

School/Departmental Research Committee

Terms of Reference and Membership 2020-21

Reports to: University Research Committee

The School/Department Research Committee is responsible to the Research Committee of the University Senate for the quality and academic standards of the School/Department's research and 'reach-out' activities, including Research Impact and overall Research Environment, through:

1. the development, promotion and enhancement of the School/Department's Research Strategy to meet the research objectives of the University as articulated in the Corporate Plan and the University's Research and Scholarship Development Plan (R&SDP);
2. the identification, monitoring and promotion of the means by which the School can meet current and emerging research opportunities with the particular goals of increasing research income and the quality of research output and meeting the other research objectives of the University as articulated in the Corporate Plan and the University's Research and Scholarship Development Plan (R&SDP);
3. monitoring, review and improvement of research performance across the School/Department, including:
 - a. oversight of bids for external funding, including the promotion of multi/interdisciplinary research;
 - b. analysis of research-related performance indicators, in particular those used in national research assessment.
 - c. co-ordination and oversight of the School/Department's submission in respect of any national research assessment (e.g. REF 2021); in particular, working with the REF coordinators to help develop their UoAs for REF exercise.
 - d. consideration of the proposed establishment and disestablishment of research centres for recommendation to the Research Committee of the Senate;
 - e. review of the performance of research centres and their continuity for recommendation to the Research Committee of the Senate;
 - f. monitoring of the annual research ethics returns from the School/Department and addressing issues arising from these returns;
 - g. promotion and sharing of good practice in respect of research;

One of the first task for these School/Department Research Committees will be, working within the University's Research and Scholarship Development Plan (R&SDP), to articulate a practical plan for the School in relation to:

1. Research Expertise and Staff Development across School/Department (e.g. Early Career)
2. PGR
3. Income, Infrastructure and Facilities
4. Sustainability and vitality of Research Environment
5. Contribution to Disciplines
6. Research Impact Strategy

Membership of the School/Department Research Committee should be as below (consisting of not more than 5 members including the Chair – although, in the case of a combined committee for cognate areas an exception to this rule will apply):

1. Chair – HoS/D or senior research active staff (e.g. with a REF equivalent GPA of 3 where possible).
2. Two research active staff from the School/Department representing of the various research/subject spread in the School – (e.g. colleagues with an average GPA of at least 3 (REF definition)).
3. Ethics lead from the School/Department (by invitation when needed).