

REF STEERING GROUP (REFSG)

This is a steering group (not a committee) and reports to Research Committee of the Senate; the group meets 3 times in an Academic Year and more frequently when needed (e.g. during key stages during REF 2021)

In preparation for the Research Excellence Framework, Liverpool Hope University needs to plan very carefully. As a University that has serious research ambitions we want to consolidate the place of research in the University and build on the progress made in the REF 2014 and our current preparations for the REF 2021 exercise. A central and very important part of the University's preparations is the establishment of an REF steering group (REFSG) as a sub-committee of the University's Research Committee.

Terms of Reference 2023-24

The REF steering group is responsible, under the Pro Vice-Chancellor for Research, for preparing the University for the REF. The following key REFSG roles are shown below:

1. Keeping the University fully informed on the way in which the REF will operate across the various disciplines. This will include regular updates to the senior academic leaders across the University (Rectorate, and Heads of Schools and Departments).
2. Analyse which Units of Assessment (UoAs) will be submitted to the REF based on quantitative data (e.g. data from REFit; REFlect systems; and research income, outputs and case studies) and qualitative data (internal and external peer review on the quality of the UoA). Final approval in this regard rests with the Rectorate Team.
3. Coordinate, monitor and evaluate activities to generate impact case studies for the REF, making recommendations on areas of strategic importance to Research Committee on Hope's readiness for REF.
4. Embedding impact and engagement activities as an intrinsic part of research across the university.
5. Receive reports from the Impact Seedcorn scheme (HIEF: Route To Impact and REFine Funding initiatives), and evaluate the success of this in generating impact, especially for the REF.
6. Oversee the communication of impact and public engagement activities, making recommendations to Research Committee on strategic matters.
7. Planning submissions: this will not simply be a matter of looking at what is happening and making the most of what is already in place or is likely to be in place in REF census point. The group will be much more pro-active. It will, for example, advise on strategy (recruitment of PhD students, creation of institutional and School research structures, actively seek out staff who need encouragement and/or support to complete work in time for submission and advise on areas where resources should be targeted. The mechanism for acting upon this advice is two-fold: first the REFSG will inform decisions at Research Committee; second the REFSG will inform decisions at School Research Committees. The individual UoA

coordinators will be responsible for devolving information at UoA level and for informing the REFSG of preparations for the unit.

8. Recommending the appointment of external UoA advisors. These persons should be research leaders at other UK Universities who have significant experience of the RAE/REF process. Final approval of the external advisers rests with the Rectorate Team.
9. Reading and approving any documentation that is prepared as part of the REF process e.g. the REF (including Equality and Diversity) Code of Practice, Equality Impact Assessments and, institutional REF narrative.
10. Provide a forum to share good practice which exists in all parts of the University, evaluate the success of research activities, and help develop and manage new initiatives.
11. Monitor and report on issues concerning Open Access publishing, especially where this concerns requirements for REF. Help develop Open Research initiative in the University (e.g. recently launched InOAR platform)
12. Receive reports on the functioning of the University Repository – called Hope's Institutional Research Archive (HIRA), and consider issues relevant to research strategy, such as embargo period, sharing records with other repositories, and rates of deposit.
13. Oversee Open Data developments (and Open Research as in 11 above), and the archiving, preservation and access requirements for data generated by researchers in REF context.
14. Consider, monitor and report upon new developments in publication of research results and research data, especially in terms of innovative models of digital dissemination.
15. Make recommendations for communication about, and support of, open access and open data requirements for academic staff.
16. Receive reports on the functioning of the Academic Profiling System (APS), and consider issues relevant to research strategy of the University and Schools/Departments.

Composition

As the University REF submission takes shape the membership will need to change as our submission develops.

Members

- Chair: PVC Research (PVC-R)
- The Chairs of School Research Committees (ex officio members)
- Unit of Assessment coordinators (nominated by the PVC-R in consultation with the help of sHoS/D))
- HR Department's Equality and Diversity Adviser (by Invitation)

By Invitation

- A representative of the University's Library Services
- Research Facilitator
- A representative of the University's Finance Department
- A representative of the University's IT Services
- A representative of the University's Personnel Department