

TERMS OF REFERENCE

University of Otago, Division of Health Sciences – **Early and Mid-Career Researcher Group**, Sept 2021

Purpose:

The **Early and Mid-Career (EMCR) Researcher Group** aims to support EMCRs to achieve research excellence at the University of Otago. The EMCR group is an EMCR-led initiative established by, and for, EMCRs within the Division of Health Sciences. This group will facilitate networking and promote career development opportunities among EMCRs within the Division.

Organisational structure:

EMCR Group: Membership of the EMCR group is open to any employee of the University of Otago, within any department that falls under the Division of Health Sciences, who identifies as an EMCR (either <10 years post-PhD, considering any career interruptions), or is currently appointed as Postdoctoral Fellow, Research Fellow/Lecturer, and Senior Research Fellow/Senior Lecturer.

The EMCR Management Committee: The management committee comprises representatives from the EMCR group and must represent EMCRs of different career stages and pathways (research-only/teaching/clinical), and different schools and departments from the Division of Health Sciences. The Management Committee will comprise at least eight members including two co-chairs, which serves to coordinate the organization and planning of EMCR Group activities, and to facilitate communication between EMCRs and the Divisional Research Committee.

The term of office of EMCR Management Committee members shall typically be 2 years. EMCR Management Committee members may serve for 2 consecutive terms. It is expected that term renewal will ensure that not all committee members are replaced at the same time to ensure continuity of committee knowledge.

Objectives:

1. To advocate for EMCR support and advise on EMCR needs to the Divisional Research Committee
2. To engage with key stakeholders (i.e. funding agents, government, etc.) to promote research sustainability for EMCRs
3. To facilitate communication between the EMCR Group with other similar groups internally within the university and nationwide
4. To organise EMCR-focused activities and events providing opportunities for:
 - a. Academic, career and social networking
 - b. Engagement with the Division's and broader University leadership

- c. Research activity, research grants, and career development
 - d. Sharing good practices for balancing personal wellbeing with professional development
 - e. Cross-disciplinary collaboration
5. To engage with community groups to promote visibility of EMCR-driven research and facilitate scientific dialogue with the public.
 6. To identify opportunities for EMCRs to contribute to the Division (eg. mentoring, leadership roles).
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Timing and processes

- a. There will a minimum of 8 meetings per annum, and all EMCR Management Committee members are expected to respond to queries and action of allocated tasks.
 - b. The EMCR Management Committee will only be quorate if at least 7 members attend the meeting at the nominated date and time. The 7 members must include the Chair.
 - c. Decisions will be made by reaching consensus among all present committee members.
 - d. The efficacy and management of this group shall be reviewed every year by the Associate Dean Research and Research & Development Manager for the Division.
 - e. The Terms of Reference shall be reviewed every 2 years.
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Documents and record keeping

- a. The EMCR Management Committee members should receive and review all copies of documentation related to the planned activities. Such documents will be uploaded to the dedicated EMCR Microsoft Teams.
- b. A copy of the meeting minutes will be made available to the Associate Dean Research of the Division, and through him to the Divisional Research Committee.
- c. Meeting agenda and minutes will be made assessable to the EMCR Management Committee members at least 3 days prior to the monthly meeting through Teams.
 - All decisions, recommendations, and actions will be documented in the meeting minutes.
 - Action points and tasks allocated to the Management Committee members will be reviewed at the subsequent meeting.