ERA 2023 Nomination Information Pack for Research Evaluation Committee (REC) Chairs and Members

This document contains information on submitting nominations for ERA 2023 Research Evaluation Committee Chairs and Members.

ERA 2023 nominations require an almost entirely system-based activity that will provide university research office staff with functionality in SEER to perform the nomination task. The SEER system will enable either the research office staff member or a nominee to complete the nomination form.

Part A—Outline of expression of interest process

ERA has been developed by the Australian Research Council (ARC) to assess research quality within Australia's higher education institutions. Evaluations in ERA are undertaken by committees of discipline experts who are leaders in their field. The committees use a suite of discipline-specific indicators to undertake their evaluations. For ERA 2023 there are ten RECs, each comprising one Chair and 15-25 members.

REC Chairs and Members will be selected by the ARC from the pool of nominations and from other sources as appropriate.

Further information about ERA is available on the ARC website at
http://www.arc.gov.au/excellence-research-australia.

Purpose of the Nomination Process

The REC nomination process serves two purposes:

- it indicates to the ARC that nominating institutions agree to nominate the REC member and acknowledge the work and time commitments required from the nominee if selected;
- it indicates that the nominee acknowledges the work and time commitments required from them if selected and that the nominee agrees to participate in the ERA 2023 process.

The ARC will treat information contained in nominations as confidential. Names and institutional affiliations of appointed nominees will only be made public after the membership has been determined.

REC Member nominations

Each institution may nominate up to 10 individuals to each of the ten RECs, up to a maximum per institution of 60. At least 10% of nominees from each institution should be based overseas. To be eligible for membership, a nominee must be an employee of the nominating institution (this is not necessary for overseas nominees who will be an employee of an institution in a country other than Australia—these will be identified and handled on a case-by-case basis).

To nominate an individual based overseas, the institution must contact both the individual and their employer and invite them to submit a nomination through the nominating institution in Australia.

REC Chair nominations

Each institution may identify a maximum of one individual for each of the ten ERA RECs to be considered as a REC Chair. REC Chairs must be identified from within an institution's pool of nominated REC Members and ideally would have participated in ERA as a REC in previous rounds. An individual who is identified as a potential REC Chair but who is not chosen will still be considered for REC Membership. To be eligible for nomination as a REC Chair, nominees must be employees of the nominating institution (this is not necessary for overseas nominees who will be an employee of an institution in a country other than Australia—these will be identified and handled on a case-by-case basis).

To nominate an individual based overseas, the institution must contact both the individual and their employer and invite them to submit a nomination through the nominating institution in Australia.

Peer Reviewers

It should be further noted that nominees who are not selected as REC Chairs or REC Members may be approached to participate in ERA as a Peer Reviewer in specified peer review disciplines. Peer Reviewers are engaged only for the first stage of evaluation, and whereas REC members are remunerated for their participation in ERA, the peer review work is not paid. An additional approach to institutions for peer reviewers will be made at a later date in 2022.

Time Commitment

Nominees must be able to commit up to 36 days of their time over the course of 2023 to participate in the ERA process. This will be spread over a number of months, and includes work conducted in a Committee setting (approximately two days training in May and five days sitting as a REC in late November) and work done individually online using the System to Evaluate the Excellence of Research (SEER) system (i.e. out of committee session). The time commitment includes training and evaluation.

Nominees identified as REC Chairs must be able to commit up to 45 days of their time over the course of 2023 to participate in the ERA process.

Contracting

The nominating institution will be required to enter into a short-term contract to provide the nominee's services to the ARC for this purpose.

Nomination and Recruitment

For each nominee, the nominating institution must complete the nomination process in SEER. The SEER system manages responses to selection criteria and approvals. All nominations submitted to the ARC must include acknowledgement of the nominee and be approved by someone with the authority to do so on behalf of the institution (e.g. the Deputy Vice-Chancellor for Research or delegate).

Nominations are to be completed in SEER and submitted to the ARC, in SEER, no later than **5pm Wednesday 31 August 2022**. There will be no extensions to this deadline.

For more information on using the SEER system, please refer to the ERA User Guide for Nominations.

REC Chairs will be selected and appointed by the ARC as a first step. The Chairs will then work with the ARC to select the REC Members. Selected members will be sent an invitation to membership of the relevant REC. Once membership is finalised, REC members will be brought together for training and orientation.

The REC Chairs will be notified of their appointment from October 2022. The REC Members will be notified of their appointment from November 2022.

Further information on this process may be obtained by calling the ERA EI helpdesk on (02) 6287 6755 or by email: ERARECnominations@arc.gov.au

Part B—ERA Selection criteria

The selection criteria for REC Chairs and REC Membership are:

1. **Research excellence**—nationally and internationally recognised research expertise, including attracting and assessing research funding from competitive granting bodies; nominees should be at the forefront of research in their area as well as have a sound understanding of the importance of research.

2. **Broad discipline expertise**—broad knowledge and expertise in relevant research area(s); interdisciplinary experience is desirable.

3. **Professional and academic standing**—a high level of involvement in institutional/organisational life and engagement with relevant professional association(s).

4. **Interpersonal and team skills and experience**—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 time frames; experience working in panel environments (e.g. grant assessment panels, national or international evaluation panels)

Responsibilities

Responsibilities of the Research Evaluation Committee (REC)

The responsibilities of a REC are to:

- assign an agreed rating for all Units of Evaluation (UoEs) under each four-digit and two-digit FoR code where there is sufficient volume for an evaluation
- work with the other RECs to ensure consistent application across the exercise of the overall quality standards and common assessment procedures
- provide feedback and advice as requested by the ARC on any aspects of the assessment process
- report the results to the ARC.

Responsibilities of a REC member

The responsibilities of a REC member are to:

- participate fully in the evaluation process within their REC
- abide by confidentiality and Conflict of Interest (COI) requirements
- maintain confidentiality of both the deliberations and decisions of the REC
- identify all instances where they may have a COI or other sensitivity and raise these with the ARC prior to the conflict occurring
- ensure they adequately prepare for meetings to avoid unnecessary additional administrative costs and inconvenience to other committee members
- be diligent in completing tasks allocated to them by the REC Chair

- assign external peer reviewers where required

- In peer review disciplines conduct own peer review reading as necessary

- evaluate assigned material and allocate preliminary ratings to each UoE

- contribute fully, constructively and dispassionately to all REC processes and, within the capacity of their expertise, take ownership of the collective decisions of the REC

- exercise due skill and care in the performance of their responsibilities.

Responsibilities of a REC Chair

The responsibilities of a REC Chair are to:

- ensure that the REC operates within the policies, guidelines and procedures established by the ARC

- abide by confidentiality and COI requirements

- ensure that confidentiality is maintained for the deliberations and decisions of the REC

- identify instances where there may be COI or other sensitivity and raise these with the ARC prior to conflict occurring

- contribute fully, constructively and dispassionately to all REC processes and take ownership of the collective decisions of the REC

- assign material to REC members for evaluation and assign external peer reviewers where required

- In peer review disciplines, conduct own peer review reading as necessary

- evaluate their own assigned material and give preliminary ratings

- ensure that evaluations are completed within agreed timeframes

- chair the main REC meeting to review preliminary ratings, and guide the REC to provide final ratings for quality separately for each UoE

- ensure that REC members have an opportunity to contribute fully to the process and REC activities

- ensure that REC decisions are documented

- report on the results to the ARC

- participate in a review at the conclusion of the REC meeting and report to the ARC on the evaluation processes undertaken by the REC.

In the event that a REC Chair is unable to perform some or all of these responsibilities the ARC will appoint a Deputy Chair from within the REC with responsibilities, determined by the ARC, for all or part of the responsibilities of a REC Chair. This will most commonly occur, for example, where the Chair has identified a COI and the ARC appoints a Deputy Chair for the purposes of assigning material for evaluation.

Part C—Field of Research codes and choice of REC

In SEER, institutions/or nominees will indicate preferences for RECs. Nominees will also be requested to indicate research areas in which the nominee is (or has been) active at the six-digit FoR level. A detailed listing of FoR codes is available at the [Australian Bureau of Statistics (ABS) Website](#) available as ABS publication 'Australian and New Zealand Standard Research Classification (ANZSRC), 2020 (ABS Catalogue 1297.0).

The following table sets out the RECs and the two and four-digit FoRs considered by each REC.

Field of Research (FoR) Codes by Research Evaluation Committee

Acronym	Research Evaluation Committee Name
BCS	Biomedical and Clinical Sciences
BES	Biological and Environmental Sciences
EB	Engineering and Built Environment and Design
EC	Economics and Commerce
EHS	Education and Human Society
HCA	Humanities and Creative Arts
HSP	Health Sciences and Psychology
IND	Indigenous Studies
MIC	Mathematics, Information and Computer Sciences
PCE	Physical, Chemical and Earth Sciences

Committee	FoR	FoR Title
BCS	**32**	**BIOMEDICAL AND CLINICAL SCIENCES**
	3201	Cardiovascular medicine and haematology
	3202	Clinical sciences
	3203	Dentistry
	3204	Immunology
	3205	Medical biochemistry and metabolomics
	3206	Medical biotechnology
	3207	Medical microbiology
	3208	Medical physiology
	3209	Neurosciences
	3210	Nutrition and dietetics
	3211	Oncology and carcinogenesis
	3212	Ophthalmology and optometry
	3213	Paediatrics
	3214	Pharmacology and pharmaceutical sciences
	3215	Reproductive medicine
	3299	Other biomedical and clinical sciences

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Committee	FoR	FoR Title
BES	30	**AGRICULTURAL, VETERINARY AND FOOD SCIENCES**
	3001	Agricultural biotechnology
	3002	Agriculture, land and farm management
	3003	Animal production
	3004	Crop and pasture production
	3005	Fisheries sciences
	3006	Food sciences
	3007	Forestry sciences
	3008	Horticultural production
	3009	Veterinary sciences
	3099	Other agricultural, veterinary and food sciences
	31	**BIOLOGICAL SCIENCES**
	3101	Biochemistry and cell biology
	3102	Bioinformatics and computational biology
	3103	Ecology
	3104	Evolutionary biology
	3105	Genetics
	3106	Industrial biotechnology
	3107	Microbiology
	3108	Plant biology
	3109	Zoology
	3199	Other biological sciences
	41	**ENVIRONMENTAL SCIENCES**
	4101	Climate change impacts and adaptation
	4102	Ecological applications
	4103	Environmental biotechnology
	4104	Environmental management
	4105	Pollution and contamination
	4106	Soil sciences
	4199	Other environmental sciences
EB	33	**BUILT ENVIRONMENT AND DESIGN**
	3301	Architecture
	3302	Building
	3303	Design
	3304	Urban and regional planning
	3399	Other built environment and design
	40	**ENGINEERING**
	4001	Aerospace engineering
	4002	Automotive engineering
	4003	Biomedical engineering
	4004	Chemical engineering
	4005	Civil engineering
	4006	Communications engineering

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Committee	FoR	FoR Title
EB..Ctd	4007	Control engineering, mechatronics and robotics
	4008	Electrical engineering
	4009	Electronics, sensors and digital hardware
	4010	Engineering practice and education
	4011	Environmental engineering
	4012	Fluid mechanics and thermal engineering
	4013	Geomatic engineering
	4014	Manufacturing engineering
	4015	Maritime engineering
	4016	Materials engineering
	4017	Mechanical engineering
	4018	Nanotechnology
	4019	Resources engineering and extractive metallurgy
	4099	Other engineering
EC	35	**COMMERCE, MANAGEMENT, TOURISM AND SERVICES**
	3501	Accounting, auditing and accountability
	3502	Banking, finance and investment
	3503	Business systems in context
	3504	Commercial services
	3505	Human resources and industrial relations
	3506	Marketing
	3507	Strategy, management and organisational behaviour
	3508	Tourism
	3509	Transportation, logistics and supply chains
	3599	Other commerce, management, tourism and services
	38	**ECONOMICS**
	3801	Applied economics
	3802	Econometrics
	3803	Economic theory
	3899	Other economics
EHS	39	**EDUCATION**
	3901	Curriculum and pedagogy
	3902	Education policy, sociology and philosophy
	3903	Education systems
	3904	Specialist studies in education
	3999	Other education
	44	**HUMAN SOCIETY**
	4401	Anthropology
	4402	Criminology
	4403	Demography
	4404	Development studies
	4405	Gender studies
	4406	Human geography

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Committee	FoR	FoR Title
EHS..Ctd	4407	Policy and administration
	4408	Political science
	4409	Social work
	4410	Sociology
	4499	Other human society
	48	**LAW AND LEGAL STUDIES**
	4801	Commercial law
	4802	Environmental and resources law
	4803	International and comparative law
	4804	Law in context
	4805	Legal systems
	4806	Private law and civil obligations
	4807	Public law
	4899	Other law and legal studies
HCA	**36**	**CREATIVE ARTS AND WRITING**
	3601	Art history, theory and criticism
	3602	Creative and professional writing
	3603	Music
	3604	Performing arts
	3605	Screen and digital media
	3606	Visual arts
	3699	Other creative arts and writing
	43	**HISTORY, HERITAGE AND ARCHAEOLOGY**
	4301	Archaeology
	4302	Heritage, archive and museum studies
	4303	Historical studies
	4399	Other history, heritage and archaeology
	47	**LANGUAGE, COMMUNICATION AND CULTURE**
	4701	Communication and media studies
	4702	Cultural studies
	4703	Language studies
	4704	Linguistics
	4705	Literary studies
	4799	Other language, communication and culture
	50	**PHILOSOPHY AND RELIGIOUS STUDIES**
	5001	Applied ethics
	5002	History and philosophy of specific fields
	5003	Philosophy
	5004	Religious studies
	5005	Theology
	5099	Other philosophy and religious studies

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Committee	FoR	FoR Title
HSP	**42**	**HEALTH SCIENCES**
	4201	Allied health and rehabilitation science
	4202	Epidemiology
	4203	Health services and systems
	4204	Midwifery
	4205	Nursing
	4206	Public health
	4207	Sports science and exercise
	4208	Traditional, complementary and integrative medicine
	4299	Other health sciences
	52	**PSYCHOLOGY**
	5201	Applied and developmental psychology
	5202	Biological psychology
	5203	Clinical and health psychology
	5204	Cognitive and computational psychology
	5205	Social and personality psychology
	5299	Other psychology
IND	**45**	**INDIGENOUS STUDIES**
	4501	Aboriginal and Torres Strait Islander culture, language and history
	4502	Aboriginal and Torres Strait Islander education
	4503	Aboriginal and Torres Strait Islander environmental knowledges and management
	4504	Aboriginal and Torres Strait Islander health and wellbeing
	4505	Aboriginal and Torres Strait Islander peoples, society and community
	4506	Aboriginal and Torres Strait Islander sciences
	4507	Te ahurea, reo me te hītori o te Māori (Māori culture, language and history)
	4508	Mātauranga Māori (Māori education)
	4509	Ngā mātauranga taiao o te Māori (Māori environmental knowledges)
	4510	Te hauora me te oranga o te Māori (Māori health and wellbeing)
	4511	Ngā tāngata, te porihanga me ngā hapori o te Māori (Māori peoples, society and community)
	4512	Ngā pūtaiao Māori (Māori sciences)
	4513	Pacific Peoples culture, language and history
	4514	Pacific Peoples education
	4515	Pacific Peoples environmental knowledges
	4516	Pacific Peoples health and wellbeing
	4517	Pacific Peoples sciences
	4518	Pacific Peoples society and community
	4519	Other Indigenous data, methodologies and global Indigenous studies
	4599	Other Indigenous studies
MIC	**46**	**INFORMATION AND COMPUTING SCIENCES**
	4601	Applied computing
	4602	Artificial intelligence
	4603	Computer vision and multimedia computation
	4604	Cybersecurity and privacy

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Committee	FoR	FoR Title
MIC..Ctd	4605	Data management and data science
	4606	Distributed computing and systems software
	4607	Graphics, augmented reality and games
	4608	Human-centred computing
	4609	Information systems
	4610	Library and information studies
	4611	Machine learning
	4612	Software engineering
	4613	Theory of computation
	4699	Other information and computing sciences
	49	**MATHEMATICAL SCIENCES**
	4901	Applied mathematics
	4902	Mathematical physics
	4903	Numerical and computational mathematics
	4904	Pure mathematics
	4905	Statistics
	4999	Other mathematical sciences
PCE	**34**	**CHEMICAL SCIENCES**
	3401	Analytical chemistry
	3402	Inorganic chemistry
	3403	Macromolecular and materials chemistry
	3404	Medicinal and biomolecular chemistry
	3405	Organic chemistry
	3406	Physical chemistry
	3407	Theoretical and computational chemistry
	3499	Other chemical sciences
	37	**EARTH SCIENCES**
	3701	Atmospheric sciences
	3702	Climate change science
	3703	Geochemistry
	3704	Geoinformatics
	3705	Geology
	3706	Geophysics
	3707	Hydrology
	3708	Oceanography
	3709	Physical geography and environmental geoscience
	3799	Other earth sciences

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Committee	FoR	FoR Title
PCE..Ctd	**51**	**PHYSICAL SCIENCES**
	5101	Astronomical sciences
	5102	Atomic, molecular and optical physics
	5103	Classical physics
	5104	Condensed matter physics
	5105	Medical and biological physics
	5106	Nuclear and plasma physics
	5107	Particle and high energy physics
	5108	Quantum physics
	5109	Space sciences
	5110	Synchrotrons and accelerators
	5199	Other physical sciences

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