



Early and Middle Career Researcher Network Committee (EMCRN Committee)

Terms of Reference

1. NAME

The Committee shall be known as the Early and Middle Career Researcher Network (EMCRN) Committee at Edith Cowan University (ECU).

2. DEFINITIONS

Research active staff includes any staff member with full or fractional employment at ECU, or adjunct staff, who is actively undertaking research as defined in the ECU Academic Staff Performance Expectations and Outcomes Framework – Research and Creativity¹.

Early Career Researcher is a researcher who has completed their doctoral studies within the last 5 years.

Middle Career Researcher is a researcher who has completed their doctoral studies more than 5 years but less than 15 years ago.

Research Community includes research active staff, ECU staff interested in research and HDR students who have submitted their thesis.

3. ORIGIN

In 2015 the Office of Research and Innovation (ORI) identified that the establishment of an ECMR Network would assist in achieving the University's goals of strengthening research collaboration and collegiality across the University. The 2015 Inaugural EMCR Committee members were invited to join the committee. Thereafter, the EMCRN Committee will be a committee of representatives elected by each School and Institute from research active staff who have obtained a PhD.

The Committee aims to provide greater input into the services provided by ECU to the research community. This will include promoting networking functions, engaging in discussions on topics affecting early and midcareer researchers and providing representation of EMCRs to the University Executive via the Director of ORI.

¹ http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=000000381

4. PURPOSE

The purpose of the EMCRN Committee includes:

- 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;
 - Advocating for mentoring opportunities for Early Career and Mid Researchers;
 - Advocating for events and opportunities that promote career development and advice for EMCR researchers.

- To promote educational events to increase skills of all researchers by:
 - Suggesting appropriate workshops to be held by ORI;
 - Suggesting visiting speakers to ECU;
 - Advocating and promoting research-active staff presentations;
 - 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:
 - Funding opportunities;
 - Mentoring and supervision for researchers;
 - Infrastructure needs;
 - Educational needs;
 - University processes.

5. ACCOUNTABILITY

The EMCRN committee is accountable to the Director of ORI.

6. RESPONSIBILITIES

- The Co-Chairs will report the relevant deliberations to the Director and Manager of Research Support, ORI;
- The meetings of the Committee will be recorded as Minutes and will be available to all ECU staff on request.

6. MEMBERSHIP

Membership of the EMCRN Committee is free and shall consist of representative researcher active staff from all ECU Schools and Institutes.

The 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 should represent all career stages and contract types of the ECU research community.

Secretariat support will be provided by ORI.

Membership shall be for a two (2) year term. At such time the member steps down from the committee, a new member will be voted by the represented School. Members wishing to be re-elected for a second term must step down in the first instance.

Members of the committee are expected to attend the majority of meetings; four (4) being a minimum. The Co-Chairs may ask a member to step down if they are not actively engaging in the committee.

A member who is unable to attend a meeting should notify the Secretary as far in advance as possible. A proxy may attend the meeting by arrangement with either Co- Chair. Members are free to choose who their proxy will be at each meeting they cannot attend.

An annual General Meeting will be held to present reports to the research community.

7. CHAIR

The Co-chairs will be elected by the EMCRN committee members annually via a secret ballot. In the circumstance of not enough nominations for Co-Chair position arising, then a single Chair can be elected.

The responsibility of the Co-Chairs includes:

- Committee leadership and meeting facilitation.
- Moving to a vote when a consensus decision of the EMCRN is not found.
- Reporting outcomes and decisions made by to EMCRN committee to the Director of ORI.

8. OPERATING PROCEDURES

- **Meetings:** The EMCRN committee will meet a minimum of 6 times per year. The proposed duration of each meeting is 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 the course of a meeting, the meeting may continue and any resolutions of the meeting taken after the quorum is lost 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 however a consensus cannot be reached, then the Co-Chairs will decide whether a vote is to be held. A super 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 EMCRN committee files are the property of ECU and must be preserved in accordance with University rules and the Freedom of Information Act.

9. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These terms of reference shall only be altered by consensus of the EMCRN committee and with the approval of the Director of ORI.

