

Research and Innovation Committee

Terms of Reference

		This policy is effective from	<u>22 February 2017</u>
Approval body	<u>Academic Council</u>	Approval date	<u>22 February 2017</u>
Owner	<u>Head of Academic Affairs</u>	Next review date	<u>February 2018</u>

Our greatest and most constant resource is the creativity, criticality and generosity of the College's research community, our role is to give support in whatever way we can.

1 Purpose

- 1.1 Work with the wider College community in the development of the College's Research and Innovation Strategy, recommend a strategy to Academic Council for formal approval, and keep the strategy under review.
- 1.2 Consider and advise on the development of related policies, procedures and action plans, including Intellectual Property, technology transfer, consultancy and spin-outs, in line with national policy and international best-practice.
- 1.3 Agree targets for research and innovation aligned to the NCAD's strategic plan and monitor performance against these targets.
- 1.4 Establish and sustain clear communications with individual Departments, Schools, and Research Groups, facilitating the development of effective local research and innovation activities that:
 - 1.4.1 offer guidance and support to early-career researchers
 - 1.4.2 support the development of individual, inter-disciplinary and collaborative research and knowledge transfer initiatives
 - 1.4.3 are informed and appropriately supported by central mechanisms
- 1.5 Deliver activities that encourage and disseminate the work of NCAD's research community, internally and externally, and stimulate and monitor impact.
- 1.6 Maintain an overview of the quality of research in the College and its integrity.
- 1.7 Promote the integration of research and innovation activities with:
 - 1.7.1 learning and teaching practices
 - 1.7.2 Internationalisation agenda
 - 1.7.3 Engagement practices and agenda.

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- 1.8 Advise the College's academic community on current developments in research, innovation and knowledge transfer, and to act as a forum for the dissemination of good practices.
- 1.9 Consider matters relating to the establishment, monitoring, and impact of NCAD's Research Institute.
- 1.10 Consider and promote the recruitment of researchers and research students.
- 1.11 Develop initiatives for such funds as are made available to support and promote the enhancement of research and innovation activities, and to monitor outcomes in accordance with the Research and Innovation Strategy.
- 1.12 To receive reports from the Research Ethics Committee, when relevant.

2 Composition

- 2.1 The following shall be members of the Research and Innovation Committee.
 - The Head of Academic Affairs and Research (Chair, *ex officio*)
 - Heads of School (*ex officio*)
 - Head of Innovation and Engagement (*ex officio*)
 - Quality and Academic Support Officer (*ex officio*)
 - Head of First Year (*ex officio*)
 - Librarian (*ex officio*)
 - Two Research Representatives per School, as agreed through School Boards on an annual basis
 - One student representative from PhD student community
- 2.2 The Committee may establish, whether from within its own membership or otherwise, such sub-committees and advisory groups as it may think fit, to advise and report on any of the above matters.
- 2.3 Committee secretariat will be provided by the Research and Innovation Administrator.

3 Conduct of Business

- 3.1 The Research and Innovation Committee shall meet at least four times a year. The meetings shall be convened by the Chair with a minimum notice of seven days.

4 Reporting Responsibility

- 4.1 The Research and Innovation Committee shall report to Academic Council (AC), with reports indicating items for decision by AC and items for communication to AC. Items for decision should be accompanied by the recommendation of the Committee.