

## Unitec New Zealand Limited

### Meeting of Academic Committee

3 February 2021

<b>Title</b>	2021 Unitec Research Committee Membership, Terms of Reference & Work Plan
<b>Provided by:</b>	A/P Marcus Williams
<b>For:</b>	<b>INFORMATION</b>

### Recommendation

That Academic Committee receives the Unitec Research Committee's membership, Terms of Reference and work plan for 2021.

### Purpose

The purpose of this paper is to report to Academic Committee on the Unitec Research Committee's 2021 membership, Terms of Reference and work plan, as per Section 8.1 of Academic Committee's Terms of Reference.

### Information/Background

The Unitec Research Committee is a subcommittee of Academic Committee. Academic Committee has the authority to determine the Unitec Research Committee's membership and Terms of Reference.

In December 2020 the Unitec Research Committee revised their Terms of Reference with a view to articulating their commitment to supporting Māori and Pacific research and Māori and Pacific staff and student researchers. The changes are highlighted yellow on page three of this memo.

### Attachments

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2021 membership list

Terms of Reference

2021 work plan

**Unitec Research Committee | Te Komiti Rangahau o Unitec Membership**

Associate Professor Marcus Williams	Chair - Director, Research and Enterprise
Daisy Bentley-Gray (New and Emerging)	Nominee of Director, Pacific Success
Dr Jenny Lee-Morgan (Professor)	Nominee of Director, Māori Success
Dr Helen Gremillion (Associate Professor)	Healthcare and Social Practice
Yusef Patel (New and Emerging)	Architecture
Roger Birchmore (Early Career)	Building Construction
Dr Lian Wu (Associate Professor)	Community Studies
Dr Hamid Sharifzadeh (Associate Professor)	Computing and Information Technology
Dr Leon Tan (Associate Professor)	Creative Industries
Dr Kristie Cameron (Early Career)	Environmental & Animal Sciences
Dr Maryam Mirzaei (Early Career)	Applied Business
Robyn Gandell (Early Career)	Bridgepoint
Susan Eady	Subject Librarian
Vacant	One member nominated by the Student Council
Arun Deo	Research Advisor
Brenda Massey	Acting Secretary

**Unitec Research Committee | Te Komiti Rangahau o Unitec Terms of Reference**

The powers and functions of Te Komiti Rangahau o Unitec (URC) shall be to:

- a. Foster the conduct of research, and support the achievement of Unitec’s strategic research, enterprise and innovation priorities;
- b. Propose and advise on strategic directions and priorities for research, enterprise and innovation;
- c. Provide expert advice on institutional policy;
- d. Develop protocols and guidelines and make recommendations in relation to the conduct of research, enterprise and innovation;
- e. Oversee the Grants Advisory Committee and the reporting of funded projects;
- f. Encourage and enhance the development of the research, enterprise and innovation culture along with student and staff research capability, **with emphasis on the development of Māori and Pacific research capability**;
- g. Oversee the monitoring of research outputs and research reporting; and,
- h. Foster **Māori and Pacific**, transdisciplinary, collaborative and externally engaged research, enterprise and innovation.

Work Plan - (2021)										
Month	Item	Source / Nature	Input/s	Output	Presentation Frequency	Author	Submission Due	Presentation Due	Completion Date	Notes / Purpose
Yet to Schedule	Implement the proposed PBRF internal QE review plan; host School-by-School engagement sessions.	PBRF internal QE review plan	Tūāpapa Rangahau	School engagement sessions; PBRF internal QE review	One off	Chair/ Research Advisor	Agenda paper submission deadline	Meeting date	Date the minutes are posted	Awaiting the outcome of the PBRF review.
Each Meeting	Committee self-assessment	Feedback from members	URC	Meeting minutes	Monthly	Chair/ Secretary	Meeting dates	Meeting dates	Date the minutes are posted	-----
January	NO MEETING									
February	Update on research undertaken by Unitec into non-completing students at Unitec	Unitec	Unitec	Memo	One off	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	-----
	Develop a Research Centres reporting template; request Centres submit Annual Reports	Research Centre Plans	Chair/ Secretary/ Research Centre Directors	Research Centre Report template; Annual Reports	Annually	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	Annual Reports due April
	Notification of 2021 ECR funding outcomes	2021 ECR funding applications	2021 Grants Assessment Committee	Memo	Annually	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	-----
March	Lead the development of an action plan with targets that will help Unitec reach the goals articulated in the Unitec Research Strategy 2020-2024	Unitec Research Strategy 2020-2024	Tūāpapa Rangahau	Research Strategy action plan	One off	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	-----
	Agree on a format for the Annual Unitec Research Report.	2019 Annual Research Report	Secretary	Annual Research Report template	Annually	Secretary	Agenda paper submission deadline	Meeting date	Date the minutes are posted	Annual Research Report to be submitted to Academic Committee in August
	Agree on a date and structure for the 2021 Unitec Research Symposium	2020 Unitec Research Symposium programme	URC/ Tūāpapa Rangahau	2021 draft Unitec Research Symposium programme	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	-----
April	Consider potential reviewers for the PBRF internal QE review	Unitec research community	URC/ Tūapapa Rangahau	List of potential reviewers	One off	Chair	Agenda paper submission date	Meeting date	Date the minutes are posted	-----
	Update of SPSS phase-out plan	SPSS phase-out plan	Tūāpapa Rangahau	Memo	One off	Chair	Agenda paper submission date	Meeting date	Date the minutes are posted	-----
	Develop a School Research Plan reporting template; request Schools submit Annual Reports	School Research Plans	Chair/ Secretary/ Research Advisor/ Schools	School Research Plan reporting template; Annual Reports	Annually	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	Annual Reports due June
	Receive Research Centre Annual Reports	Research Centre reporting template	Research Centres	Research Centre Annual Reports	Annually	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	-----
	Receive 2020 ECR Funding final reports	ECR Funding final report template	Funded ECRs	ECR final reports	Annually	Secretary	Agenda paper submission deadline	Meeting date	Date the minutes are posted	-----
May	Update on progress towards implementing the internal PBRF QE review	PBRF internal QE review plan	Tūāpapa Rangahau	Memo	One off	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	-----
June	Update on a date and structure for the 2021 Unitec Research Symposium	2020 Unitec Research Symposium programme	URC/ Tūāpapa Rangahau	2021 draft Unitec Research Symposium programme	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	-----
	Review Individual Research Plan (IRP) template and School Research Plan template	2020 IRP template; 2020 School Resarch Plan template	Tūāpapa Rangahau	2021 IRP template; 2021 School Research Plan template	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	-----
July	Receive School Research Plan Annual Reports.	School Research Plan reporting template	Schools	School Research Plan Annual Reports	Annually	Chair	Agenda paper submission deadline	Meeting date	Date the minutes are posted	-----
August	Present Unitec Research Report to Academic Committee	Unitec Research Report	Tūāpapa Rangahau	Memo	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	-----
	Present Research Productivity Traffic Light (RPTL) Results to Academic Committee	RPTL Results	Tūāpapa Rangahau	Memo	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	-----
September	Receive 2021 ECR Funding progress reports	ECR funding reporting template	Funded ECRs	ECR progress reports	Annually	Secretary	Agenda paper submission deadline	Meeting date	Date the minutes are posted	-----
October	Ratification of 2022 ECR Funding Grants Assessment Committee (GAC) membership	GAC membership criteria	Chair/ Secretary	GAC membership list	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	-----
November & December	Review URC ToR and membership	2021 ToR/ URC attendance tracker	Chair/ Secretary	2022 ToR and membership list	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	-----
	Review 2021 Agenda Items	2021 Agendas	Chair/ Secretary	Memo and classification spreadsheet	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	All Agenda items to be classified according to which ToR they relate to and whether they were strategic or relating to compliance.
	Construct 2022 Work Plan	2021 Work Plan	Chair/ Secretary	2022 Work Plan	Annually	Chair	Agenda Paper submission deadline date	Meeting date	Date the minutes are posted	