

FACULTY RESEARCH COMMITTEE

Purpose

The purpose of the Faculty Research Committee is to provide research leadership within the Faculty with the aim of achieving a step-change in ambition that contributes to the realization of Vision 2020 and the production of research that is world-leading and internationally excellent.

Responsibilities

The Committee will normally meet every two months and will report to the Faculty Executive Board. The core responsibilities of the Committee will be:

1. To contribute to the development of, and to keep under review, the Faculty Research Strategy and to make recommendations to Faculty Executive Board, as appropriate, in relation to changes to this.
2. To monitor the implementation of the Faculty Research Strategy and to ensure its successful delivery.
3. To monitor progress in relation to preparations for REF by Faculty Units of Assessment.
4. To receive progress reports from Schools on their Core Disciplinary Research Groups, including any research centres or networks that fall within these, to monitor their performance and to identify actions, as required, to support them in achieving their targets and goals.
5. To receive progress reports from the Faculty GRI and PRPs, to monitor their performance and to identify actions, as required, to support them in achieving their targets and goals.
6. To foster and enhance interdisciplinary working within and between the GRI, PRPs and Core Disciplinary Research Groups within and beyond the Faculty, particularly in relation to tackling key societal challenges.
7. To monitor performance within the Faculty in relation to research income generation, to receive and consider reports from the Faculty Research Grant Review Panel and to identify actions, as required, to ensure Faculty research income targets are met.
8. To consider and prepare reports to Faculty Executive Board in relation to the delivery of the Faculty Research Strategy and progress against Faculty research targets for Vision 2020, including the identification of actions, as required, to ensure that such targets are achieved.
9. To provide a forum for the sharing and dissemination of research intelligence, including: developments in relation to REF; funders' strategies and priorities; research impact; and wider public engagement.
10. To consider the implications of wider changes (internally and externally) in policy and practice with regard to research, through consultation with the Faculty Research Forum, and to make recommendations to Faculty Executive Board.

Membership

- Faculty Dean of Research (AHSS) (Chair)
- Directors of Research (AHSS Schools)
- Directors of Faculty GRIs and PRPs
- A contract research staff representative selected from the representatives currently serving on the AHSS School Research Committees
- A postgraduate research student representative selected from the representatives currently serving on the AHSS School Research Committees
- Research Development Manager (AHSS), Research & Enterprise

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FACULTY RESEARCH OPERATIONS GROUP

Purpose

The purpose of the Faculty Research Operations Group is to ensure effective and optimal working relationships between academic and research staff within the Faculty and support staff within the Faculty and wider University to help achieve Vision 2020 and generate research that is world-leading and internationally excellent.

Responsibilities

The Group will normally meet monthly and report to the Faculty Research Committee. The core activities of the Group will be:

1. To consider and respond to key research-related items and actions arising at Faculty Research Committee and to agree responsibilities and plans for their implementation.
2. To provide a forum for drawing together and coordinating intelligence regarding research-related activities – including: funders' strategies and priorities; research impact; and wider public engagement – and agreeing plans for dissemination of such across the Faculty.
3. To provide input and responses to queries or requests for information arising from School Research Committees, the Faculty Research Committee, Faculty Research Forum and/or the Faculty Dean of Research.
4. To monitor and keep under review the implementation of Faculty-wide policies, processes and support mechanisms and to make recommendations to Faculty Research Committee, as appropriate, to ensure their effective operation and alignment with Faculty and University key priorities.

Membership

- Faculty Dean of Research (AHSS) (Chair)
- Research Impact Officer (AHSS), Research & Enterprise
- Research Development Manager (AHSS), Research & Enterprise
- EU Research Development Manager (AHSS), Research & Enterprise
- Business Alliance Manager (AHSS), Research & Enterprise
- Public Affairs Officer, Public Engagement

Ex Officio

- Head of Research Development, Research & Enterprise
- Head of Research Policy Team, Research & Enterprise
- Research Impact Manager
- Head of Public Engagement
- Faculty Director of Operations (AHSS)

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FACULTY RESEARCH FORUM

Purpose

The purpose of the Faculty Research Forum is to ensure meaningful and effective consultation in relation to research with academic and research staff and research students that contributes to the creation of a vibrant and inclusive ethos for the Faculty that enables the achievement of Vision 2020 and the generation of research that is world-leading and internationally excellent.

Responsibilities

The Forum will normally meet twice per year and will report to Faculty Research Committee. The core activities of the Group will comprise:

1. To respond to requests from the Faculty Research Committee to consider and make recommendations on issues the Committee have identified for consultation.
2. To play a proactive role in identifying research-related issues arising from academic and research staff and students of significance to the Faculty, to provide a forum for their consideration and to make recommendations to Faculty Research Committee regarding these.
3. To provide a forum for the sharing and dissemination of good practice and intelligence relating to research-related activities including: developments in relation to REF; funders' strategies and priorities; research impact; and wider public engagement.

Membership

- Faculty Dean of Research (AHSS) (Chair)
- Members of the Faculty Research Committee
- Members of School Research Committees (AHSS Schools)
- Research Impact Officer (AHSS), Research & Enterprise
- Research Development Manager (AHSS), Research & Enterprise
- EU Research Development Manager (AHSS), Research & Enterprise
- Business Alliance Manager (AHSS), Research & Enterprise
- Public Affairs Officer, Public Engagement

Ex Officio

- Heads of School (AHSS Schools)
- Head of Research Development, Research & Enterprise
- Head of Research Policy Team, Research & Enterprise
- Research Impact Manager
- Head of Public Engagement

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FACULTY RESEARCH GRANT REVIEW PANEL

Purpose

The purpose of the Faculty Research Grant Review Panel is to achieve a step-change in research income generation that ensures the Faculty meets its targets under Vision 2020 by overseeing the successful implementation of internal peer-review of draft research proposals to RCUK, NIHR and equivalent funders prior to their submission.

Responsibilities

The Panel will normally meet twice per year and will report to Faculty Research Committee. The core activities of the Group will be:

1. To oversee the establishment and membership of a Faculty Peer Review College comprising at least three academics from each Core Disciplinary Research Group.
2. To receive reports from the Research Development Manager regarding the operation of the internal peer review system.
3. To keep under review the operation of the internal peer review system, as set out in the Faculty Research Strategy, and to make recommendations to the Faculty Research Committee as appropriate.

In addition, the Chair of the Panel will:

4. Consider cases referred to her/him by Research Development where applications submitted for internal peer review have been deemed ineligible (most commonly because they do not adequately address the criteria of the proposed funder or are notably incomplete) or, once an application has been peer reviewed, where the internal feedback raises significant concerns.
5. In exceptional circumstances, approve the submission of grants that have not been through the internal peer-review process.*

*Under the Faculty Research Strategy, it is mandatory that all grant proposals over £100k due to be submitted to RCUK, NIHR or equivalent funders are subject to internal peer-review prior to submission. It is recognized, however, that there may be truly exceptional circumstances in which this is not possible. A strong case will need to be made for why it was not possible to seek internal peer-review and cases will be kept under review by the Panel.

Membership

- A Director of Research (AHSS Schools) (Chair)**
- One academic representative from each REF Unit of Assessment
- Research Development Manager (AHSS), Research and Enterprise
- Research Development Officer (AHSS), Research and Enterprise

**Responsibility for chairing the panel will rotate on an annual basis between Directors of Research within AHSS Schools.

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Research Development

SCHOOL RESEARCH COMMITTEES

Purpose

The purpose of the School Research Committee is to provide research leadership within the School with the aim of achieving a step-change in ambition that contributes to the realization of Vision 2020 and the production of research that is world-leading and internationally excellent.

Responsibilities

The Committee will normally meet monthly and will report to its respective School Management Board (SMB).

The core responsibilities of the Committee will be:

1. To contribute to the development of, and to keep under review, the School Research Strategy.
2. To monitor the implementation of the School Research Strategy and to ensure its successful delivery.
3. To ensure the maintenance of a thriving research environment within the School and to foster and enhance interdisciplinary working between Core Disciplinary Research Groups within and beyond the School.
4. To ensure that the School has a coordinated and effective approach to achieving impact and wider public engagement in relation to its research.
5. To make recommendations to SMB regarding the use of the School research budget and to monitor expenditure against the budget agreed by SMB.
6. To oversee and support REF Units of Assessment within the School to ensure their optimal performance.
7. To oversee and support the development of strategic plans by Core Disciplinary Research Groups within the School, and to support any existing research centres/networks that exist within these, and to consider requests for the establishment of new research centres and networks.
8. To consider and prepare reports to Faculty Research Committee in relation to the delivery of the School Research Strategy, and associated strategies for the Core Disciplinary Research Group(s), and progress against School research targets, including the identification of actions, as required, to ensure that such targets are achieved.
9. To provide a forum for the sharing and dissemination of research intelligence within the School, including: developments in relation to REF; funders' strategies and priorities; research impact; and wider public engagement.

Membership

- Director of Research (Chair)
- REF Unit of Assessment Champion(s)
- Core Disciplinary Research Group Coordinator(s)
- Research Impact Champion
- One elected representative from contract research staff within AHSS Schools
- One elected representative from postgraduate research students within AHSS Schools
- Other nominees as decided by the Head of School*

*These could include Directors of Research Centres or Networks or leads of significant thematic areas within Core Disciplinary Research Group(s).

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Schools

FACULTY DEAN OF RESEARCH

Role

The role of the Faculty Dean of Research is to ensure strong, visible and accountable academic leadership in delivering institutional priorities at a Faculty level. It is expected that they will work closely with their respective Faculty Pro-Vice-Chancellor, Portfolio Pro-Vice-Chancellor, Directors of Global Research Institutes, Directors of Research and Professional Support Services in setting and delivering against agreed strategies. The Dean will report to the Faculty Pro-Vice-Chancellor.

The Dean of Research will provide academic leadership for the implementation of the Research Strategy, developing dedicated strategic leadership for research within the Faculty. They will work with colleagues within and outside the Faculty to ensure a 'one University' approach is adopted in moving forward ambitious targets to increase the quality and value of research income at the University.

This means that the post will involve providing strategic direction, representing the Faculty in University fora, managing a range of Faculty-based administrative responsibilities and structures, and combining formal responsibilities with opportunities created by the enhancement of the Faculty operation.

Major responsibilities will include:

1. Promoting Faculty-wide understanding of the challenges and opportunities associated with Vision 2020 and a shared ownership of the research priorities.
2. Promoting a coordinated Faculty-level approach to meeting the research objectives of Vision 2020.
3. Developing the Faculty's research support with a view to enhancing research career planning for individuals, monitoring systems to enhance the quality of research outputs, developing and enhancing cross-Faculty systems around grant capture (including internal peer review processes) and in respect of knowledge exchange, public engagement and the wider impact agenda.
4. Developing the Faculty's research support for inter-/multi-disciplinary projects and initiatives.
5. Developing a Faculty strategy for knowledge exchange.
6. Promoting a coordinated Faculty engagement with large-scale and multi-partner opportunities emerging from a broad portfolio of funders.
7. Identifying and disseminating good practice in research development and support and leading on the effective utilisation of 'funder intelligence'.
8. Playing a leading role in the continued success of the University, including having responsibility for shaping the Faculty Plan and for supporting the delivery of the Research Strategy.
9. Supporting the Faculty PVC in the Faculty's implementation of the corporate research strategy, including the development and monitoring of Global Research Institutes, Pioneer Research Programmes and establishment of excellence in core disciplines.
10. Supporting Schools to deliver Faculty targets including a step-change improvement in the quality and quantity of the research, building a sustainable, quality research grant portfolio in line with the Research Strategy.
11. Supporting preparations for the Research Excellence Framework (REF) 2020 within the Faculty, including the development of REF strategy, participation on preparatory exercises, commissioning impact case studies of the highest quality and supporting the Faculty Pro-Vice-Chancellor, and Heads of Schools and Institutes in determining and implementing local REF strategy/priorities.
12. Working effectively as one of the team of Deans in the Faculty.
13. In partnership with the Deans of Research in the other Faculties, developing cross cutting research collaborations are created and enhanced.
14. Building and maintaining good relationships with the relevant research councils and other research funding bodies.
15. Maximising the impact of the University's research and devise a public engagement strategy

in consultation with the relevant portfolio Pro-Vice-Chancellor.

16. Championing research integrity and good conduct in research across the Faculty, in line with the Research Integrity Concordat.

In addition, the Dean of Research will:

17. Be a member of the Faculty Executive Board.
18. Chair the Faculty Research Committee.
19. Chair the Faculty Research Forum.
20. Chair the Faculty Research Operations Group.

SCHOOL DIRECTORS OF RESEARCH

Role

Reporting to the Head of School and working closely with the Faculty Dean of Research, the Director of Research will be responsible for promoting and coordinating a 'one University' approach. The role will focus on moving forward the School's ambitious targets to increase the quality of research and value of research income to the University and will work with the leads of the Core Disciplinary Research Groups, GRI and PRP Directors, REF UoA Champions and others to foster strong disciplinary identities and also interdisciplinary working within and beyond the School.

Major responsibilities will include:

1. Developing, implementing and overseeing of the research agenda and strategy across the range of subjects and activities within the School and alignment of these to the research output and income objectives of the Faculty Plan and Vision 2020.
2. Providing academic leadership by clearly communicating research output targets and ensuring effective mentoring and monitoring systems are in place to enable achievement of research objectives.
3. Co-ordinating preparations for the Research Excellence Framework (REF) 2020, within the School, including assisting the development of REF strategy, monitoring progress against agreed standards, participation in preparatory exercises, supporting the development of impact case studies and supporting the Dean of Research in determining and implementing REF strategy/priorities.
4. Growing opportunities for developing and enhancing cross Faculty/University research collaborations including through the Global Research Institutes and Pioneer Research Programmes.
5. Maximising the impact of the School's research and assist in the development of a public engagement strategy in consultation with the Faculty Dean of Research.
6. Contributing to knowledge exchange, public engagement and the wider impact agenda.
7. Encouraging growth of collaborative research both nationally and internationally.
8. Developing meaningful and productive relationships with Research Councils and other grant awarding bodies and ensuring the flow of appropriate intelligence within the School and the wider Faculty.
9. Championing research integrity and good conduct in research within the School, in line with the Research Integrity Concordat.
10. Working with the Director of Graduate Studies to enhance the student experience for research students;
11. Contributing through effective engagement with the Faculty Dean of Research and other Directors of Research on the promotion and development of cross-Faculty initiatives.
12. Promoting equality and diversity in research activity.

In addition, the Director of Research will:

13. be a member of the Faculty Research Committee.
14. be a member of the School Management Board and oversee the work of other research leads – including the Core Disciplinary Research Group Coordinators and REF UoA Champions – within the School e.g. through chairing the School Research Committee and overseeing School-based

research seminars and other relevant programmes.

15. oversee the work of REF UoA champions in relation to the collection and preparation of data and submissions in connection for REF 2020.

REF UNIT OF ASSESSMENT (UoA) CHAMPION

Role

Working closely with, and reporting to, the School's Director of Research, the role of the REF UoA Champion is to oversee the development and completion of the highest quality submission to REF for their Unit of Assessment.

Major responsibilities will include:

1. To oversee a process within their School for the internal peer review and rating of research outputs.
2. To work closely with their respective Core Disciplinary Research Group Coordinator to ensure that the UoA has an internationally excellent and world-leading research environment in place and that the strategy for this can be documented clearly and effectively for the purposes of the REF return.
3. To work closely with the School's Research Impact Champion to identify and support the development of internationally excellent and world-leading impact case studies that can be documented clearly and effectively for the purposes of the REF return.
4. Preparing reports to School Research Committee on progress in relation to the UoA.
5. To ensure that data and information for their UoA is provided to Faculty and University Panels in a timely manner for review.

In addition, the REF Unit of Assessment Champion will:

6. Be a member of the School Research Committee.
7. Be a member of the Faculty Research Forum.

CORE DISCIPLINARY RESEARCH GROUP (CDRG) COORDINATOR

Role

Working closely with, and reporting to, the School's Director of Research, the role of the CDRG Coordinator is to provide leadership in overseeing the development and implementation of a research strategy that generates disciplinary research that is of world-leading and internationally excellent quality and that significantly enhances and promotes the core discipline(s) internally and externally.

Major responsibilities will include:

1. Overseeing the development and implementation of a research strategy for the CDRG that generates disciplinary research that is clearly recognized as world-leading and internationally excellent.
2. Working closely with the School's Director of Research, to ensure that each academic member of staff has a strong publications and research grant applications plan in place that aligns well with the CDRG and associated REF UoA.
3. Creating a culture of ambition in relation to research income generation within the CDRG in order to meet School targets for Vision 2020.
4. Ensuring that mechanisms are in place to provide guidance and support to academic and research staff within the CDRG in relation to the development and submission of high quality research grant proposals, particularly to RCUK and equivalent funders.
5. Working closely with the REF UoA Champion to ensure that the research environment is effectively represented and evidenced to achieve recognition as of internationally excellent and world-leading quality in the REF UoA submission.
6. Working closely with the School Research Impact and Public Engagement Champion to ensure that research activities within the CDRG achieve maximum impact and public engagement and that they contribute optimally to the creation of internationally excellent and world-leading impact case studies for REF.
7. Ensuring that the CDRG has an open, inclusive and supportive culture that provides effective mentoring and guidance for early career researchers.
8. Ensuring that research students are fully engaged and involved in the full range of research activities within the CDRG.
9. Working with other CDRG Coordinators and Directors of the GRI and PRPs to identify and support interdisciplinary research activities.
10. Preparing reports to School Research Committee on the progress of the CDRG.

In addition, the Core Disciplinary Research Group Coordinator will:

11. Be a member of the School Research Committee.
12. Be a member of the Faculty Research Forum.

SCHOOL RESEARCH IMPACT AND PUBLIC ENGAGEMENT CHAMPION

Role

Working closely with the Faculty Research Impact Officer and the School's Director of Research, and reporting to the Director of Research, the role of the School Research Impact Champion is to provide leadership in ensuring that the School is able to achieve internationally excellent and world-leading impact for its research and wider public engagement activities.

Major responsibilities will include:

1. Working closely with the Faculty Research Impact Officer and the Director of Research to oversee the development and implementation of a strategy for research impact and public engagement for the School that is clearly recognized as internationally excellent and world-leading.
2. Working closely with the Faculty Research Impact Officer to raise awareness of and to provide training in relation to effective approaches to research impact and public engagement within the School.
3. Working closely with the Faculty Research Impact Officer to provide direct guidance and support to academic and research staff in the School in optimizing the impact of their research.
4. Working closely with the Faculty Research Impact Officer to provide direct guidance and support to academic and research staff in the School in the preparation of impact case studies for REF.
5. Working closely with other School Research Impact Champions to share and disseminate best practice across the Faculty and to contribute to and support the development of a Faculty-wide impact and public engagement strategy.
6. Preparing reports for School Research Committee on progress in relation to the implementation of the School impact strategy.

In addition, the School Research Impact Champion will:

7. Be a member of the School Research Committee.
8. Be a member of the Faculty Research Forum.