

Research Culture Committee

Terms of Reference and Membership 2025/26

Section 1: Purpose	
<p>The role of the Research Culture Committee is to grow a more vibrant, fair and inclusive research culture. The Committee supports the broader University research environment and culture to ensure that the research strategy is delivered not just with a focus on outcomes, but that due consideration is given to the processes and ways in which those outcomes are achieved and the maintenance of a fair, transparent and positive culture for all those involved in research including the faculty body, research support, research participants, partners, collaborators and other stakeholders. In discharging this role, the Committee can approve proposed improvements to the University's arrangements relating to research culture, and/or for more significant matters or those requiring investment the committee will consider and endorse matters for subsequent approval by Research and Knowledge Exchange Committee, or other appropriate body or individual.</p>	
Section 2: Roles and Responsibilities	
Section 2a: Research Culture Activity	
2.1	To monitor and report to Research and Knowledge Exchange Committee on the implementation of the Research Culture Action Plan, and relevant elements of the Research Strategic Delivery Plan .
2.2	To annually develop the Research Culture Action Plan, ensuring regular gap analyses and monitoring of sector best practice to inform the ongoing improvement of Northumbria's research culture.
2.3	To endorse the University's submission to relevant concordats including the <i>HR Excellence in Research Award</i> , the annual statement on compliance with the <i>Researcher Development Concordat</i> , and the <i>Technician's Commitment</i> .
2.4	To propose approaches that enable responsible collaboration and the fair distribution of research benefits and esteem.
2.5	To advise, develop, recommend, and endorse develop institutional responses to external issues, such as open access developments, changes to legislation and funding agency requirements.
2.6	To review and develop institutional policies on responsible research assessment and the and responsible use of metrics.
2.7	To review and enhance training and skills in research culture, including the management of research projects, research leadership, and our values and behaviours, for researchers at all stage of their careers.
2.8	In particular, the Committee should review, endorse and/or challenge where necessary the appropriateness, fairness and consistency of, and any changes to research policies.
2.9	To bring together and share knowledge and expertise with subgroups supporting work on research culture such as the Technician's Commitment Working Group, the Responsible Research Assessment Working Group, the Researcher Development Working Group, and our local UK Reproducibility Network.
Section 2b: Performance Monitoring & Review	
2.9	To monitor University-wide and Faculty-level performance to enable our Research Strategic Delivery Plan .
2.10	To monitor and advise upon Faculty plans to deliver the Research Culture Action Plan.

2.11	To monitor and advise upon <i>HR Excellence in Research Award</i> action plan, and the annual statement on compliance with the <i>Researcher Development Concordat and the Technician's Commitment</i> .
2.12	To monitor and advise on the spend of the Research England Research Culture grant.
2.13	To receive and consider any internal or external audit reports relating to research culture activity and ensure the implementation of agreed recommendations
Section 3: Mode of Operation	
The Committee will carry out its duties through:	
<ul style="list-style-type: none"> • the consideration of regular reports from its subgroups. In carrying out this function the Committee will: <ul style="list-style-type: none"> ○ consider the information presented to it, hold the subgroups to account by monitoring the quality-of-service provision, analysis, and recommendations, and provide constructive challenge and input to discussions and decision-making. ○ provide information, assurance and where required, recommendations to Research and Knowledge Exchange Committee, Academic Board and/or University Executive on the areas within the Committee's remit. • Cross-Committee working, including the referral of matters brought before it to another committee or body where specialist consideration or investigation is required. Referral of business should be made under the authority of Academic Board. Cross-Committee interactions, including off-committee working groups will be established where required to take forward matters which span the remits of more than one body. • The Chair, and Secretary, should ensure that committee members have clear obligations and responsibilities on behalf of the Committee to: <ul style="list-style-type: none"> ○ consult with the relevant colleagues in their faculties of services as appropriate on proposals and recommendations arising from the work of the Committee ○ deliver actions arising from the Committee in their own area of responsibility and to report back to the Committee on progress. 	
Section 4: Constitution	
4.1	All members will be invited to each meeting at which decisions are taken. In the event that the Chair cannot attend the meeting, they will appoint a deputy for that meeting. Committee Membership is reviewed annually by the Chair and the Secretary. Membership of the Committee is determined by role, not by individual.
4.2.	The quorum for the Committee is more than 50% of its members, thereby amounting to a simple majority. Attendees do not form part of the quorum, nor do they have any right to vote.
4.3	The Committee meets at least four times per year either on campus or online at the discretion and judgement of the Chair. At the discretion and judgement of the Chair the Committee may transact decisions by written resolution by a simple majority of members where it is not possible/or expedient to meet either physically or virtually. Chair's Action is acceptable for routine or specifically urgent items, or where a clear regulation or requirement exists in other University regulations to do so.
4.4	The Committee will undertake an annual review of its own effectiveness, coordinated by the Chair. The Terms of Reference of the Committee are reviewed annually by the Committee for approval by Research and Knowledge Exchange Committee.
4.5	The Chair may invite attendees to present items, offer advice and support and confirm activities and actions at the Committee. Inviting attendees to attend entire meetings of the Committee as standard should be avoided to ensure effective use of colleagues' times. The number of attendees at a meeting (i.e., individuals who are not members) should not exceed the total membership numbers of the meeting.
4.6	Subgroups will be chaired by a member of the committee.

Section 5: Membership		
Chair	Dean of Research Culture	
Secretary	Head of Research Development and Culture	
Health and Wellbeing Representative	Associate Head of School (Research and Knowledge Exchange)	
Science and Environment Representative	Associate Head of School (Research and Knowledge Exchange)	
Society and Culture Representative	Associate Head of School (Research and Knowledge Exchange)	
Researcher Development and HR Excellence in Research Award Representative	Researcher Skills and Development Manager	
PGR Representative	Dean of the Graduate School	
PGR Student Representative	Vice-President (PG) Students' Union	
Working Group for Responsible Research Assessment	Chair of Working Group	
Working Group for Responsible Research Assessment	Secretary to RRA WG Research Quality and Assessment Manager	
Research Group Leads Steering Group	Chair of Steering Group	
UKRN Institutional Representative	Chair of the UKRN Local Network Leads	
IDRT and Peak Voice	<i>By nomination</i>	
ECR Voice	<i>By application</i>	
Member with lived experience of LGBTQ+	<i>By application</i>	
Member with lived experience of being from the Global Majority	<i>By application</i>	
Member with lived experience of disability	<i>By application</i>	
Technician Representative	<i>By nomination</i>	
Human Resources Representative	Director of Organisational Development	
SLAS Representative	Scholarly Communications Librarian	
Minute Secretary	Researcher Development and Culture Administrator	
<p><u>Roles with a standing invitation to attend each meeting:</u> Director of Research Operations (RIS): Graduate School Manager (RIS): Shadow Chair: Shadow Chair:</p>		