

Speech, Hearing and Language Research Centre

Constitution

1. Definition

This Constitution is the Constitution of the Speech, Hearing and Language Research Centre (SHLRC) which is located in the Department of Linguistics at Macquarie University.

2. Mission

The mission of the centre is to facilitate experimental, computational and clinical studies of normal and impaired speech, hearing and language as well as research and development in speech, hearing and language technology.

3. Goals

- 3.1 to provide a formal structure for experimental, computational and clinical research into speech, hearing and language and related technologies;
- 3.2 to provide resources for experimental, computational and clinical research into speech, hearing and language and related technologies;
- 3.3 to facilitate the exchange of information on experimental, computational and clinical research into speech, hearing and language and related technologies by sponsoring meetings and publications and by encouraging interchange with similar Centres and their personnel;
- 3.4 to create speech, hearing and language databases for use in experimental, computational and clinical research into speech, hearing and language and related technologies;
- 3.5 to establish links with interested persons both within the Division and in the wider community, and to attract financial and other support for research in experimental, computational and clinical research into speech, hearing and language and related technologies from outside the university.

4. Objectives

In accordance with the mission, the Centre has adopted the following objectives:

- 4.1 to conduct experimental, clinical and computational research into the acoustics, physiology and perception of normal and impaired speech;

- 4.2 to conduct experimental, clinical and computational research into normal and impaired hearing;
- 4.3 to conduct experimental, clinical and computational research into normal and impaired language;
- 4.4 to collect speech, hearing and language databases for use in speech, hearing and language research;
- 4.5 to conduct research and development in speech, hearing and language technology;
- 4.6 to foster collaborative research between practitioners of experimental, computational and clinical research into speech, hearing and language and related technologies;
- 4.7 to foster the development of clinical facilities that relate to objectives of the centre;
- 4.8 to foster the development of educational programmes that relate to the research and clinical objectives of the centre;
- 4.9 to keep the research agenda of the Centre current in light of developments in the field

5. The Director and Deputy Director

- 5.1 The Advisory Board shall call for nominations for Director and Deputy Director at least 90 days before their current term is due to end. If more than two candidates are nominated for either position, election by the members of the Centre by secret ballot shall take place according to procedures prescribed by the Advisory Board and supervised by a Returning Officer to be nominated by the Head of the Division of Linguistics and Psychology;
- 5.2 The results of such elections shall be made known to the Vice-Chancellor;
- 5.3 The Director and Deputy Director shall be appointed by the University Council, on the recommendation of the Vice-Chancellor, after consultation with the Academic Senate, for a period of five years or agreed lesser period;
- 5.4 The Director and Deputy Director will be eligible for reappointment for a further term or terms, each of up to five years;
- 5.5 Any Centre member who is also an academic staff member of the Department of Linguistics is eligible for nomination to the post of Director;

- 5.6 Any Centre member who is also an academic staff member of Macquarie University is eligible for nomination to the post of Deputy Director;
- 5.7 The Director will be responsible to the Head of the Department of Linguistics for the day to day management, administration and direction of the activities of the Centre;
- 5.8 The Deputy Director will assist the Director in the day to day management, administration and direction of the activities of the Centre and will act as Director when the Director is absent.

6. Membership

- 6.1 There are three membership categories, full members, external members and associate members.

- 6.2 Full Members

Full members of SHLRC are expected to be research active in areas related to the goals of SHLRC.

Only full members of SHLRC have voting rights on issues presented to the full membership of the centre. (Note however, that all members of the SHLRC Management Committee or of the SHLRC Advisory Board have full voting rights at meetings of those bodies.)

Full members, for whom SHLRC is their only research centre affiliation, are expected to indicate their SHLRC affiliation on research publications that report on research that is consistent with the goals of the centre. Full members that belong to more than one research centre are expected to indicate their SHLRC affiliation on research publications reporting on research that utilised SHLRC resources.

Academic staff of Macquarie University may apply for full membership of SHLRC. Membership may be granted by the SHLRC Management Committee subject to meeting certain research related criteria. These criteria will be determined from time to time and approved by a majority of full members of SHLRC.

Full members who are employees of the University shall, upon leaving the University, be eligible to apply to become external members of SHLRC. In exceptional circumstances departing members may apply for the retention of full membership status.

- 6.3 External Members

Honorary academic members of the Department of Linguistics may apply for external membership of SHLRC.

People with no current formal relationship with the University may apply for external membership of SHLRC.

Full members of SHLRC who transfer to another University (or other organisation) may apply to be external members of the centre.

Research students may, upon graduation, apply for external membership of SHLRC if they are no longer affiliated with the University. Granting of external membership upon graduation is not an automatic right but must be applied for.

Applications for external membership will be considered by the SHLRC Management Committee.

External members of SHLRC may apply for full membership which may be granted by the SHLRC Management Committee subject to meeting certain research related criteria. These criteria will be determined from time to time and approved by a majority of full members of SHLRC.

6.4 Associate Members

Research Associates and Research Assistants working on research projects within SHLRC will be granted associate membership.

Research students supervised by a full member of SHLRC will be granted associate membership if their research topic is consistent with the goals of the centre.

Technical staff responsible for maintaining SHLRC facilities or assisting SHLRC members in their research will be granted associate membership.

Clinicians working in one of the Audiology or Speech Pathology clinics affiliated with SHLRC will be granted associate membership.

General staff working in one of the Audiology or Speech Pathology clinics affiliated with SHLRC will be granted associate membership.

Associate members of SHLRC may apply for full membership which may be granted by the SHLRC Management Committee subject to meeting certain research related criteria. These criteria will be determined from time to time and approved by a majority of full members of SHLRC.

7. The Management Committee

7.1 The function of the Management Committee is to advise and assist the Director in the day-to-day operation of the Centre, including approving plans and budgets and in monitoring research and financial performance;

7.2 The Management Committee shall consist of:

- (i) the Director who shall take the chair at meetings of the Committee;
- (ii) the Deputy Director;

- (iii) the Head of the Department of Linguistics, or nominee;
- (iv) four additional members of the Centre, elected for a term of three years;
- (v) the most senior member of the technical staff;
- (vi) additional members, including research students, may be co-opted by the Management Committee, from time to time

7.3 Nominations for each of the four posts in 7.2 (iv) above will be called by the Director at least 30 days before the term of the current incumbent is due to end. If more than one candidate is nominated per post, election by the members of the Centre by secret ballot shall take place according to procedures prescribed by the Advisory Board and supervised by a Returning Officer appointed by the Head of the Division of Linguistics and Psychology;

7.4 In calling for nominations of the four posts in 7.2 (iv) above, the Returning Officer will attempt to ensure that at least one member of the academic staff affiliated with each of the following four groups will be a member of the Management Committee. The affiliations of the three ex-officio positions should also be taken into account when making this determination.

This will be achieved in the following manner. If a single member is nominated from a group not yet represented then that member will automatically be appointed to the Management Committee. If more than one member has been nominated from a group not yet represented then the person appointed shall be the nominee from that group who obtains the highest vote. Remaining vacant positions will then be allocated to the remaining nominees who obtain the highest overall votes. If, after at least two attempts, the Returning Officer is unable to obtain a nomination from a group not yet represented then that position will be allocated to the remaining nominee with the next highest vote.

The four groups that should have at least one representative on the Management Committee are:

- (i) speech research, speech processing, speech technology, phonetics and phonology;
- (ii) audiology, hearing research;
- (iii) speech and language pathology, psycholinguistics;
- (iv) computational linguistics, language modelling, language technology;

- 7.5 The Management Committee shall meet regularly and no fewer than four times per calendar year;
- 7.6 At any meeting of the Management Committee, a majority of the total number of members of the Committee constitutes a quorum;
- 7.7 Notice of meetings shall be circulated to all members of the Management Committee at least seven working days in advance of the date of the meeting.

8. Advisory Board

- 8.1 The function of the Advisory Board is to provide advice on forward planning and activities of the Centre, to receive the annual report of the Centre at its annual meeting and to comment and advise on performance in the light of the strategic plan for the Centre with its performance indicators;
- 8.2 The Advisory Board shall consist of:
 - (i) the Vice-Chancellor of Macquarie University, or nominee;
 - (ii) the Director of SHLRC;
 - (iii) the Deputy Director of SHLRC;
 - (iv) the Head of the Department of Linguistics, or nominee;
 - (iv) the Head of the Division of Linguistics and Psychology, or nominee;
 - (v) Up to three other persons interested in the objectives of SHLRC. Such persons shall be invited by the Vice-Chancellor to become members of the Advisory Board. These members shall be from outside the Centre and the Department of Linguistics, and should include a person or persons from outside the university. Such persons shall serve for one or more three year terms;
- 8.3 The Advisory Board shall be chaired by a member elected from amongst its members, other than the Director;
- 8.4 The Advisory Board shall meet not less than once per year;
- 8.5 At any meeting of the Advisory Board, a majority of the total number of members of the Board constitutes a quorum;
- 8.6 Notice of meetings shall be circulated to members of the Advisory Board at least seven working days in advance of the date of the meeting.

9. Financial Accounts

- 9.1 The Director of the Centre, acting by delegation from the Head of the Department of Linguistics, shall be responsible for the management of the finances of the Centre (but see points 9.2 and 9.3, below).
- 9.2 Research funds obtained via research grants or consultancies will be managed by the Principal Investigator(s) of those projects on behalf of the Centre and Department.
- 9.3 Clinic budgets will be managed by the person or persons appointed by each clinic for that purpose.
- 9.4 All monies received by, or on behalf of, or as a result of the activities of the Centre shall be paid directly to the Chief Finance Officer of Macquarie University to be expended on the recommendation of the Director for the promotion of the objectives of the Centre. Macquarie University shall hold and invest the funds of the Centre alone or in connection with other monies in any manner or mode of investment as may be prescribed by its By-laws.

10. Annual Report

An annual report shall be submitted by the Director to the Council of Macquarie University after the end of each calendar year.

11. Review of the Centre

The Director shall initiate a review of the Centre six months prior to the completion of the approved term of office. The review will be conducted by one of the Deputy Vice-Chancellors, with appropriate external assessors. The continuation of the Centre shall be determined by Council following consideration of the report of the review by the Academic Policy and Planning Committee and the Academic Senate.

12. Amendment of the Constitution

This Constitution may be added to, amended or repealed by resolution of the University Council having considered any such recommendations placed before it by the Vice-Chancellor following advice from the Director and the Advisory Board.