

## **Appendix 14 – Doctoral College Board**

### ***Terms of reference***

#### **General**

The Doctoral College Board is responsible for developing policies and implementation strategies that will support the Doctoral College in meeting its objectives. The Doctoral College Board will oversee key aspects of the postgraduate researcher and early career researcher experience with a particular focus on building a cohesive community and research environment, providing first class training, facilitating excellent supervision, and enhancing employability skills.

#### **Specific**

1. To review and advise on the content and implementation of the Doctoral College's action plan to ensure it aligns with the broader University Research and Innovation Strategy
2. To consider and formulate University policy and strategy relating to the quality assurance and enhancement of postgraduate research degree provision ensuring that it is aligned with external expectations and aspires to best-in-class practices.
3. To develop strategies to integrate doctoral and early career researchers into the research environment and facilitate the development of a community of researchers.
4. To develop frameworks to support the enhancement of doctoral and early career researchers' employability skills ensuring that these are aligned to external expectations and are informed by researchers' needs.
5. To champion the interests of postgraduate researchers and early career researchers throughout the University.
6. To consider outcomes of postgraduate researcher and early career researcher feedback by ensuring that appropriate action plans are in place to align provision with researchers' needs.
7. To bring in and contribute to best practice from the sector through engagement with relevant interest groups and funders.
8. To develop the external-facing profile of the University's doctoral and early career researcher training with key stakeholders including, but not restricted to, the key funders.
9. To refer matters to the University's Research and Innovation Committee when its input or approval is required.
10. To receive, consider and approve reports on the Doctoral College's key performance indicators.
11. To receive, consider and approve reports and recommendations from sub-committees including the Faculty Research Degrees Committees.

#### ***Membership***

##### Chair

Dean of the Doctoral College

##### Ex-officio members

- Associate Dean (Doctoral College), FABSS

- Associate Dean (Doctoral College), FEPS
- Associate Dean (Doctoral College), FHMS
- Admissions Manager
- Associate Director (Education and Research)
- Head of the Doctoral College Operations
- Head of Researcher Development and Employability
- Academic Lead for Equality, Diversity and Inclusion
- Head of Research Degrees Office
- Vice-President Voice, Students' Union
- Chief Student Officer
- Director of Academic Performance, Quality and Governance or nominee
- Studentships and Training Partnerships Manager
- Communications and Experience Manager

#### Nominated members

- Early Career Researcher nominated by the Doctoral College

#### In attendance

Secretary to the Board

The Board can co-opt additional members as required for specific purposes.

#### Period of appointment

Ex-officio members remain as members of the Board for the term of their appointment in their role.

Nominated members shall normally serve an initial term of two years and are normally eligible for re-election for one further year. In any event a maximum of three years in total may be served. Appointments for student representatives may vary based on the terms of selection for representative positions.

Co-opted members remain as members for as long as their purpose on the Board is required.

### **Operation**

#### Quoracy

The quoracy requirements shall be one third of current members. In the case of an equal vote, the Chair shall have a casting vote.

#### Frequency of meetings

Meetings are held four times a year, usually one every three months. Exceptional meetings may be held at the discretion of the Chair.

#### Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange. In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be reported in the Chair's report in the subsequent Board meeting.

#### Reports to

University Research & Innovation Committee