

Faculty Research and Knowledge Exchange Committee (one per Faculty): Terms of Reference



Purpose

Faculty Research and Knowledge Exchange Committees (FRKEC) are responsible for the development and implementation of the University's research and knowledge exchange strategy within the Faculty and for monitoring research and knowledge exchange performance across the Faculty, including reports on the outcome of submitted research bids.

Each FRKEC also takes direction from and provide reports to the Research and Knowledge Exchange Committee (RKEC) on matters within its area of competence, including with respect to the management of individual cases.

Membership

Associate Dean: Research (Chair)

Faculty staff with responsibility for research & knowledge exchange

Directors of Faculty research centres/institutes

Representation from Library, Careers and Inclusivity (1, normally from Library Services)

Chair of the Faculty Research Ethics Committee

Chair of the Faculty Research Degrees Committee

Representative of Finance (1)

Representation from Research, Business and Innovation (1)

Postgraduate research student representation (1)

In Attendance

Committee Officer

The membership can also include additional members in attendance, these members do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can include up to two co-opted members with voting rights. Co-opted members are appointed by the Committee in consultation with the Chair.

Responsibility

Each FRKEC is responsible for:

- Developing and implementing the University's research and knowledge exchange strategies within the Faculty;
- Monitoring the Faculty's research and knowledge exchange performance;
- Making recommendations, through Faculty Board, to the Research and Knowledge Exchange Committee on research and knowledge exchange strategies;
- Considering an annual report and regular updates from the Faculty Research Degree Committee;
- Considering an annual report and regular updates from the Faculty Research Ethics Committee;
- Considering regular reports on research bids submitted by Faculty staff and outcomes;

- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Evaluating annually its own performance and that of its Sub-Committees to ensure academic governance arrangements enhance institutional performance and add value;
- Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities.

Accountability

Each FRKEC is accountable to the Faculty Board and reports to it on:

- The implementation of the University's research and knowledge exchange strategies within the Faculty;
- The Faculty's research and knowledge exchange performance;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support it to deliver its terms of reference;
- Any matters or priority areas referred to it for action by the Executive Dean/PVC or Chair of RKEC.

Each FRKEC must also take direction from and provide reports to the Research and Knowledge Exchange Committee (RKEC) on issues and developments within its area of competence, including providing regular and ad hoc reports on matters which require University-level consideration and developing/monitoring action plans as appropriate.

Each FRKEC provides an annual assurance report to Faculty Board, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness and that of its Sub-Committees. The requirements for the report will be specified by Faculty Board, in consultation with RKEC.

Administration

The Faculty Research and Knowledge Exchange Committee will meet approximately four times a year. The duration of meetings will be no longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

Representative members who are nominated to represent a particular constituency will be rotated annually.

Co-opted members will serve a maximum three-year term.

A committee officer will be appointed to support the Chair in the effective and efficient conduct of the Committee's business.

Review

The Terms of Reference for the Faculty Research and Knowledge Exchange Committee will be reviewed annually to ensure they are still relevant, decision-making structures are effective and the FRKEC can effectively discharge its duties. As part of the review consideration should be given to how the Committee can improve and better integrate practices which support equality, diversity and inclusivity.