

NCAD Research Strategy Committee

Terms of Reference

		This policy is effective from	May 2025
Approval body	Academic Council	Approval date	30 th April 2025
Owner	Head of Research	Next review date	April 2027

1. Background

1.1 The Research Strategy Committee was established to serve as a key reporting link between research activity happening in the NCAD Research Office, Schools and other NCAD management and committee bodies.

2. Purpose and Function

- 2.1 The Research Strategy Committee is responsible to Academic Council for overall oversight of and guidance for the activities of NCAD's Research Office.
- 2.2 The Research Strategy Committee is responsible for providing recommendations on the ongoing development of institutional research strategies with both internal and external scope.

3. Terms of Reference

The Research Strategy Committee shall:

- 3.1 Create open and enabling lines of communication between Schools and the centralised Research Office, generating knowledge about research activity happening across the College and ensuring staff members are informed and appropriately supported by central research mechanisms.
- 3.2 Consult on institutional research strategies in line with objectives set in NCAD's Research Action Plan published in October 2022, including income-generation and providing advice on horizon scanning activities and engagement with strategic funding calls at a cross-college level
- 3.3 Advise on the development of policies and procedures related to research activity, including such matter as research ethics, research overhead allocations, and codes of best practice for research activity
- 3.4 Assess applications for NCAD research seed funding and other internal research funding schemes, advising on how internal schemes can be best utilised to support external investment, and noting final reports from staff who have received seed research funding
- 3.5 Maintain oversight of the research training programme across staff and PhD cohort needs, advising on training content and reviewing annual programme schedules
- 3.6 Note PhD applications and progress, achieved through regular reporting from the Doctoral Studies Programme Leader to create a visible cross-college reporting function for PhD studies

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V1			

- 3.7 Participate in high-level thematic programme planning for public activities which disseminate the work of NCAD's research community to external audiences, such as research days or research exhibitions.

4. Composition of Committee

- 4.1 The Research Strategy Committee shall consist of:
- 4.1.1 The Head of Research
 - 4.1.2 The Doctoral Studies Programme Leader
 - 4.1.3 The Head of Innovation and Engagement
 - 4.1.4 One representative from NIVAL
 - 4.1.5 The NCAD Gallery Curator
 - 4.1.6 At least one representative from each School and First Year Studies
- 4.2 There will be at least one representative member from the School of Design, the School of Education, the School of Fine Art, the School of Visual Culture and First Year Studies serving on the Committee at any given time. In instances where other academic Committee positions, such as the Head of Research or the Doctoral Studies Programme Leader are held by members of a specific School, this may satisfy the School-based representative requirement.
- 4.3 Representative members of the committee are appointed for a term of 2 to 3 years and can be appointed for a second term if nominated by the relevant school / first year studies board;
- 4.4 The Head of Research shall chair the Research Strategy Committee.
- 4.5 The Research Officer will act as Secretary to the Research Strategy Committee.

5. Conduct of Business

- 5.1 The Research Strategy Committee should meet at least three times per academic year.
- 5.2 The quorum for a meeting shall be 5 members.
- 5.3 The meetings of the Committee shall be scheduled into the Academic Calendar at the start of each academic year.
- 5.4 Where the Head of Research is unable to attend a meeting of the Committee, they may nominate a member of the Committee to act as chairperson for that meeting.

Decision-making

- 5.5 The Committee will normally reach decisions by consensus. Where the Committee is divided, the outcome shall be decided by a majority decision.

6. Reporting Responsibilities

- 6.1 The Research Strategy Committee will report to Academic Council following each meeting with reports indicating items for communication to Academic Council and items for decision by Academic Council. Items for decision will be accompanied by a recommendation of the Committee.
- 6.2 Where possible, an annotated version of the minutes will be posted to Google Drive, Workvivo or other appropriate forums.