

OTAGO POLYTECHNIC ACADEMIC POLICY			Number: AP106.04	
Title:	Research Advisory Committee			
ITPNZ Std:	1 Institutional Academic Quality Management			
Academic Board Approval	Ac Bd Paper No A120/08	Ac Bd Date: 23 Jul 08	Effective Date	23 Jul 08
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Contact Authority:	Deputy Chief Executive		Status:	current

Purpose

To set out the general functions and responsibilities, membership and operating procedures of the Research Advisory Committee which is a standing committee of Academic Board to advise on specific strategic matters for research.

Background

Statutory Compliance

National Guidelines

Policy and Procedures

1 Membership

1.1 Membership of the Research Advisory Committee will comprise:

- Chief Executive (or nominee)
- Research Director (Deputy Chief Executive)
- General Manager Academic Services
- Kaitohutohu
- Research Ethics Committee Chair
- All Professors and Associate Professors
- one Group Manager
- the Committee may co-opt from time to time

In attendance: Research Office Staff

2 Chair

2.1 The Chair will be the Research Director (Deputy Chief Executive).

3 Duties and Functions

3.1 The Polytechnic seeks to foster quality research in accordance with the NZQA definition of research and defined research objectives. In particular, it seeks to encourage and support the development of applied research activity and growth in keeping with strategic and business planning.

The Committee will:

- advise the Academic Board and management of key research strategies and research developments
- develop and maintain the Research Strategic Plan
*Introduction from the Research Plan 2006-2008 states:
"The plan focuses on two important issues that Otago Polytechnic must address if it is to achieve its stated goal of becoming a significant and influential centre for applied research and creative*

activity:

- a) *further strengthen the research culture within the Polytechnic*
- b) *improve the Polytechnic's ability to secure external funding for research and development."*

- contribute to key objectives and endorse the Research Office Business Plan
- identify and support a fully transparent and accountable research portfolio
- contribute to and approve department/school/programmes research plans
- approve policy and application procedures for the administration of internal funding
- support Treaty of Waitangi and Memorandum of Understanding objectives and responsibilities in relation to research
- liaise with the Polytechnic Research Ethics Committee

3.2 Through strategic and business planning the Committee will

- develop an external focus for Otago Polytechnic research, including application for external grants
- promote research opportunities through establishing and maintaining links with other tertiary providers and agencies, ITP New Zealand and TANZ
- promote strategies that support those new to research as well as for those actively engaged in research and in research supervision
- support internal and external peer review processes
- support commercial opportunities for research in accordance with Polytechnic policy on intellectual property rights

3.3 The Polytechnic will systematically evaluate its effectiveness in achieving projected research outcomes.

The Research Advisory Committee will:

- measure and encourage improvement of research activity and outcomes and outputs through the Research Office
- receive six monthly progress reports from departments on progress in meeting departmental research plans
- receive six monthly milestone reports from the Research Grants Committee for research grants
- approve the Polytechnic Annual Research Report

4 Reporting

4.1 This committee reports to Academic Board.

5 Meetings

5.1 Meetings are normally held bi-monthly.

Referral
Documents

AP102 Academic Board Standing Committees