

Research Excellence Framework Subcommittee

Terms of Reference

Version:	1.00
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Approval History

Version	Date	Comments	Approver
1.00	17/09/2025		Academic Board

Document History

Version	Date	Reason	Person
0.01	21/08/2025	New Subcommittee	Angela Lee

REF Subcommittee Terms of Reference

1 Key Purpose

- 1.1 Acting on behalf of the Research Committee, the Research Excellence Framework (REF) Subcommittee is established to provide strategic direction, leadership, and oversight for the institution's 2029 REF submission. Its primary role is to support, monitor, and document all research activity related to the REF, and to advise the Research Committee on all REF-related matters, ensuring alignment with national guidelines and institutional goals. It has the authority to make recommendations, request data, and engage relevant stakeholders in REF-related activities.

2 Terms of Reference

- 2.1 Develop and oversee the institution's REF submission strategy.
- 2.2 Monitor progress and readiness for REF 2029.
- 2.3 Provide advice and guidance on REF requirements and processes.
- 2.4 Ensure compliance with REF codes of practice and equality, diversity, and inclusion (EDI) principles.
- 2.5 Review and endorse proposed outputs, impact case studies, and environment statements.
- 2.6 Maintain records and evidence to support the submission.
- 2.7 Report regularly to the Research Committee and escalate risks or issues as needed.

3 Reporting

- 3.1 The REF Subcommittee reports to the Research Committee in relation to its terms of reference.

4 Membership

Name	Title	Ex officio/appointed ¹
Professor Angela Lee	Associate Dean – Research (Chair)	Ex officio
Dr Jaydene Witchell	Research Funding and Operations Manager	Ex officio

¹ Appointment periods are stated in section 4.1 of the Standing Orders for the Conduct of Meetings and the General Principles section of the Deliberative Committee Members Guidance Notes.

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Professor Malcolm Todd	Associate Pro Vice Chancellor (Academic)	Ex officio
Professor Tony Thorpe	External advisor	Appointed
Alison Ashby	Administration Officer (Academic Governance) (Secretary)	In attendance

- 4.1 Other participants may attend the meeting at the request or invitation of the Chair. They may contribute to discussions but will not be entitled to participate in any vote when such activity takes place.
- 4.2 Non-attendees may either be represented by an appropriate alternate member or provide written comments on relevant agenda items to the Secretary prior to the meeting.
- 4.3 Members of the Senior Leadership Team have a standing invitation to the meeting.

5 Quorum

- 5.1 For the REF Subcommittee to be quorate, at least 50% of current (voting) members should be in attendance. This excludes the secretary, invitees, and membership vacancies from the calculation. Members in attendance who are acting as 'alternates' for absent members are only counted once. When the application of this formula results in a fraction, this figure is rounded down to the nearest whole number.

6 Frequency of Meetings

- 6.1 The REF Subcommittee will meet a minimum of three times per year in 2025-2026. Frequency will be increased in subsequent years.

Signed by:



Ashley Wheaton

Chair of the Academic Board

Date: 17/09/2025