

Faculty of Education and Health Sciences

Terms of Reference of EHS Research Committee

EHS Research Committee

1 Purpose

The Committee will develop a research ecosystem to support the work of all EHS faculty, researchers and postgraduate candidates as informed by relevant UL and EHS Faculty strategies.

2 Membership

Members

1. EHS Assistant Dean Research (ADR) (Chair)
2. Chair of EHS Ethics Committee
3. EHS Research Funding Officer
4. EHS Structured PhD Course Director
5. Technical Officer
6. Early- or mid-career faculty
7. Advanced career faculty
8. Research staff/ Postdoctoral researcher
9. PhD researcher (structured PhD)
10. PhD researcher (traditional PhD)

Membership for members noted above as (1) to (7) will be for a term of three years with membership staggered to ensure continuity of committee membership. Membership for members noted above as (8) to (10) will normally be for a term of one year. An expression of interest to serve on the Committee will be issued and membership will be finalised by the ADR in consultation with the Dean. A quorum will be 40% of membership for voting.

All EHS-aligned Research Institutes and Research Centres will be invited to report to the Committee on an annual basis.

3 Operation of the Research Committee

- The agenda of the Committee will normally consist of the following items:
 - Acceptance of the minutes
 - Matters arising from the minutes
 - Announcements
 - Reports
 - Specific agenda items
 - Any other business
- Special meetings can be arranged to consider a single item, in which case this will be the only matter discussed.
- Any member of the Committee can notify the Chair or secretary of items that they would like to include on the agenda. One week's notice should be

provided. Alternatively, they can propose such items at the next meeting of the Committee. Items of any other business should be identified at the start of any meeting.

- The Committee will endeavour to consider all the items that are listed on each agenda. The Chair will endeavour to implement this policy and to ensure that all members of the Committee are given the opportunity to participate in the work of the Committee on an equal basis and to make equal contributions to meetings.
- Proposals presented to the Committee will normally be supported by appropriate documentation.
- Documentation will be circulated to members of the Committee with the agenda for the meeting at which the item is to be considered (preferably electronically).
- The agenda, plus any supporting documentation, will be circulated to members of the Committee normally one week prior to each meeting.
- The Committee will normally seek to reach a majority consensus on matters that it discusses. However, a vote may be taken on any motion proposed and seconded.
- Meetings of the Committee will last a maximum of 50 minutes unless the majority of members present vote to extend this period.
- Work on specific items may be delegated to the Chair or to other members of the Committee. Such individuals will then work on specific items in a way that is directed by the Committee. The establishment of sub-committees from within the group will be used for core on-going business and from time to time to progress specific items.

4 Frequency of Meetings

A minimum of twice per semester or as necessary.

5 Reporting

The Committee will report to the EHS Faculty Management Committee. Minutes will be lodged on SharePoint and these will be available to all faculty.

6 The Postgraduate Research (PGR) Sub Committee

The Postgraduate Research Committee will consider recommendations from the EHS Research Committee on all applications for entry to the Masters and PhD registers. On behalf of the EHS Research Committee, the ADR is responsible for making such recommendations to the Postgraduate Research Committee.