Early and Mid-Career Researcher (EMCR) Committee

Terms of Reference

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1. NAME

The Committee shall be known as the Early and Mid-Career Researcher (EMCR) Committee at Edith Cowan University (ECU).

2. DEFINITIONS

Research active staff includes any staff member with full or fractional employment at ECU, who is actively undertaking research as defined in the ECU Academic Staff Performance Expectations and Outcomes Framework – Research and Creativity[1].

- *Early Career Researcher* is an ECU staff member who is research active and is less than 5 years from their PhD conferral date, allowing for career interruptions.

- *Mid-Career Researcher* is an ECU staff member who is research active and has completed their doctoral studies with a conferral date of between 5 and 15 years ago, allowing for career interruptions.

- *Research Community* includes research active staff, ECU staff interested in research and Higher Degree by Research (HDR) students who have submitted their thesis.

3. OVERVIEW

In 2015, Research Services (formerly known as the Office of Research and Innovation) identified that the establishment of an EMCR Network would assist in achieving the University's goals of strengthening research collaboration and collegiality across the University. The Committee consists of early and mid-career representatives from each School who are research active. The Committee aims to provide greater input into the services provided by ECU to the EMCR community. This will include promoting networking functions, engaging in discussions on topics affecting early and mid-career researchers and providing representation of EMCRs to the University Executive via the Director of Research Services and through representation on relevant University Committees (e.g., the Research and Higher Degrees Committee).

4. PURPOSE

The purpose of the EMCR Committee include:

- To promote networking throughout the ECU research community by:

  - Advocating for researcher networking events - social and scholarly;

  - Promoting research collaborations with other WA Universities;

  - Advocating for visits to off-campus WA research facilities;

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[1] https://edithcowanuni.sharepoint.com/sites/SGS-CorpKB/Governance/Forms/Folderless.aspx?id=%2Fsites%2FSGS%2DCorpKB%2FGovernance%2FAcademic%20Staff%20Performance%20Expectations%20and%20Outcomes%20Framework%20%E2%80%93%20ASPEO%2EPDF&parent=%2Fsites%2FSGS%2D

- o Advocating for mentoring opportunities for EMCRs;

- o Advocating for events and opportunities that promote career development and advice for EMCRs.

- To promote educational events to increase skills of all researchers by:

  - o Suggesting appropriate workshops to be held by Research Services;

  - o Suggesting visiting speakers to ECU;

  - o Advocating and promoting research-active staff presentations;

  - o Advocating for review/ feedback sessions of researchers' work.

- To provide a communication channel for research-active staff to voice their ideas and opinions to the University Executive, such as:

  - o Funding opportunities;

  - o Mentoring and supervision for EMCRs;

  - o Infrastructure needs;

  - o Educational needs;

  - o University processes.

5. MEMBERSHIP

- Membership of the EMCR Committee shall consist of two research active staff from each School; ideally one early and one mid-career researcher.

- Membership shall be reviewed from time to time as the structure of Schools at ECU changes to ensure wide and fair representation of all campuses and Schools.

- Membership, where possible, will represent each career role and contract type of the ECU research community (i.e., Teaching and Research Scholar, and Research Focused Scholar)

- Membership shall be for a two (2) year term. At such time the member steps down from the Committee, expressions of interest (EOIs) for a new member will be called for by the relevant School. EOIs will be received by the Committee Secretary, who will organise a vote by the Committee.

- Members wishing to be re-elected for a second term must step down in the first instance and resubmit an EOI.

- Completion of membership terms are to be staggered to ensure that no more than half of the members complete their term at any one time.

6. OBSERVER POSITIONS

In addition to Committee members, the following observers will be invited to attend EMCR Committee meetings, as required:

- Library Services

- Media and Communication

- Research Services - the Research Services representative shall support the EMCR Committee by providing additional secretariat support.

- Out-going Chair/Co-Chairs

7. COMMITTEE STRUCTURE

The EMCR Committee will consist of:

- One Chair or two Co-Chair positions
- A secretary
- A treasurer
- Networking Sub-Committee
- Symposium organising Sub-Committee
- School-based EMCR Sub-Committee

Sub-Committees will be formed or disbanded, based on the current activities of the EMCR Committee. This will be determined via group discussion at the start of the calendar year. If agreement cannot be reached for a specific position, the Committee will move to a vote.

8. RESPONSIBILITIES

8.1 Chair/Co-Chair

- Committee leadership and meeting facilitation.
- Moving to a vote when a consensus decision of the EMCR Committee is not found.
- Liaise with the Director of Research Services and the University Executive regarding any concerns or initiatives regarding EMCRs.
- Review meeting agendas and minutes prepared by the Secretary and the formal communications.
- Prepare an annual report of Committee achievements for the Director of Research Services.
- Provide annual recommendation/activity report to the Committee members on their involvement (on request)

8.2 Members (general):

- Members of the Committee are expected to actively contribute to the Committee by taking on a Committee role (outlined in Section 7) and attending most Committee meetings. Committee members need to satisfy the equivalent of 80% participation as demonstrated through attending meetings. A member who is unable to attend a meeting should notify the Secretary at least two calendar days before the planned meeting, when practicable. A proxy needs to be organised by the Committee member and communicated to the Chair/Co-Chair and the Secretary. Committee members are free to choose who their proxy will be at each meeting they cannot attend.
- The expected workload for Committee membership is to actively contribute to Sub-Committees and to the Purpose of the Committee. If the work commitments of an elected member change and they are no longer able to contribute the required service, they must raise this matter with the Chair/Co-Chair. The Chair/Co-Chair may ask a member to step down if they are not actively engaging in the Committee.

8.3 Secretary

- Establish Committee meeting dates
- Call for meeting agenda items

- Prepare meeting agendas

- Prepare meeting minutes

- Manage Committee membership (i.e., track Committee membership and advise when a member's 2-year term is due to end, collate EOIs for vacant Committee positions and organise a Committee vote)

- Forward all EMCR Committee files (minutes, budgets, reports) to Research Services for filing/storage

- Research Services will support the role of the Secretary as required

8.4 Treasurer

- Prepare an annual budget request at the end of each calendar year, for the following calendar year

- Liaise with Research Services to request Committee access to funds

- Prepare an annual report at the end of each calendar year, detailing annual expenditure

8.5 Networking Sub-Committee

- Attend research staff inductions to advise them of the EMCR Committee and Network

- Maintain the EMCR Network (i.e., ensure new and existing staff are aware of and are members of the EMCRN)

- Plan and facilitate networking opportunities and events with ECU (e.g., Coffee and Connect sessions)

- Plan and facilitate networking opportunities with institutions external to ECU

- Evaluate Committee events for value/impact and report back to the Committee.

8.6 Symposium Organising Sub-Committee

- Plan and run EMCRN symposium

- Liaise with Networking Sub-Committee

- Evaluate symposium for value/impact and report back to the Committee.

8.7 School-based EMCR Sub-Committee

- Communicate EMCR initiatives and relevant discussions to EMCRs within their respective Schools

- Lead a monthly/bimonthly meeting within their respective Schools with other EMCRs and the ADR

- Work, in collaboration with Research Services, to ensure EMCR training needs are addressed in the ECU Researcher Professional Development Framework (RPDF).

9. OPERATING PROCEDURES

- **Meetings:** The EMCR Committee will meet a minimum of 6 times per year. The proposed duration of each meeting is 1-1½ hours. Video conferencing will be provided wherever possible.

- **Quorum:** Six (6) members present (physically or via video conference) will constitute a quorum of each meeting. In the event of a quorum being lost during a meeting, the meeting may continue, and any resolutions of the meeting taken after the lost quorum shall be ratified by email. Members are given 2 weeks to reply to email votes; silence is considered as affirmation.

- **Decision Making**: Decisions will be made by consensus agreement. If a consensus cannot be reached, then the Co-Chairs will decide whether a vote is to be held. A majority vote (75%) will be required for a vote to succeed. If a vote fails, then the issue under consideration will lapse.

- **Records:** The Secretariat will make available agendas and supporting material at least two days in advance of each meeting and prepare a record /action sheet of each meeting.

The EMCR Committee files are the property of ECU and must be preserved in accordance with the University rules and the Freedom of Information Act.

10. ACCOUNTABILITY

The EMCR Committee is accountable to the Director of Research Services.

11. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These terms of reference shall only be altered by 75% of the majority vote of the EMCR Committee and with the approval of the Director of Research Services. The approved version will be circulated across the EMCR Committee and Research Services and a copy will be stored on the EMCR Committee shared drive.