

Research Publications Governance Framework

1. PURPOSE

This framework provides an overview of how research outputs are recorded at La Trobe and the distribution of responsibility across three business areas: Information Services, the University Library, and the Research Office. It is constructed around four principles:

- a) **Guiding decision-making:** Data regarding the quantity and quality of research outputs is relayed to the Senior Executive Group to inform strategic decision-making.
- b) **Improving performance:** Diachronic analysis of outputs shows trends over time, enabling accurate forecasting and sector benchmarking.
- c) **Ensuring transparency:** Central storage of publications data enables researchers to review their records and compare personal performance against disciplinary norms.
- d) **Managing risk:** The risk of misattributing or misclassifying outputs is managed by Research Office procedures, including regular cross-checking with authors.

2. DISTRIBUTION OF RESPONSIBILITY

- a) **Information Services** are responsible for maintaining the systems which capture publications. This includes technical support, vendor liaison, upgrades and enablement of new features.
- b) **Research Office** are responsible for assessing the research status of publications, maintaining publications data, liaising with researchers to cross-check individual records, and providing reports to other areas. Research output status is determined in at least one of three ways:
 - i) Proof that peer review has been undertaken;
 - ii) For journal publications, inclusion of the journal title in the ERA eligibility list; or
 - iii) For non-traditional research outputs, referral to an internal expert peer review panel.
- c) **University Library** are responsible for harvesting, adding metadata and storing the publications collection in the Institutional Repository, and determining Open Access status where applicable.
- d) **Research Leadership** (Deans of School) are responsible for setting publication targets appropriate for constituent disciplines; monitoring academic performance; and determining appropriate performance management intervention should these targets not be met.
- e) **Senior Executive Group (SEG)**, with advice from the Research Strategy Committee, are accountable for setting the overall strategic agenda and KPIs for research performance at La Trobe University.

3. INFORMATION FLOW

- a) **University Library** receive in-system notification of eligible publications that are to be stored in the Institutional Repository.
- b) **Research Leadership** (Deans of School) access publications data via BI dashboard, informing annual academic performance review.
- c) **Senior Executive Group (SEG)** receive monthly reports from the **Research Office**, informing high-level decision-making such as academic structure, strategic appointments, and funding allocation.

