

## **COLLEGE RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEES**

(One per College)

### **TERMS OF REFERENCE**

#### **Purpose**

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

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

- College Research Degree Committees
- College Research Ethics Committees

Each CRKEC also takes direction from and provides reports to the Research and Knowledge Exchange Committee (RKEC) on matters within its area of competence.

#### **Membership**

College Dean of Research and Enterprise (Chair)

School Directors of Research and Enterprise (1 per School)

Nominated representatives of staff with responsibility for research and knowledge exchange (at least 2 (nominally 1 per School); nominated by School Directors of Research and Enterprise and confirmed by the Chair)

Research Centres Directors/Group Leads (at least 2 representatives (nominally 1 per School) or as decided by the Chair)

Representative from Library, Careers and Inclusivity (1; normally from Library Services)

Chair of the College Research Ethics Committee

Chair of the College Research Degrees Committee

School Postgraduate Coordinator (1, on rotation) or College PGR Director

Representative of Finance (1)

Representative from technical staff with lead responsibility for research (1) (where applicable)

Representative from Research, Business and Innovation (1)

Postgraduate research student representative (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 CRKEC is responsible for:

- Developing and implementing the University's research and knowledge exchange strategies within the College, including embedding an integrated approach to teaching and research;
- Monitoring the College's research and knowledge exchange performance;
- Making recommendations to the Research and Knowledge Exchange Committee on research and knowledge exchange strategies;
- Considering an annual report and regular updates from the College Research Degrees Committee;
- Considering an annual report and regular updates from the College Research Ethics Committee;
- Considering regular reports on research and knowledge exchange bids submitted by College staff and on outcomes;
- Considering matters arising from Schools within the College, through regular reports and other business;
- 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 CRKEC is accountable to the University's Research and Knowledge Exchange Committee (RKEC) and reports to it on:

- The implementation of the University's research and knowledge exchange strategies within the College;
- The College'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 Pro Vice-Chancellor Head of College or Chair of RKEC.
- 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 CRKEC provides an annual assurance report to RKEC, 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 RKEC.

### **Administration**

The College 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 College Research and Knowledge Exchange Committee will be reviewed annually to ensure they are still relevant, decision-making structures are effective and the CRKEC 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.