

## REF2021 WORKING GROUP

<b>Serviced by:</b>	<i>Research and Knowledge Exchange Support Manager</i>
<b>Reports to:</b>	<i>Research and Knowledge Exchange Committee</i>

### 1. Terms of Reference

- 1.1 Responsible for making recommendations to the Research and Knowledge Exchange Committee on the REF2021 submission in line with the Marjon Growth Plan and with an emphasis on maximising the benefit of REF2021 to Plymouth Marjon University.
- 1.2 Responsible for coordinating REF2021 around units of assessment including staff within each unit, the selection of outputs, case studies and preparation of environment statements in line with the strategic plan.
- 1.3 Responsible for identifying and commissioning external advice and services in relation to the REF2021 submission and monitoring progress.
- 1.4 Accountable for ensuring effective communication with staff and other relevant committees to support transparency and inclusivity in decision making and ensuring a closed feedback loop.
- 1.5 Accountable for ensuring the REF2021 code of practice is applied consistently and transparently in the identification of staff with significant responsibility for research, research independence, individual staff circumstances and the selection of outputs.
- 1.6 Accountable for reviewing equality impact assessments to ensure the consistent application of the REF2021 code of practice promotes inclusivity and avoids discrimination.
- 1.7 Accountable for ensuring the working group follows and stays abreast of all guidance for REF2021, engages in appropriate policy updates and aligns to best practice indicators from REF2014.
- 1.8 To ensure that the above duties are carried out with due regard to equality and diversity

thereby avoiding discrimination.

## **Membership**

The composition of the REF working group will include:

- Deputy Vice-Chancellor (Chair)
- Unit of Assessment Coordinators for UOAC23, UOAC24 and UOAC17.
- Director of Human Resources
- One representative of Academic Management Team
- In attendance: Research and Knowledge Exchange Support Manager (Secretary)
- The working group reserves the right to co-opt members for fixed term periods as appropriate and/or additional members may be invited for specific items, including, where appropriate, including external advisors

## **Operation**

The working group will meet as required to conduct its business and will time meetings when members are available and will conduct some business electronically.

<b>Issuing Institution</b>	University of St Mark & St John
<b>Issuing Authority</b>	Senate
<b>Document Title</b>	Terms of Reference – REF2020 Working Group
<b>Document Reference</b>	L:\ Committees\Terms of Reference
<b>Version</b>	1.0
<b>Custodian</b>	Academic Standards Officer and Clerk to Senate
<b>Document Date</b>	27th March 2019
<b>Last Amended</b>	10th April 2019
<b>Sensitivity</b>	Unclassified
<b>Circulation</b>	Website, e-mail on request
<b>Effective from</b>	Date of most recent amendment
<b>Review Date</b>	By start of 2019-20 academic session
<b>Effective until</b>	Ongoing
<b>History</b>	Version 1.0 approved by Senate, 10th April 2019