

 <b>BOND UNIVERSITY</b>	<b>UNIVERSITY AND FACULTY RESEARCH CENTRES POLICY</b>
Policy Owner	Provost
Contact Officer	Director of Research Services
Endorsement Authority	Provost
Date of Next Review	28 September 2025

## 1. PURPOSE AND OBJECTIVES

This Policy sets out the purpose, activities, governance, establishment and disestablishment processes for University and Faculty Research Centres and Faculty Research Groups. This Policy also outlines performance expectations, reporting and review requirements.

The function of Research Centres and Faculty Research Groups is to:

- Raise the reputation of the University for high quality, impactful research outcomes;
- Strengthen the University's research capability;
- Increase the University's ability to attract external funding;
- Strengthen the University's research engagement; and
- Attract quality staff and HDR students.

## 2. AUDIENCE AND APPLICATION

Bond University staff and students

## 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Academic Senate	▪ Approval, establishment and disestablishment of University research centres
Provost	▪ Recommend to BURC a replacement University Research Centre Director
Executive Dean	▪ Recommend to BURC the establishment of a Faculty research centre
BU Research Committee	▪ Recommend to Academic Senate the establishment of a University research centre ▪ Approval, establishment and disestablishment of Faculty research centres
Research Centre Director	▪ Report to the Provost on research activity, budget planning, financial management and Centre human resource management ▪ Provide annual reports to BURC ▪ Provide a centre review report to BURC on a 5-year cycle

## 4. UNIVERSITY RESEARCH CENTRES

University Research Centres are expected to achieve annual performance targets and contribute to the Key Performance Indicators (KPIs) set out in the University's Research Strategic Plan. University Research Centres are expected to provide annual progress reports.

University Research Centres play a highly significant and influential role in enhancing the University's research profile. University Research Centres must achieve outcomes in accordance with their mission and with their approved Annual Operation Research Plan. It is expected that University Centres provide high quality research opportunities for staff and Higher Degree Research ('HDR') students to the University.

University Research Centres will contribute to the Research environment through:

- 1) Representation on the Bond University Research Committee (BURC);
- 2) Contribution to methodological workshops and training as agreed with the Provost;
- 3) Support the University grants development and review processes and Higher Degree Research student experience.

### 4.1. Approval and establishment

University Research Centres may only be granted approval for establishment by Academic Senate on recommendation of the Bond University Research Committee.

University Research Centres must demonstrate research and/or scholarship of learning and teaching as the major focus of the Centre's activity and must have developed an annual Operational Research Plan which includes KPIs.

The Bond University Research Committee may apply discretion to recommend to Academic Senate the establishment of a University Research Centre outside the parameters outlined in this Policy.

#### **4.1.1. Replacement of University Research Centre Director**

Where the role of a University Research Centre Director becomes vacant, the Provost and the relevant Faculty Executive Dean must conduct a selection process and make a recommendation to the Bond University Research Committee regarding the change of a University Research Centre Director.

#### **4.2. Funding**

Upon approval, University Research Centres may receive seed funding from the University. The funding provided to University Research Centres is to provide appropriate support to enable the University Research Centre to achieve its goals and is for expenditure at the discretion of the University Research Centre Director. Subsequent funding will be determined on a case-by-case basis and will be based on an assessment of outcomes including; research productivity, external grant success and evidence of engagement and impact.

University Research Centres will have access to other central research funds on a competitive basis, including HDR scholarships, HDR project and travel support funds and research resources.

#### **4.3. Composition and function**

University Research Centres will have a Mission Statement and Terms of Reference that have been approved by the Bond University Research Committee.

University Research Centres must have a Centre Advisory Board which includes either the Faculty Executive Dean or Associate Dean (Research) and at least two external members. It is expected that this Board will meet regularly and minutes of the meeting will be tabled at the Bond University Research Committee for noting.

#### **4.4. Reporting and governance**

University Research Centre Directors report to the Provost on research activity, budget planning, financial management and Centre human resource management. Line management reporting is to the relevant Faculty Executive Dean.

University Research Centre Directors will provide an annual report to the Bond University Research Committee by the 31st of March each year. This includes a list of all staff and students and external collaborators associated with the Centre.

Bond University Research Committee recognises that each University Research Centre will place different relative emphasis on research productivity and other activities. This Policy recognises the ability of University Research Centres to make contributions to the University in areas other than research and scholarship of learning and teaching.

#### **4.5. Review**

Each University Research Centre will be subject to review every five years. This will include an assessment of the quality of the research and research training. The scope and format of the review will be determined by the Bond University Research Committee. The Director of the University Centre will be provided with guidelines regarding the information requirements for the review at least three months prior to the review. At least one of the external members of the Advisory Board of the relevant University Centre will take part in the review.

The Bond University Research Committee may call for a review prior to the five-year period. In response to a review, the Bond University Research Committee may require a University Research Centre to implement changes or may recommend that the University Research Centre be disestablished.

#### **4.6. Disestablishment**

Where the Bond University Research Committee recommends that a University Research Centre be disestablished:

- a) The Bond University Research Committee recommends disestablishment to Senate;
- b) The University Research Centre Director will be provided with a copy of the review and reasons for disestablishment;
- c) The University Research Centre Director may appeal the recommendation to the Bond University Research Committee.

### **5. FACULTY RESEARCH CENTRES**

Faculty Research Centres are formed around an established or emerging group of researchers within a Faculty. Faculty Research Centres are expected to achieve annual performance targets and contribute to the KPIs set out in the Faculty Action Plan.

Faculty Research Centres are major contributors to the Faculty Research activity. They undertake research activities including securing external research funding, producing quality research outputs and HDR supervision.

Faculty Research Centres contribute to the Research environment through:

- 1) Representation on the relevant Faculty Research Committee;
- 2) Contribution to Faculty and University methodological workshops and training as agreed with the appropriate Associate Dean (Research);
- 3) Support for Faculty grants development and review processes and HDR student experience.

### **5.1. Approval and Establishment**

Faculty Research Centres may only be granted approval for establishment by the Bond University Research Committee on recommendation of the relevant Faculty Executive Dean. Normally, the group of researchers seeking to establish a Faculty Research Centre will have previously operated as an approved Faculty Research Group for at least one year.

Faculty Research Centres must demonstrate that research and/or scholarship of learning and teaching is the major focus of the Centre's activity and have developed an annual Operational Research Plan which includes KPI.

The Bond University Research Committee may apply discretion to establish a Faculty Research Centre outside the parameters outlined in this Policy.

#### **5.1.1. Replacement of Faculty Research Centre Director**

Where the role of a Faculty Research Centre Director is vacant, the relevant Faculty Executive Dean must conduct a selection process and advise the Bond University Research Committee of the change of Faculty Research Centre Director.

### **5.2. Funding**

Upon approval Faculty Research Centres may receive cash support, as agreed by the relevant Faculty Executive Dean in consultation with the Provost, from the Faculty. Central University support may also be available. The funding provided will enable the Faculty Research Centre to achieve its goals and is for expenditure at the discretion of the Faculty Research Centre Director.

Faculty Research Centres will have competitive access to other central research funds, including HDR scholarships, HDR project and travel support funds, and research resources.

### **5.3. Composition and Function**

Faculty Research Centres will have a Terms of Reference to be approved by the Faculty Research Committee.

Faculty Research Centres must have a Centre Advisory Board which includes the Faculty Executive Dean or Associate Dean (Research) and at least two external members. It is expected that this Board will meet regularly, and minutes of the meeting will be tabled at the Bond University Research Committee for noting.

### **5.4. Reporting and governance**

Faculty Research Centre Directors report to the relevant Faculty Executive Dean on research activity, budget planning, financial management and Centre human resource management. Faculty Research Centre Directors will provide an annual report to the relevant Faculty Research Committee by the 31<sup>st</sup> of January each year. This includes a list of all staff, students and external collaborators associated with the Centre. The report must be endorsed by the Faculty Research Committee and passed to Bond University Research Committee for noting by 31<sup>st</sup> of March each year.

Bond University Research Committee recognises that Faculty Research Centres will place different emphasis on research productivity and other activities. This Policy recognises the ability of Faculty Research Centres to make contributions in areas other than research and scholarship of learning and teaching.

### **5.5. Review**

Each Faculty Research Centre will be subject to a Faculty review every five (5) years. This will include an assessment of the quality of the research and research training. The scope and format of the review will be determined by the Bond University Research Committee.

The Bond University Research Committee may call for a review prior to the five-year period where there is concern regarding the performance of a Faculty Research Centre.

The Faculty or Bond University Research Committee may require a Faculty Research Centre to implement changes or may determine that the Centre be disestablished.

### **5.6. Disestablishment**

Where the Faculty recommends disestablishment of a Faculty Research Centre:

- a) The Faculty Research Centre Director will be provided with a copy of the review and reasons for disestablishment; and
- b) The Faculty Research Centre Director may appeal the recommendation to the relevant Executive Dean.

## 6. FACULTY RESEARCH GROUPS

Faculty Research Groups are formed around an emerging group of researchers within a Faculty. Faculty Research Groups do not have any formal expectations beyond those expressed as part of the usual academic PDR process. Faculty Research Groups may over time develop into Faculty Research Centres.

Faculty Research Groups contribute to the Research environment through collaboration and support for capacity building. Faculty Research Groups may develop an external profile if so directed by the Executive Dean.

### 6.1. Approval and establishment

Faculty Research Groups are established at the sole discretion of the relevant Faculty Executive Dean.

### 6.2. Approval for Pure Portal Profile

Faculty Research Groups will have a profile established on the [Pure Portal](#) on the recommendation of the relevant Executive Dean.

A Pure Portal report will be provided annually to the relevant Executive Dean who will provide advice as to whether the profile should be continued for the following year.

### 6.3. Funding

Any funding of Faculty Research Groups is at the discretion of the relevant Executive Dean.

Faculty Research Groups will have competitive access to other central research funds, including HDR scholarships, HDR project and travel support funds and research resources.

### 6.4. Reporting and governance

Any reporting or governance requirements for Faculty Research Groups are at the discretion of the relevant Faculty Executive Dean.

### 6.5. Disestablishment

Faculty Research Groups may be disestablished at the discretion of the relevant Executive Dean.

## 7. DEFINITIONS, TERMS, ACRONYMS

**Pure Portal** The Pure Portal provides an easy-to-use online solution for researcher profiling and research networking capabilities.

## 8. RELATED DOCUMENTS

[Staff Consultancy Policy \(FIN 7.7.1\)](#)

[Research Code of Conduct Policy \(RES 4.5.1\)](#)

[Bond University Human Research Ethics Policy \(RES 4.5.2\)](#)

[Intellectual Property Policy \(RES 4.3.1\)](#)

## 9. MODIFICATION HISTORY

Date	Sections	Source	Details
28 September 2022	4.2	BURC	V6.1 Minor amendments
24 April 2019	All	Provost	V6: Major rewrite
11 September 2014			V5
10 June 2010			V4
19 January 2009			V3
6 March 2006			V2
10 June 2010			Date First Approved

**APPROVAL AUTHORITY:** Vice Chancellor