



## **Researcher Roundtable Committee**

### **Terms of Reference (ToRs)**

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## **1. Overview**

The Researcher Roundtable has been designed to bring together a cross-section of the University's research staff community on a quarterly basis for the purpose of discussing current issues and sharing best practice in research.

The Researcher Roundtable will provide a forum for researchers to actively contribute to the development and maintenance of a supportive, fair, and inclusive research culture.

The establishment of the Researcher Roundtable is reflective of the University's clear commitment to the Researcher Development Concordat to regularly seek feedback from researchers on the quality of the research environment and culture and inform necessary improvements to institutional practices. The Researcher Roundtable is a sub-committee of the Research and Innovation Committee.

## **2. Purpose**

The primary purpose of the Researcher Roundtable is to contribute to the University's ambition to deliver an improved research staff experience which is reflective of the Concordat principle to provide a supportive and inclusive research culture and environment.

The Researcher Roundtable will provide a forum for Ulster University research staff to raise key issues and discuss solutions related to the research staff experience. The forum will be chaired by the Director of Research and Innovation who will feedback directly to the Research and Innovation Committee at regular intervals.

In addition, the Researcher Roundtable will perform the key function of developing and co-ordinating four research staff networking events per year designed to bring together research staff from across the University to engage in networking and experience a series of panel discussions and presentations on key issues and topics of interest to the researcher community.

## **3. Responsibilities**

The Researcher Roundtable Committee members will:

- Make an initial commitment to participate in 2 x 1-hour Researcher Round Table Committee Meetings to agree and seek approval for these Terms of Reference and to organise the first Research Staff Network meeting.
- Commit to participate in four Researcher Roundtable Committee Meetings per annum to discuss key issues facing researchers and organise future Research Staff Network meetings, including the meeting content and agenda.
- Discuss feedback from networking meetings, and recommend actions and solutions based on best practice in research which are to be presented to the Research and Innovation Committee by the Chair.
- Set up four Research Staff Network events per year to include a panel discussion, presentations, and networking opportunities.

#### **4. Members**

The Researcher Roundtable Committee will comprise up to 30 members of whom 50% must be ECRS and CRS. The Committee will be chaired by the Director of Research and Innovation and Secretariat duties will be carried out by the Research Staff Experience Officer. See Appendix A for committee members.

#### **5. Attendance**

Members should attend as many meetings as possible, and when unable to attend should submit their apologies in advance of the meeting or send a nominated deputy.

#### **6. Organisation of Meetings**

- Researcher Roundtable meetings will be approximately 1-2 hours in duration.
- The meeting agenda, location, and time together with any additional papers will be shared by the Secretariat prior to each Researcher Roundtable meeting.
- The Secretariat will capture key topics discussed at Researcher Roundtable Meetings and summarise issues and recommendations discussed to circulate to all Committee members including the Chair who will feedback to the Research and Innovation Committee.
- The agenda, location and time for Research Staff Network meetings will be posted on the Research Staff Hub by the Secretariat in advance of Research Staff Network events.

The standing agenda will be:

<b>Agenda Item</b>	<b>Lead</b>
<b>Welcome and apologies</b>	Chair
<b>Review of Research Staff Network event and issues raised</b>	All
<b>New items/actions for discussion</b>	All
<b>Agree agenda for next Research Staff Network event</b>	All
<b>AOB</b>	All

#### **7. Authority**

The Researcher Roundtable is a sub-committee of the Research and Innovation Committee. Feedback on the content of Researcher Roundtable discussions will be reported to the Research and Innovation Committee by the Chair.

#### **8. Review Arrangements**

The Committee will review its terms of reference and membership regularly to ensure relevance and value of its work. This review will occur at least once every 12 months.

## Appendix A:

### Committee Members

Name	email	Role	Faculty
Tim Brundle (Chair)	t.brundle@ulster.ac.uk	Director Research and Impact	
Fiona Wills (Secretariat)	f.wills@ulster.ac.uk	Research Staff Experience Officer	
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