



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 research, knowledge exchange and enterprise.

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

- Doctoral Academy Sub-Committee
- College Research and Knowledge Exchange (RKE) Committees

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

The RKEC will receive updates and reports from the University Ethics and Integrity Committee (UEIC) related to changes to research governance and integrity.

Membership

Deputy Vice-Chancellor and Provost (Chair)

Deans of Research and Enterprise (3; 1 per College)

Chair of Doctoral Academy Sub-Committee

Chair of University Ethics and Integrity Committee

Representatives from School Directors of Research, on nomination of Deans of Research and Enterprise (1 from each College)

Representatives from Professoriate with responsibility for leading a research centre or institute, on the nomination of the Head of College (3; 1 per College)

Director of Research, Business and Innovation

Representative of technical staff (1)

Elected research-active representatives from each College (3; 1 per College)

Postgraduate research student representative (1)

The Students' Union elected officer, on the nomination of The Students' Union President (1)

Professional services elected 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 postholders 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

- Overseeing the development, implementation and enhancement of the University's strategy for research and knowledge exchange, including guidance and policies to support technology transfer, community and public engagement and enterprise.
- Review and provide insight to the key performance indicators related to RKE, agreeing appropriate action plans and referring significant change requirements to the Vice-Chancellor's Executive for consideration.
- Developing and monitoring policies and practices for the enhancement of quality and standards in research and knowledge exchange. Supporting UEIC in the implementation of robust and effective research and knowledge exchange governance arrangements.
- Own, review and mitigate the strategic research and knowledge exchange risks.
- Strategic oversight of the Doctoral Academy, ensuring the postgraduate research students experience matches expectations and is the subject to continuous improvement.
- Promoting and driving 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.
- Establishing and promoting effective partnerships with external organisations in pursuit of the University's research and knowledge exchange strategies;
- 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 within its remit, including the government's research assessment and resource allocation process;
- Maintain oversight of the research investments from Research England and the effective and impactful benefit to the university's research endeavours.
- Supporting 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;
- Progress any 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.