



Accreditation Council – Terms of Reference

<i>Guidelines</i>	
Last amended	May 2013
Board Endorsement	May 2013
Proposed Review Date	November 2018
Related Documents	ARMS Constitution, ARMS ByLaws, Education and Professional Development Committee Terms of Reference.

Purpose:

The Accreditation Council plays an important role in the accreditation process, overseeing quality standards of module content and delivery agents and providing a measure of independence from the ARMS Executive over accreditation recommendations.

Terms of Reference for the Accreditation Council:

- To recommend accreditation status to the ARMS Board for those persons who have completed requirements for certification at Foundation or Professional levels of accreditation. (Note – in fulfilling this Terms of Reference it will be necessary for ARMS to manage an assessment process for accreditation candidates, administer examinations and provide documentation to the Accreditation Council sufficient for it to make recommendations);
- To monitor and review content of educational modules provided by ARMS and provide advice to the ARMS Board or the Education and Professional Development Committee on changes required to ensure currency and usefulness to those engaged in research management;
- To provide advice to the ARMS Board or the Education and Professional Development Committee on development of new modules and new market groups for ARMS educational programs;
- To provide ongoing advice to the ARMS Board and the Education and Professional Development Committee on the design, content and assessment processes supporting accreditation such that accreditation programs and mechanisms will reflect contemporary best practice;
- To assess research management related workshops, programs of activity or other education/training meetings, offered within institutions or by other educational providers, and recommend an appropriate credit for the purposes of ARMS Continuing Professional Education (CPE) hours;
- To recommend to the ARMS Board a suitable framework for assessing the Recognition of Prior Learning by existing ARMS members for the purposes of accreditation; and

- To provide strategic advice to the ARMS Board on any other matters relating to the professional development and continuing education of research management and administration professionals.

Level of Commitment required:

Council members will be required to participate in regular teleconference meetings (approximately 3-5 per annum) and at least one face-to-face meeting per annum. Decisions requiring out-of-session approval by the Accreditation Council members will occur via email.

Term of Membership:

The term of membership shall be three years, such that one third of members are rotated on an annual basis.

Membership of Council:

Membership of the council shall comprise of:

- **Chair** – To be held by a person who served in the position of pro or Deputy Vice Chancellor Research.
- **Two (2)** members from a key Australian agency involved in the research and innovation system.
- **One (1)** member from a key New Zealand agency involved in the research and innovation system.
- **One (1)** member who has served in the position of General Manager/Chief Operating Officer of an independent Medical Research Institute.
- **ARMS President** or delegate from the ARMS Board.
- **One (1)** member who has served in the position of Director of a University Research Office.
- **One (1)** member who represents a broader stakeholder group.

Note: The Business Development Manager, Education and Professional Development Program shall be an observer. The Council also receives secretariat support from the ARMS Executive Office.

Cost Recovery:

ARMS will cover all reasonable costs for approved meetings - flights, accommodation and transfer costs on a reimbursement basis. Catering will be provided for each face-to-face meeting.

Version Control

Version	Date of Approval	Date for review	Circulation	Document owner
Update	November 2016	November 2017		Executive Office