

Terms of Reference for Research Committee

Scope: All matters concerning the management of, and support for, University research.

(a) Terms of Reference

To make recommendations to Senate on:

1. Policies and procedures for the management and evaluation of research performance
2. University structures appropriate for the conduct of research.
3. University schemes to allocate funding for research.

To be responsible for, and report to Senate on:

4. Encouraging appropriate coordination of research strategies within and between faculties, including the development of interdisciplinary research.
5. Considering the implications for the University of emerging national and international initiatives, which have an impact on research activity, and developing appropriate responses.
- 6.* Approving the timing, scope and objectives of each external peer review of research.
- 7.* Research Institutes/Faculty/School research activity
 - (a) Ensuring that all Research Institutes/Faculties have appropriate structures and procedures for the management of research
 - (b) Approving Research Institutes/Faculty research strategies.
 - (c) Approving annual Research Institutes/Faculty targets for research performance, and monitoring actual performance against targets.
8. Monitoring levels and sources of external research grant income, and other research-related income, in order to optimise overhead recovery and FEC grants.
9. Overseeing provision made for PGR students and Research Staff, through reports from University PGR Committee
10. Overseeing the development of policy, initiatives and resources to promote opportunities for the progress of early career researchers and the enhancement of the Athena Swan agenda. Advising the University on resource allocation mechanisms and levels of funding for research activity
11. Ensuring that the University has appropriate procedures for addressing ethical, integrity and governance issues raised by the research of staff and students (through reports from Ethics Oversight Committee and Research Governance and Integrity Committee)
12. Monitoring partnership and related activities
13. Ensuring adequate infrastructure to support Research & partnership activities
14. To support and monitor the implementation of the University's Equality & Diversity Strategy in all relevant areas of the committee's business

(b) Delegated powers

The Research Committee has delegated authority to take action under items 6 and 7 (*starred).

Between ordinary meetings of the committee, the Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the

Chair on behalf of the committee shall be reported as Chair's Action to the next meeting. Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give committee members the opportunity to comment on the proposals.

(c) Constitution

- *Pro Vice-Chancellor Research & Enterprise (Chair)
- Vice-Chancellor
- *Deputy Vice Chancellor
- *Deans of the Faculties (3)
- *Associate Deans for Research (3)
- *Director of Research, Innovation and Engagement
- *Head of Research Strategy Delivery
- *Head of Research Quality (Secretary)
- *Postgraduate Research (PGR) lead

Only those with * are normally expected to attend the meetings, other members (below) continue to receive agenda, papers and minutes.

- Postgraduate research student nominated by the Keele Postgraduate Association
- Member of the Athena Swan Self-Assessment Team
- Chair of the Research Degrees Committee (RDC) if not already a member in another capacity

Total = 16 (17 if the Chair of RDC is not already a member in another capacity)

To be quorum, 6 members need to be present

- Research Institute Directors (3)
- Director of Student & Academic Services
- Research Development Managers
- Research Support Librarian
- Dean of Internationalisation
- Head of Finance (Research & Treasury)
- Heads of Partnership (3)

(d) Sub-committees

Faculty Research Committees
University Postgraduate Research Committee
Ethics Oversight Committee
Research Governance and Integrity Committee

(e) Principal management information needs

- Faculty research strategies
- Research performance data for University (and comparators) and for Faculty/Schools:
 - Research grants (income, overheads, sources, applications and success rates)
 - publications
 - research students
 - research staff

- number of collaborations with industry (ongoing and new) and income from technology transfer, consultancy and partnership activities

(f) *Frequency and timing of meetings*

Four times a year.