

Research and Scholarship Committee

Purpose

1. In concert with the Centre for Legal Innovation, the Research and Scholarship Committee (RSC) advises on and guides research and scholarship activities at the College with the aims of developing knowledge in support of the College's *Principles in Research and Scholarship* and ensuring that the outputs of research and scholarship, where appropriate, are utilised in the development of curriculum and delivery.

Terms of Reference

2. The role of the RSC is to:
 - Coordinate research and scholarship activities between the Centre for Legal Innovation and the Academic Secretariat, including the Teaching and Learning and Design Directorate;
 - Contribute to the development of the annual Scholarship Plan;
 - Ensure that scholarship activity is aligned to the Scholarship Strategy and annual Scholarship Plan;
 - Develop and drive strategies that foster a culture of scholarship;
 - Review scholarly outputs of academics for sharing amongst the College community for professional development purposes and to inform course content, design and teaching;
 - Receive reports from the Teaching Learning and Design Directorate as to how research and scholarship outputs are being integrated into College programs;
 - Benchmark research and scholarship with other institutions, where appropriate, to inform College scholarship; and
 - Review research and scholarship policies and procedures including ethics approval.

Membership

3. The RSC includes:
 - Chief Academic Officer (Chair);
 - Director, Teaching, Learning and Design Directorate;
 - Director, Centre for Legal Innovation;
 - National Librarian;
 - Assistant Director, TLD
 - Director, Academic Quality;
 - Up to three staff representatives appointed by the Chief Academic Officer; and
 - Academic Secretary (Secretary).

Quorum

4. A quorum is a simple majority, including the Chair, at any meeting.
5. A simple majority of those present is required for the passing of any resolution.

Meetings

6. The RSC meets monthly and provides reports quarterly to the Academic Board (or more frequently as required).
7. The RSC should review its terms of reference biennially to provide assurance that it remains consistent with the Academic Board's objectives and responsibilities.

Meeting Notes

8. Meeting notes will be provided by the Secretary to the Chair for review within 7 days of the meeting and circulated to RSC members within 14 days of the meeting.

Circular resolutions

9. Out-of-session decisions may be required for matters outside of regular meetings. In such circumstances, the Chief Academic Officer or delegate may request members to deliberate on matters via circular resolution.