Research Quality Framework
Membership for Assessment Panels

Information Kit for Nominations for
Appointments

This document contains:

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PART A

GENERAL INFORMATION FOR NOMINATIONS TO THE RQF ASSESSMENT PANELS

The Department of Education, Science and Training (DEST) is inviting people with appropriate expertise and experience to become members of its RQF Assessment Panels in 2008.

The Australian Government has established the Research Quality Framework (RQF) to ensure that public money is invested into research of the highest quality and delivers real benefits to the higher education and research sectors and the wider community. It provides the basis for redistributing a significant proportion of the government’s block funding on the basis of research quality and research impact ratings.

Members of the RQF Assessment Panels are expected to have extensive expertise and experience in the assessment of a range of work within a given discipline area, including basic research and applied or mission-orientated research and proven ability to assess cross-disciplinary research in at least one of the following 13 Assessment Panel areas:

1. Biological sciences
2. Physical, chemical and earth sciences
3. Engineering and technology
4. Mathematical and information sciences and technology
5. Agricultural, veterinary, food and environmental sciences
6. Clinical sciences and clinical physiology
7. Public health and health services
8. Psychology, psychiatry, neurological, behavioural and cognitive sciences
9. Social sciences and politics
10. Economics, commerce and management
11. Law, education and professional practices
12. Humanities
13. Creative arts, design and built environment

The RQF Assessment Panels will form multi-disciplinary groups in each of the above to assess proposals for funding, by determining the research quality and impact scores based on the submitted evidence from eligible higher education institutions.

The structure of each RQF Panel comprises of 12 Members which includes a Chair, discipline panel members, a minimum of three members of international standing, and a minimum of three end users drawn from industry, business, the public sector or community organisations.

The RQF Assessment Panel members will be responsible for:
- rating Research Groups for both quality and impact, separately;
- determining whether cross-disciplinary research should be referred to other Panels; and
- deciding how to assess research that is predominantly focused on national issues, including the area of Indigenous research.

Members of the RQF Assessment Panels will be appointed until 31 December 2008. Nominees for appointment to the Assessment Panels would need to be in a position to make themselves available, should they be appointed, to begin assessing material in May 2008.

DEST is seeking nominations from individuals with particular expertise as described in PART B of this information kit.
A nomination form will be available 9.00 am AEST on Wednesday 18 April 2007 from the RQF Web page located at: http://www.dest.gov.au/research/rqf/. Nominations close at 5.00 pm AEST on Monday 14 May 2007. Late applications may not be accepted unless there are extenuating circumstances.

Time commitment

Membership of the RQF Assessment Panels requires a significant commitment of time during 2008. Employers should acknowledge this when considering the nomination of an employee and commit to making an appropriate adjustment to workload as required.

Members will be expected to read and assess RQF material between May and August 2008, and to attend a two week meeting of the Assessment Panels in September 2008. Nominees must be able to set aside reading time, and be available to attend this meeting. In addition, members will be communicating throughout 2007 and 2008, mostly by email, and may be called upon to perform additional work for the RQF process.

Members will be appointed until 31 December 2008.

Remuneration

As part-time holders of public office, members are paid Sitting Fees and Travel Allowance. The Remuneration Tribunal will set the fees and allowances in accordance with Determination 2006/12: Remuneration and Allowances for Holders of Part-Time Public Office.

Nominators

As membership to the Assessment Panels requires a significant commitment of time, nominees must be nominated by their primary employer. Note that:

- nominees employed by higher education institutions must be nominated by their Vice-Chancellor (or her or his delegate);
- nominees employed in industry, business or community organisations must be nominated by the Chief Executive Officer or equivalent (or her or his delegate);
- nominees employed by government must be nominated by the Secretary of their Department or equivalent (or her or his delegate); and
- nominees who are self-employed may self-nominate.

Letters of support or endorsement (one page per letter) can be attached to the hard-copy of the nomination. Letters of support should not be used as a mechanism to expand on, or add to, information captured in the nomination form.

Nomination process

Nominees must complete a nomination form which will be accessible from 9.00 am AEST on Wednesday 18 April 2007 on the RQF Web page located at: http://www.dest.gov.au/research/rqf.

The form collects personal and professional information for each nominee and includes six (6) selection criteria, of which at least four (4) claims must be addressed (the selection criteria are listed in PART C of this information document). Print off the rtf nomination form for signature by both the nominee and nominator and send in duplicate (original plus one copy) to DEST by 5.00 pm AEST on Monday 14 May 2007. An electronic version of the signed rtf nomination form should also be emailed to rqf.nominations@dest.gov.au. Late nominations will not be accepted unless there are extenuating circumstances. Detailed instructions are included at PART D of this information document.
Advice on outcomes of the process

It is anticipated that the selection process for the RQF Assessment Panel membership will be finalised by September 2007. DEST will notify all successful and unsuccessful nominees and nominators of the outcomes of the selection process.

Help

Questions about the nominations process may be directed to the Contact Officer by phone on (02) 6229 4243 or by email to rgf.nominations@dest.gov.au
PART B

EXPERTISE SOUGHT FOR RQF ASSESSMENT PANELS VACANCIES

DEST is seeking nominations from individuals with particular discipline expertise in the areas listed below. DEST also encourages nominations from members of international standing, and end users drawn from industry, business, the public sector or community organisations.

The RQF Assessment Panels Contact Officer is:

Ms Liz Visher
Director of Assessment, Secretariat Team,
Research Quality Framework Taskforce,
Research Quality Branch,
Innovation and Research Systems Group,
Department of Education, Science and Training.

Nominees are advised to contact this officer if they have any questions, by phoning (02) 6229 4243 or sending an email to rqf.nominations@dest.gov.au

1. Biological sciences

Expertise required for the following areas:

- Biochemistry and cell biology
- Genetics
- Microbiology
- Botany
- Zoology
- Physiology
- Ecology & evolution
- Biotechnology
- Other biological sciences

RFCD CODES - 2701-2799

2. Physical, chemical and earth sciences

Expertise required for the following areas:

- Astronomical sciences
- Theoretical & condensed matter physics
- Atomic & molecular physics
- Physical chemistry
- Inorganic chemistry
- Organic chemistry
- Analytical chemistry
- Nuclear & particle physics
- Plasma physics
- Optical physics
- Classical physics
- Other physical
- Macromolecular chemistry
- Theoretical & computational chemistry
- Other chemical sciences
- Geology
- Geophysics
- Geochemistry
- Oceanography
- Hydrology
- Atmospheric sciences
- Other earth sciences

RFCD CODES - 2401-2699

3. Engineering and technology

Expertise required for the following areas:

- Aerospace engineering
- Manufacturing engineering
- Automotive engineering
- Mechanical & industrial engineering
- Chemical engineering
- Resources engineering
- Civil engineering
- Electrical & electronic engineering
- Geomatic engineering
- Environmental engineering
- Maritime engineering
- Metallurgy
- Materials engineering
- Biomedical engineering
- Computer hardware
- Communications technologies
- Interdisciplinary engineering
- Other engineering & technology

RFCD CODES - 2902-2999
4. Mathematical and information sciences and technology

Expertise required for the following areas:

Mathematics, Statistics, Other mathematical sciences, Information systems, Artificial intelligence & signal & image processing, Computer software, Computation theory & mathematics, Data format, Other information, computing & communication sciences

RFCD CODES – 2301-2399, 2801-2899

5. Agricultural, veterinary, food and environmental sciences

Expertise required for the following areas:

Industrial biotechnology & food sciences, Soil & water sciences, Crop & pasture production, Horticulture, Animal production, Veterinary sciences, Forestry sciences, Fisheries sciences, Environmental sciences, Land, parks & agricultural management, Other agricultural, veterinary & environmental sciences.

RFCD CODES – 2901, 3001-3099

6. Clinical sciences and clinical physiology

Expertise required for the following areas:

Medicine – general, Immunology, Medical biochemistry & clinical chemistry, Medical microbiology, Pharmacology & pharmaceutical sciences, Medical physiology, Dentistry, Optometry, Clinical sciences (exc. Psychiatry), Mental health.

RFCD CODES – 3201-3206, 3208-3210, (less 321021), 321204

7. Public health and health services

Expertise required for the following areas:

Nursing, Public health & health services (exc. Mental health), Complementary/alternative medicine. Human movement & sports science, Other medical & health sciences.

RFCD CODES – 3211-3299, (less 321204)

8. Psychology, psychiatry, neurological, behavioural and cognitive sciences

Expertise required for the following areas:

Neurosciences, Psychology, Psychiatry, Cognitive science, Other behavioural & cognitive sciences & Linguistics.

RFCD CODES – 3207, 321021, 3801, 3802, 3803-3899
9. Social sciences and politics

Expertise required for the following areas:

Political science, Policy & administration, Other policy & political science, Sociology, Anthropology, Human geography, Demography.

RFCD CODES – 3601-3705, (less 3702)

10. Economics, commerce and management

Expertise required for the following areas:

Economic theory, Applied economics, Economic history & history of economic thought, Econometrics, Other economics, Accounting, auditing & accountability, Business and management, Banking, finance and investment, Transportation, Tourism, Services, Other commerce, management, tourism and services.

RFCD CODES – 3401-3599

11. Law, education and professional practices

Expertise required for the following areas:

Education studies, Curriculum studies, Professional development of teachers, Other education, Journalism, communication and media, Librarianship, Curatorial studies, Social work, Other journalism, librarianship & curatorial studies, Law, Professional development of practitioners, Justice & legal studies, Law enforcement, Other law, justice, law enforcement.

RFCD CODES – 3301-3399, 3901-4099, 3702

12. Humanities

Expertise required for the following areas:

History & philosophy of science & medicine, Other studies in human society, Art History and appreciation, Language studies, Literature studies, Cultural studies, Other language & culture, Historical studies, Archaeology & prehistory, Other history & archaeology, Philosophy, Religion & religious traditions, Other philosophy & religion.

RFCD CODES – 3706-3799, 419901, 4201-4499

13. Creative arts, design and built environment

Expertise required for the following areas:

Architecture and urban environment, building, Other architecture, urban environment and building, Performing arts, Visual arts & crafts, Cinema, electronic arts & multimedia, Design studies, Other arts (exc. Art history & appreciation)

RFCD CODES – 3101-3199, 4101-4199, (less 419901)
PART C

SELECTION CRITERIA

At least four (4) claims must be addressed by nominees using the nomination form available from the RQF web page located at: http://www.dest.gov.au/research/rqf/.

The selection criteria are:

1. (a) Research excellence (nationally and internationally recognised research expertise, including attracting and assessing grants from competitive granting bodies, and research outputs; nominees should be at the forefront of research in their area) as well as a sound understanding of the importance of research, and/or

   (b) Research impact is defined as the social, economic, environmental and/or cultural benefit of research to end users in the wider community regionally, nationally and/or internationally. Nominees should have a high profile in industry, business, public sector or community organisations as well as a sound understanding of the importance of research impact.

2. Organisational skills (committee/team skills such as forward planning skills, advocacy skills, and skills in the management of research; personal qualities of fairness, impartiality, integrity, and the ability to work effectively under tight timeframes).

3. Relevant experience of research management and quality assessment in industry or public sector organisations.

4. Relevant experience of using and commissioning research or as a practitioner (where applicable).

5. Relevant experience or a good understanding of the needs of end users in higher education, industry, business, public sector or community organisations, both nationally and internationally.

6. A proven ability to assess cross disciplinary research and its outputs, or a proven ability to verify claims of impact.

There is a one hundred (100) word limit for each criterion.
PART D

NOMINATION PROCESS

The process consists of two steps:

STEP A: Completion of the RQF 2008 Assessment Panel Nomination Form; and
STEP B: Submission of a signed electronic and hard copy version of the form to the Contact Officer.

STEP A: COMPLETION OF THE NOMINATION FORM
Nominees must complete the nomination form as the first step of the process. All material should focus on the information most relevant to your nomination. With the exception of letters of support or endorsement, additional material or attachments will not be accepted.

The sequence of the nomination form is as follows:

Part One: Nominator & Nominee Details
Nominator name and contact details. Nominee personal details, including current position and contact information.

Notes on Part One:
Nominees employed by higher education institutions must be nominated by their Vice-Chancellor (or her or his delegate).

Nominees employed in industry, business or community organisations must be nominated by their Chief Executive Officer or equivalent (or her or his delegate).

Nominees employed by government must be nominated by their Secretary of Department or equivalent (or her or his delegate).

Nominees who are self-employed may self-nominate, in which case they will need to enter their own name in the “Name of nominator” box on the form.

Indicate which role you wish to be nominated for in the boxes provided: Discipline Panel Member, International Standing or End User. Select one role only.

Part Two: Qualifications and Experience
(i) Highest three educational/professional qualifications (including year awarded and organisation).
(ii) Previous positions held (year started, year finished, title of position, organisation).
(iii) History of competitive research grants funding (year first funded, project ID, project title and name of Granting Body) (if applicable).
(iv) Membership of professional organisations, prizes, awards etc.

Notes on Part Two:
Please use reverse chronological order, so that the most recent information appears first. In the case of End Users of the Assessment Panels you do not need to have held competitive research grant funding in the past to nominate.

Part Three: Notable Achievements/Outputs and Fields of Expertise
Nominees’ best five achievements/outputs in the last 10 years.
Field(s) of research expertise.

Notes on Part Three:
Achievements/Outputs: Please use reverse chronological order, so that the most recent achievements/outputs appears first. Examples can include publications, non-traditional outputs, prizes, business achievements, or community awards.
Part Four: Claims against the Selection Criteria
At least four (4) claims must be addressed. Addressing criterion number one is compulsory for nominees employed by higher education institutions.

The selection criteria are:

1. (a) Research excellence (nationally and internationally recognised research expertise, including attracting and assessing grants from competitive granting bodies, and research outputs; nominees should be at the forefront of research in their area) as well as a sound understanding of the importance of research, and/or

   (b) Research impact is defined as the social, economic, environmental and/or cultural benefit of research to end users in the wider community regionally, nationally and/or internationally. Nominees should have a high profile in industry, business, public sector or community organisations as well as a sound understanding of the importance of research impact.

2. Organisational skills (committee/team skills such as forward planning skills, advocacy skills and skills in the management of research; personal qualities of fairness, impartiality, integrity and the ability to work effectively under tight timeframes).

3. Relevant experience of research management and quality assessment in industry or public sector organisations.

4. Relevant experience of using and commissioning research or as a practitioner (where applicable).

5. Relevant experience or a good understanding of the needs of end users in higher education, industry, business, public sector or community organisations, both nationally and internationally.

6. A proven ability to assess cross-disciplinary research and its outputs, or a proven ability to verify claims of impact.

Notes on Part Four
There is a one hundred word limit for claims against each selection criterion.

Part Five: RFCD and SEO Codes
Nominees should provide three RFCD and SEO Codes of four digit length.

Research Fields, Courses & Disciplines (RFCD) Classification:
RFCD classification allows data to be collected on higher education courses, units of study and teaching activity to be categorised; R&D activity and other activity within the higher education sector to be categorised; and R&D activity to be categorised according to the field of research undertaken. Categories include recognised academic disciplines and related major sub-fields taught at universities or tertiary institutions, major fields of research investigated by national research institutions and organisations, and emerging areas of study.


Socio-Economic Objective (SEO) Classification:
This classification allows R&D to be categorised according to the purpose of the R&D as perceived by the researcher. It consists of discrete economic, social, technological or scientific domains for identifying the principal purpose of the R&D. The attributes applied to the design of the SEO Classification comprise a combination of processes, products, health, education and other social and environmental aspects of particular interest.

Explanatory notes, definitions and guidelines for classifying R&D by socio-economic objective and the full classification are covered in Chapter 4 on the ABRS website located at: http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/070334DC17636DB8CA25697E0018FCB6?opendocument
Part Six: Review, Sign & Submit
Nominees should review information in the form when completed. When you are satisfied with your nomination form, print the rtf form, and obtain the necessary signatures. Retain an identical completed electronic copy of the printed version of the rtf form.

STEP B: SUBMISSION OF THE ELECTRONIC AND HARD COPY OF THE FORM

The electronic nomination form should be in Rich Text File format (rtf). It should be printed and signed by both the nominee and nominator, and a hard-copy in duplicate (original plus one copy) should be sent to the RQF Contact Officer:

Mail to
RQF Nominations Officer
Research Quality Framework Taskforce,
Research Quality Branch,
Innovation and Research Systems Group,
Department of Education, Science and Training
GPO Box 9880
CANBERRA ACT 2601

Courier to
RQF Nominations Officer
Research Quality Framework Taskforce,
Research Quality Branch,
Innovation and Research Systems Group,
Department of Education, Science and Training
Level 3, 220 Northbourne Avenue
Canberra City ACT 2601

An identical completed electronic copy of the nomination form should be emailed to the Contact Officer at rqf.nominations@dest.gov.au. Both the electronic copy and the hard copies need to be received by no later than 5.00 pm AEST on Monday 14 May 2007. Late nominations may not be accepted unless there are extenuating circumstances.

Important note for higher education institution employees:
Hard-copies of nominations from employees of higher education institutions must be sent to DEST via their respective institutions’ research offices. Nominees are advised to check with either their research office or their RQF Contact Officer about the nominations process (for example, an institution may have internal deadlines for obtaining signatures of nominators and for administrative processing arrangements).

Confidentiality
Information contained in nominations is regarded as confidential except where DEST is required to provide information to Parliament and other organisations to meet statutory requirements.
PART E
FREQUENTLY ASKED QUESTIONS

Where can I find the nomination form?

Who is my nominator?
Nominees employed by higher education institutions must be nominated by their Vice-Chancellor (or her or his delegate).

Nominees employed in industry, business or community organisations must be nominated by their Chief Executive Officer or equivalent (or her or his delegate).

Nominees employed by government must be nominated by their Secretary of Department or equivalent (or her or his delegate).

Nominees who are self-employed may self-nominate, in which case they will need to enter their own name in the “Name of nominator” box on the form.

Whom should I contact to discuss whether I should nominate?
You should contact the RQF Assessment Panel Contact Officer to discuss any questions you may have regarding the role of the Assessment Panels and your nomination. The Contact Officer’s details are provided in Part B of this document.

I am an End User employed in industry, business or a community organisation and have no publications or previously held research grants. Can I still nominate?
Yes. Nominations from end users from industry, business or community organisations are most welcome. You will not be disadvantaged by your publication or research grant record.

What is the time commitment of members?
There is an expectation that members will provide input during 2007 towards RQF panel-specific guidelines. Members will need to be available from May to August 2008 to begin reading submitted material. The main assessment meeting of two weeks duration will be held in September 2008. Nominees must be available during these periods.

Do I get paid?
Yes. As part-time holders of public office, members are paid Sitting Fees and Travel Allowance. The Remuneration Tribunal will set the fees and allowances in accordance with [Determination 2006/12: Remuneration and Allowances for Holders of Part-Time Public Office](#).

How long is the term of appointment?
Terms of appointment will be current up to 31 December 2008.

Can I submit a nomination for more than one vacancy?
Yes, but you are advised to contact the RQF Assessment Panel Contact Officer to discuss this prior to submitting your nomination(s). Contact details appear in Part B of this document.

Will a Conflict of Interest policy apply?
Yes. Conflict of Interest rules will apply and will be enforced. For example, members are prohibited from any assessment, discussion or decision-making regarding their own institution’s submission.
Whom should I contact if I have questions about filling in the nomination form?
You should telephone (02) 6229 4243 or email rgf.nominations@dest.gov.au if you have any questions regarding the nomination process.

When is the closing date for nominations?
The completed nomination form needs to be printed-out, signed by both the nominee and nominator and sent in duplicate (original plus one copy) to DEST by **5.00 pm AEST, Monday 14 May 2007**. Late nominations may not be accepted unless there are extenuating circumstances.

Can I attach additional information to my hard copy nomination form?
Letters of support or endorsement (one page per letter) can be attached to the hard-copy. Additional material or attachments will not be accepted. Letters of support should not be used as a mechanism to expand on, or add to, information captured in the nomination form.

Where should I send the signed hard copy and electronic copy of my nomination form?
Completed and signed forms are to be sent by:

Mail to
RQF Nominations Officer
Research Quality Framework Taskforce
Research Quality Branch
Innovation and Research Systems Group
Department of Education, Science and Training
GPO Box 9880
Canberra ACT 2601

Courier to
RQF Nominations Officer
Research Quality Framework Taskforce
Research Quality Branch
Innovation and Research Systems Group
Department of Education, Science and Training
Level 3, 220 Northbourne Avenue
Canberra City ACT 2601

Email the electronic nomination form to: rgf.nominations@dest.gov.au

The original (plus one copy) and the electronic copy must be received at DEST no later than **5.00 pm AEST, Monday 14 May 2007**. Nominees employed by higher education institutions should check with their research office or their RQF contact officer about any local requirements for the nomination process (for example, an institution may have internal deadlines for obtaining signatures of nominators and for administrative processing arrangements).

When will I know if I have been successful with my nomination?
It is anticipated that all successful/unsuccessful nominators and nominees, should receive advice by September 2007.