

Terms of Reference for the Research and Business Committee at the Department of Biology

Purpose

The Research and Business Committee (FEU) serves as a forum for strategic dialogue and knowledge sharing across the department. The Committee's purpose is to maintain and enhance the quality of research at the Department, to promote academic synergy across its sections, and to ensure excellence in grant applications and in the recruitment of academic staff.

The FEU acts in an advisory capacity to the Head of Department on matters concerning the development of the Department's research strategy, as well as on research-related issues and forthcoming permanent appointments.

Furthermore, the FEU maintains continuous attention to opportunities for dialogue and collaboration with the private sector.

Tasks

The Committee's responsibilities include, but are not limited to, the following:

- Advising the Head of Department on matters pertaining to research.
- Discussing recruitment plans and initiatives, and providing advice in connection with permanent appointments and promotions of academic staff, as well as permanent appointments of laboratory technicians and AC-TAP staff, including the wording of job advertisements.
- Serving as ex officio members of the Department's Promotion and Tenure Committee, which participates in appointment committees and is involved in mid-term and final evaluations of tenure-track Assistant Professors. For professorial promotions, only selected professor members of the FEU participate. It should be noted that the Promotion and Tenure Committee may also include ad hoc members who are not part of the FEU.
- Disseminating information regarding forthcoming research awards; nominating candidates, and recommending or nominating members to selected research foundations, committees, and similar bodies.
- Discussing and proposing initiatives aimed at strengthening both internal and external research collaboration.
- Promoting dialogue with and awareness of selected research funding bodies.
- Facilitating information sharing, advice, and exchange of experience concerning external research funding across the department.
- Promoting the development and quality of research grant applications to selected funding instruments through participation in pitch sessions and internal review processes.
- Keeping updated on developments related to research integrity, including initiating joint measures to raise awareness of these topics, as well as supporting education and the implementation of relevant guidelines.
- Preparing consultation responses on research-related issues.

The FEU shall keep the Head of Department continuously informed of its activities and present relevant matters for consideration.

Composition

- The FEU consists of a minimum of five members, including the Chair and Vice-Chair.
- The Head of Department appoints the members of the FEU.
- When appointing members, attention shall be given to ensuring gender balance, career-level and representation from all five research sections of the Department. The Committee may include both senior and junior (tenure track) researchers.

- The Head of Department shall appoint the Chair from among the members—typically the Department’s Deputy Head of Research. The Chair also serves as a member of the Faculty’s Research and Innovation Committee.
- The Head of Department shall appoint a Vice-Chair from among the members.

Meeting Frequency

- The FEU convenes as necessary, and at least four times annually.

Working Procedures

- The meeting agenda is prepared by the Chair and Committee Secretary, who are also responsible for ensuring progress in relation to the Committee’s tasks. Committee members can provide input to the agenda by notifying the Chair and Committee Secretary in advance of meetings.
- The agenda must include, at a minimum, the following items:
 1. Approval of the agenda
 2. Upcoming job positions
 3. Announcements, including updates from the Faculty’s Research and Business Committee
 4. Any other business
- The FEU may establish temporary (ad hoc) or permanent subcommittees to address specific tasks or to prepare proposals for consideration by the Committee.

Secretariat services

- The FEU is provided with secretariat services by the department secretariat.