1. **Introduction**

The School of Chemistry operates across all core areas of chemical and molecular science and has a long history of strength both nationally and internationally, as evidenced by subject rankings. A key challenge is to continue this research strength in an increasingly funding constrained environment that demands ever greater focus on applied scientific outcomes. This demands approaches that are strategic, collaborative and innovative. The overall objective of the SRC is to develop strategy and focus for research excellence within the School of Chemistry.

2. **Aims and Purpose**

The remit of the SRC is to:

- Oversee development and consideration of **strategies and processes** that increase the School's opportunities and capacity for research of the highest quality;
- Provide **advice and recommendations** on research strategy to Head of School and School Management Committee;
- **Investigate** opportunities and other research-related matters of benefit to the School;
- **Liaise** with the Faculty Research Committee and other relevant School and Faculty committees to ensure the School maximises its opportunity to engage in world class research;
- **Uphold and communicate** principles of responsible research and research integrity, and compliance with the **Australian Code for Responsible Conduct of Research**;
- **Assist** in the implementation and administration of School and Faculty research support schemes, in the collection of research-related information required by the school or university such as the ERA, and in the development of schemes promoting research opportunities for Early Career Researchers in the School;
- **Coordinate** the communication of the school's research and its impact to Monash's students, the public, and key stakeholders of the School.

3. **Responsibilities**

The SRC is responsible for providing advice to the associate head research in the following areas:

- **Strategic**
  - Advice on strategy and policy including the strategic prioritisation of specific activities that align with the University's strategy in Research and Research Training.
  - Develop, implement and review research policies and procedures, that include monitoring their effectiveness in upholding excellence, performance and integrity in Research and Research Training practices and outcomes.
● Enhance the School’s research capacity, maximise opportunities, develop research programs that enable its researchers to achieve sustained research excellence and the translation of that research to engagement and impact.
● Provide a focal point for liaison and discussion of research strategies and initiatives arising from the School’s research programs.
● Build a culture for research consistent with the School’s values and agreed behaviours.
● Facilitate relationships; networks both nationally and globally.

Resourcing
● Provide advice and recommendations on how school research infrastructure is funded and cost recovery policies and ensure they are aligned with strategic priorities
● Provide advice and recommendations on how resources including central funding and bequests are used within the School and ensure they are aligned with strategic and bequest priorities.

Procedural
● Investigate research-related matters referred to the SRC, by Head of School, School Executive, members of the school, from the Faculty.
● Liaise and coordinate with the University and Faculty Research Committee on the development and implementation of research strategies, initiatives and other research matters administered by the Faculty, and to assist with administration of Faculty research support schemes.
● Uphold, communicate, and advise members of the School on matters relating to responsible research, research integrity, and compliance with the Australian Code for the Responsible Conduct of Research

4. Membership Guidelines
● The SRC members are selected by the Associate Head of Research (AHoR) in consultation with the School Executive.
● The committee may have up to a maximum of 10 members (in addition to the chair and secretary) representing independent perspectives.
● A quorum for the committee meetings will be at least half of the appointed members. The function of the committee is not affected if the number of members fall below five for a period of less than six months or if there is a vacancy in the position of chair or deputy chair.
● A member can resign from the committee via a written statement to the chair. If any member is unable to continue their role on the committee, the membership may be terminated at any time in writing, by email or letter to the chair of the committee.

5. Membership Composition
● Chair – the associate head research will represent the School’s interests in areas of strategic importance.
● Deputy Chair – the deputy chair fulfils the responsibilities of the chair in the event that the chair has temporarily vacated their position or is not present at a meeting of the committee.
● Secretary – a professional staff member who will act in an advisory capacity and as a secretary, who works closely with the chair to provide advise based on updates from current funding opportunities, coordinates the agenda, minutes, issuing calendar invites, updating membership lists and appropriate documentation on relevant webpages as determined appropriate.
● Representatives (Members) – research program leaders or early career researchers, HDR coordinator, operations staff (technical) and one member from the School Education Committee.
● **External members**—representatives may include staff/students from other schools, departments, faculties, divisions (e.g. BDM, MRO, R&R) or other research experts that may be invited to attend committee meetings based on the subject matter under consideration.

6. **Time Commitment**
   ● It is anticipated that the time commitment for the members would be approximately 2 hours per meeting every 2 months.
   ● This is an average time commitment and includes participation in meetings, reading of pre-materials, delivery of action items and attendance at events.

7. **Duration of Membership**
   ● The duration of membership, including the chair, is three years with option of reappointment. In the instance where a member's employment status or duties change, their membership will be reviewed and reconfirmed if deemed appropriate, ensuring relevant sectors remain represented and no conflict of interest occurs.
   ● The expertise and skills matrix for the advisory committee will be reviewed from time to time to ensure they support the achievement of the purpose of the SRC.
   ● Nominations for new members need to be made in writing to the associate head research.

8. **Conduct and Disclosure of Interests**
   ● Each member will ensure that no decision or action is taken that has the effect of placing their interests ahead of the School.
   ● All members will be required to disclose their interests and complete conflict of interest declarations.
   ● Members will be expected to bring their full range of skills, knowledge and experience to matters reviewed and discussed at committee meetings.
   ● Each external member of the committee (i.e. non-Monash University staff) will be required to sign a confidentiality deed with Monash University (on behalf of the SRC, if applicable).

9. **Best practice Membership Representation**
   ● SRC members will be expected to uphold the values of honesty and integrity and commit to the highest standards of governance and probity.
   ● The School embraces and adopts a diversity and inclusion policy, including people with diverse attributes, expertise, cultural backgrounds and experiences (local and international). Promoting an inclusive culture where equity and diversity are important to the activities and gives us access to rich and unique insights. As such, committees should aspire to have a diverse membership.

10. **Amendment or Variation**
    ● The SRC terms of reference may be amended, modified or varied after consultation and agreement by committee members, and upon approval by the associate head research.

11. **Other**
    ● Each meeting will have an agenda and meeting minutes for reporting to the School Executive.