

## **Terms of reference for the Research Committee at the Department of Molecular Biology and Genetics**

### *Purpose and objectives*

The purpose and objectives of the committee are to be a forum for discussion of issues and initiation of activities within research, including the department's strategy, fundraising and future permanent appointments. In connection with the latter, the committee gives advice to the head of department in relation to job vacancies, participates in interviews of candidates selected by the recruitment committee, and finally the committee gives advice to the head of department on who is to be offered the advertised position.

### *Composition*

The research committee has 11 members, including the head of department. The chairman is appointed by the head of department, and the other members are appointed jointly by the head of department and the chairman. When choosing members, consideration should be given to ensuring representation of different geographical locations. The research committee is assisted by the scientific coordinator.

### *Rules of Procedure*

The Research Committee is appointed for a period of three years, the first time on 1 January 2012. However, the Research Committee meets when required, but at least four times a year. The chairman draws up an agenda and convenes a meeting. The agenda with accompanying appendices is sent out no later than five working days before the meeting.

The agenda must comprise at least the following points:

1. approval of the agenda
2. approval of minutes
3. messages
4. upcoming appointments
5. exchange of experience in connection with major application deadlines
6. any other business

Minutes are prepared from the meetings.

The Research Committee may set up subcommittees and supplement itself *ad hoc*.