



## **Research and Knowledge Exchange Committee: Terms of Reference**

### **Purpose**

The Research and Knowledge Exchange Committee (RKEC) is accountable to Academic Board and oversees the development, implementation and enhancement of the University's strategy for and approach to research, knowledge exchange and enterprise.

In fulfilling this purpose, RKEC delegates aspects of its work to and takes advice from the following committees:

- Graduate School Sub-Committee
- Research Ethics Sub-Committee
- Animal Welfare and Ethics Sub-Committee
- Human Tissue Sub-Committee.

RKEC also receives reports from and has the authority to steer Faculty Boards and, through them, Faculty Research and Knowledge Exchange Committees, in relation to research, knowledge exchange and enterprise.

### **Membership**

DVC and Provost (Chair)

PVC Research and Enterprise and Director of RBI (Deputy Chair)

Associate Deans: Research (4; 1 per Faculty)

Chair of Graduate School Sub-Committee

Chair of Research Ethics Sub-Committee

Chair of Animal Welfare and Ethics Sub-Committee

Chair of Human Tissue Sub-Committee

Director of Research, Business and Innovation (or nominee)

Director of Library, Careers and Inclusivity (or nominee)

Director of Student and Academic Services (or nominee)

Director of Corporate Communications and Creative Strategy (or nominee)

Representatives from Professoriate with responsibility for leading a research centre or institute, on the nomination of the Executive Dean (4; 1 per Faculty)

Elected research active representatives from each Faculty (4; 1 per Faculty)

Elected Representative of Research-only staff (1)

Elected Representative of Research Administration staff (1)

Representative of Technical staff (1)

Postgraduate Research Student representative (1)

Students' Union elected officer, on the nomination of the Students' Union President (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**

The Committee is responsible for:

- Overseeing the development, implementation and enhancement of the University's strategy for research and knowledge exchange, including strategies for consultancy, CPD, technology transfer, community and public engagement and enterprise, including considering annual key performance indicators, agreeing appropriate action plans and referring significant change requirements to the Directorate for consideration;
- Developing and monitoring policies and practices for the enhancement of quality and standards in research and knowledge exchange, including the development and implementation of robust and effective research and knowledge exchange governance arrangements;
- Ensuring the postgraduate research student experience matches expectations set and is subject to continuous improvement;
- Promoting the University's research and knowledge exchange activity, internally and externally, ensuring that it is recognised as a central component of the University's mission;
- Promoting effective partnerships with external organisations in pursuit of the University's research and knowledge exchange strategies;
- Specifying the requirements for, and considering reports from Faculty Research and Knowledge Exchange Committees, the Graduate School Sub-Committee, the Research Ethics Sub-Committee and the Human Tissue Sub-Committee, including the identification and monitoring of key performance indicators;
- Monitoring the policies and practices of key external organisations and relevant regulatory bodies, ensuring that the University is alert to, and responds to, national and international developments in research and knowledge exchange, including the Government's research assessment and resource allocation process;
- Advising on the operation of the University's professional services in order to ensure efficient and effective support for the implementation of the research and knowledge exchange strategies;
- 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 or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities.

RKEC is accountable to Academic Board and reports to it on:

- Developments and progress with the implementation of the University's academic strategy for research, knowledge exchange and enterprise;
- Progress and associated actions in relation to research, knowledge exchange and enterprise key performance indicators and quality measures;
- Proposals for new policies and policy frameworks within its area of competence;
- Proposals for changes to the academic governance structure within its area of competence, including the establishment or closure of Sub-Committees intended to support delivery of its terms of reference and changes to any Sub-Committees' terms of reference, priorities and memberships;
- Any matters or priority areas referred to it for action by the Vice-Chancellor.

RKEC provides an annual assurance report to Academic Board, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness and that of its Sub-Committees.

### **Administration**

RKEC will normally meet four times a year. Meetings will be scheduled to enable RKEC to fulfil its accountabilities to Academic Board, supporting timely updates on progress and new developments. The duration of meetings will be approximately three hours. The Quorum for meetings is one-third of members eligible to attend.

The term of office for elected members of RKEC will not normally exceed 3 years and will be stated in the published Election Notice. All elected positions will be filled in accordance with the University's Elections Procedure.

Representative members of RKEC who are nominated to represent a particular constituency (e.g. Technicians) will be reviewed and confirmed annually.

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

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

### **Review**

The Terms of Reference for RKEC will be reviewed annually to ensure they are still relevant, decision-making structures are effective and RKEC 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.