


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED:
	<b>5.11 TOR AND OPERATING PROCEDURES RESEARCH COMMITTEE</b>	5) TEACHING AND LEARNING	2.0	Aug 2020
<p><b>Introduction and Context</b>  The Research Committee is a subcommittee of the Academic Board  The key objective of the SNMCI Research Committee (RC) is to guide the College in strategy, policy and approach to research activity in the College</p> <p><b>Scope</b>  This document applies to all of the College’s research activities, that of staff and students.</p>				
<p><b>Terms of Reference:</b>  The responsibilities of the Research Committee, having due regard to the regulations of Quality and Qualification Ireland (QQI), the codes of ethics and standards of professional conduct relevant to the field of education, and other existing guidance issued by regulatory or professional bodies, are defined as follows:</p> <ul style="list-style-type: none"> <li>- To promote excellence in all areas of research in the College;</li> <li>- To review the goals and monitor the implementation of the College’s Research Strategy;</li> <li>- To consider and make recommendations to the Academic Board on issues relating to research;</li> <li>- To liaise with the Ethics Committee on the monitoring and review of research activity, (staff and students);</li> <li>- To contribute to the development of policy to ensure that there are appropriate procedures for addressing ethical, integrity and governance issues raised by the research of staff and students;</li> <li>- To contribute to the development of College infrastructure supporting the development of research and scholarship;</li> <li>- To use staff research to enhance teaching and learning, fulfilling the College’s mission to support and encourage students as self-directed, life-long learners.</li> </ul>				
<p><b>Membership</b>  Members are drawn principally from the Academic Community within SNMCI but may also include external members as required and include;</p> <p><b>Ex Officio Members:-</b></p> <ul style="list-style-type: none"> <li>- Head of Research (CEO/ex officio Chair)</li> <li>- Director of Quality Academic Affairs (DQAA)</li> </ul> <p><b>Appointed Members:-</b></p>				

- Three nominated staff members (full or part-time) with experience and expertise as researchers and subject specialists.
- Three academic staff members (upon application)
- One student representative

**By invitation:-**

- The Chairperson may invite an external party deemed relevant to the business of a meeting

**Quorum:-**

- A quorum is 50% plus one
- Any matters considered when the meeting is inquorate must be subsequently ratified at the next Committee meeting before those decisions can be actioned.

**Decisions:-**

- Decisions are made by consensus. Where there is a tied vote the Chair has the casting vote.

**Terms of Membership:**

- All members are expected to uphold the policies and operating procedures of the RC.
- Members are required to regularly attend the meetings
- Members are usually required to serve a term of at least three years
- Members are required to send apologies and comments if required, by email to the Research Committee, if they are unable to attend
- Members must notify the Chair, in writing, if they intend to step down
- Members who step down must be removed from all RC circulation groups/listings

**Good Practice:-**

- An annual work plan to be drawn up and agreed
- Agendas, and any documents to be read in advance of a meeting, are sent at least 5 days before the meeting
- Minutes are written up as soon as possible following a meeting, circulated to members and made available to all staff, in a central location
- Committee members have access to resources and materials relevant to the business of the Committee

**Reporting/Decision-making:**

The Research Committee is a subcommittee of the Academic Board. The Terms of Reference of the RC will be reviewed every three years by the Academic Board. The Research Committee will refer any suggested strategies or innovations to the Academic Board.

### Policy Control Sheet

<b>Policy</b>	<b>5.11 Research Committee TOR and Operating Procedures</b>
<b>Version</b>	2.0
<b>Adopted/Effective</b>	Aug 2020
<b>Supersedes</b>	N/A
<b>Monitoring/ Next Review Date</b>	Every Two /Aug 2022
<b>Responsible Officer(s) Designated Reviewer(s)</b>	Chair of RC; CEO; DQAA
<b>Scope</b>	College Wide

### References

<b>SNMCI Policy area</b>	<b>2) Teaching and Learning: QA Vol 2</b>
<b>Developed with reference to</b>	UKRIO Checklist (Research Integrity Office), Teaching Council of Ireland Research Strategy, <i>Children First: National Guidance for the Protection and Welfare of Children</i>
<b>Related SNMCI Policies / Forms</b>	QA 5.6 Research Policy QA 5.7 Code of Good Practice for Student Research QA 5.8 Terms of Reference for Submission of Student Research Proposals QA 5.9 Terms of Reference and Operating Procedures Ethics Committee a F QA 5.9 A: Student Proposal Submission Form

### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
1	General revision for Blended Learning	Office of DQAA	AB