Ethics Subcommittee:

- At least three members must consider an application before recommending approval to the School/Academic Research Committee; Faculty Ethics Adviser may attend the meeting when any proposal from their faculty is being considered or consult with the Ethics Subcommittee Chair beforehand; the applicant may also attend the meeting when their proposal is being considered.
- Research projects will not be formally approved until the Ethics Subcommittee has given its endorsement.
- Records of Ethics Subcommittee discussions and decisions made are to be maintained, with outcomes recorded as part of the central file related to the particular project.
- No member of the Ethics Subcommittee may approve their own research.

Note:

Any ethical issues outside the expertise of the Ethics Subcommittee (eg animals) are to be considered by an appropriate ethics body, as part of the approval process.