

## Research Sub-Committee: Concordat Committee for Researchers

### Purpose and Scope

This Sub-Committee supports researcher development initiatives and, in particular, addresses the needs of Concordats and Codes of Practice pertaining to researcher development, training, and capability. The sub-committee will ensure that the university is meeting the needs of researchers in the University and thus contribute to the implementation of the University's Research Strategy. The Research Concordat Sub-Committee will review progress against any Concordat action plans and provide a report to Research Committee on an annual basis. In addition, the committee will oversee our HR Excellence in Research Award and ensure that the external audit, performed by Vitae every two years, is completed and recommendations implemented.

The Research Concordat Sub-Committee is responsible to the University Research Committee for the exercise of the University's powers in relation to the support and career development of researchers. It has a strategic role, advising the University Research Committee on local, national and international issues relating to researcher development. The Sub-Committee will strive to maintain a membership that reflects a rich diversity, taking positive action to achieve this where necessary. In meeting this objective, the Sub-Committee shall have the power to co-opt additional members.

### Terms of reference

The committee will:

- Ensure that the University meets the expectations of all Concordats and Codes of Conduct pertaining to researcher development, training, and capability, as well as RCUK's Statement of Expectations for Doctoral Training and RCUK's Statement of Expectations for Research Fellowships and Future Research Leaders.
- Develop and review action plans and highlight any barriers to achievement of the actions.
- Make recommendations to Committees where necessary about areas of activity not outlined in the action plan.
- Take responsibility for the communication and dissemination of activities to Faculties/Schools/Services where applicable.
- Oversee attainment of the HR Excellence in Research badge and regular review of the badge criteria.

- Liaise with the working group to ensure effectively implementation of action plans and recommendations.

## Constitution

The committee will strive to maintain a membership that reflects a rich diversity, taking positive action to achieve this where necessary. In meeting the objectives of the Committee, the Chair can co-opt additional members on an ad hoc basis. Researcher community representatives sit on the committee for a period of no more than 3 years. The Research Concordat Sub-Committee has a membership of 10 (not including the secretary) and 6 members are required for quorum

Chair: APVC Research (Olivier Sparagano)

Director, Organisation Development (Mark Holton)

Research Capability Manager (Rebekah Smith McGloin)

Early Career Researcher (Anh Tran)

Middle Career Researcher (Nwabueze Emekwuru)

Programme Manager: Early/Mid-Career Researcher Development (Kieran Fenby-Hulse)

HR representative (Sam Moore)

Careers representative (Lucy Wilson-Whitford)

Staff Doctoral Programme Representative (Jane Ball)

Professor (Rosalind Searle)

Secretary: Joanne Edwards

The committee is underpinned by a working group that will address operational matters. Details of the working group can be found in Appendix One.

## Administrative Arrangements and Notes

Conduct of Meeting and Minutes will be in accordance with the procedures and notes for guidance promulgated by the Registrar and Secretary. Meetings are normally expected to take place twice a year in the Academic Calendar. The Chair may call extraordinary meetings as required to expedite the Committee's business or may set up "task and finish" working groups to report back to the University Research Committee. The Secretary is designated by the Registrar. The Chair can act on behalf of the Committee, where the Committee has considered an application and is satisfied that, subject to ascertaining or verifying particular matters, the application may be approved. The Registrar and Secretary shall have the right to receive papers, to attend and speak.

Circulation of Papers: All members of the Committee, Registrar and Secretary, University Research Committee

## Appendix 1: Working Group Membership and Terms

The working group will:

- assist with the implementation of any actions arising from the committee;
- provide comment and specialist advice on initiatives, plans, and reports;
- represent the diversity of stakeholders in research at the University;
- provide evidence and reports regarding the implementation of the Concordat.

The Research Concordat Working group meets six times per year. Researcher community representatives sit on the working group for a period of no more than 3 years. The working group has a membership of 22 (plus secretary):

Chair: Research Capability Manager (Rebekah Smith McGloin)

Equality & Diversity Manager (Sarah Lewis)

People Team: Policies Manager (Chris Malin)

People Team: Recruitment/Promotion (Steve Pallister)

People Team: Research (Rena Reeves)

Head of PGRSU (Lorna Overall)

Representative of Research Office (Fiona Secondino)

Enterprise & Innovation Representative (Paul Fairburn)

Careers Representative (Brendan Bacon)

ECR/MCR Programme Manager (Kieran Fenby-Hulse)

Doctoral Training Programme Manager (Heather Sears)

4 x Faculty Associate Deans for Research

2 x University Research Centre Directors

Marketing Representative (Kelly-Anne Lewis)

ECR Researcher (Anna Joyce)

MCR Researcher (Rachel Mathews)

Professor (Derek Renshaw)

Doctoral Researcher (TBC)

Secretary: Katie Watson