



# TERMS OF REFERENCE FOR THE EARLY CAREER RESEARCHER FORUM

## Purpose

The purpose of this procedure is to:

- Define the Terms of Reference for the Early Career Researcher Forum.
  - Ensure that the Early Career Researcher Forum is Te Tiriti aligned.
  - Ensure that all Early Career Researchers are supported, including those approved on a Non-Degree Teaching Track.
  - Ensure that Emerging Researchers are also supported and included where practicable.
  - Ensure that there are robust processes in place to ensure the Early Career Researcher Forum is supported and provided an institutional voice.
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## Scope

This procedure applies to:

- Full-time or part-time tenured staff who meet the definition of an Early Career Researcher and are teaching on a degree programme 0.2 FTE or more.
- Full-time or part-time tenured staff who meet the definition of an Early Career Researcher and are approved to the Non-Degree Teaching Track.
- Emerging Researchers.
- The relevant Academic Leader of each eligible staff member.
- The Director of Research and Enterprise.
- The Co-Chair(s) and membership of the Early Career Researcher Forum Committee.
- The Unitec Research Committee.
- The Research Partners.

## The Early Career Researcher Forum Committee

- Membership: Co-Chair Māori - Early Career Researcher Forum Committee.  
Co-Chair Te Tiriti Partner - Early Career Researcher Forum Committee.  
Pacific representation.  
Kairangahau representation.  
Early Career Researcher representation from at least three different disciplines.  
Emerging Researcher representation from a different discipline to above.  
Research Partner representation.

- Terms of Reference:

The committee meets once per semester.

The committee is Te Tiriti aligned.

The committee recognises and celebrates diversity.

The committee operates in a high ethical and values-based framework.

The committee keeps an accurate membership record which differentiates Early Career Researchers and Emerging Researchers.

The committee strives to provide communications, opportunity, and advocacy for the membership.

The committee provides representation on the Unitec Research Committee.

The committee provides a brief annual report of its activities, achievements, and challenges to the Unitec Research Committee by March 31<sup>st</sup> of the year following.

## Responsibilities

Role	Responsibilities
Co-Chairs	<ul style="list-style-type: none"> <li>• Work together collaboratively.</li> <li>• Ensure ToR are adhered to.</li> </ul>
Director Research and Enterprise	<ul style="list-style-type: none"> <li>• Ensures there is funding for Early Career Researchers.</li> <li>• Advocates for the Early Career Researcher Forum.</li> <li>• Ensures research strategy concisely includes Early Career Researchers and Emerging Researchers.</li> <li>• Supports the Co-Chairs.</li> <li>• Ensures Research Partners have time resource to support Early Career Researchers and the Forum.</li> </ul>
Research Advisor	<ul style="list-style-type: none"> <li>• Supports the development of the Early Career Researcher Forum Annual Report.</li> <li>• Gathers relevant data for the Unitec Annual Research Report.</li> </ul>
Research Partners	<ul style="list-style-type: none"> <li>• Support Early Career Researchers and the Forum.</li> </ul>

## Definitions

Term	Means
Early Career Researcher (ECR)	<p>At Unitec, an Early Career Researcher is defined as:</p> <p>An ECR at Unitec lies between ‘emerging/beginner’ and ‘senior/advanced’. An ECR is within 10 years (prior to the closing date for full applications for ECR funding) of becoming an ‘independent’ researcher, which is defined as one or both of the following, whichever comes first:</p> <ol style="list-style-type: none"> <li>1. A researcher who has been awarded a PhD or a professional doctorate with a significant research component.</li> <li>2. A researcher who has been the primary author of an independently investigated (i.e., unsupervised, disseminated quality assured research output. This criterion excludes conference presentations and typically also excludes very short written outputs.</li> </ol> <p>Time taken for parental leave is not counted as part of the 10-year window (i.e., one year of parental leave would extend the eligibility period to 11 years since achieving criterion 1 or 2). Note that other forms of extended leave may be considered by negotiation with Tūāpapa Rangahau.</p>
Emerging Researcher	<p>An Emerging Researcher at Unitec is a person who:</p> <ul style="list-style-type: none"> <li>• Meets the inclusion criteria for the Research Productivity Traffic Light (RPTL) or has been accepted onto the Non-Degree Teaching Research Track.</li> <li>• Has an approved Individual Research Plan which identifies clear efforts toward a recognised research output within the next 12 months.</li> <li>• Is a named member of a Research Group in an approved School Research Plan.</li> <li>• Has an <u>ORCID number</u>.</li> </ul>

## Reference Documents

- Unitec Research Strategy 2020-2024

## Approval Details

<b>Version number</b>	2	<b>Issue Date</b>	1 August 2023
<b>Version History</b>	Date of amendment/s: <ul style="list-style-type: none"><li>14 September 2023</li></ul>	Amendment/s: <ul style="list-style-type: none"><li>Definitions of an Early Career Researcher and an Emerging Research at Unitec added.</li></ul>	
<b>Approval authority:</b>	Te Komiti Mātauranga   Academic Committee	<b>Procedure Owner:</b>	Director Research & Enterprise
<b>Contact Person</b>	URC Secretary	<b>Date of Next Review</b>	August 2025