**Appendix 1: Academic Advisory Board – HR Excellence in Research Award Terms of Reference**

The Academic Advisory Board normally meets termly, and towards the start of each term.

 In pursuit of its objectives the Academic Advisory Board will:

(i)                  provide a forum to allow the voice of the College’s research community to remain at the heart of the delivery of the HR Excellence in Research Award action plan

(ii)                live by its principles, and pro-actively seek to provide developmental opportunities for researchers within the College through involvement in the AAB

(iii)              ensure that the implementation of the action plan remains “on track” by:

a.      approving and signing off the implementation plan for each action at the start of the term when the given action begins, paying particular attention to ensure success measures, SMART\* metrics and appropriate mechanisms to review efficacy have been identified; and defining/refining such monitoring metrics where it is necessary to do so

b.      making clear the role and input of researchers and research staff in the development and implementation of the various actions (where appropriate)

c.       reviewing progress reports on a termly basis as actions are delivered, and providing detailed feedback as necessary to ensure that the actions deliver the intended outcomes

d.      ensure projects deliver to specific deadlines

e.      approve the final report at the formal end of each action, ensuring (where necessary) that suitable monitoring has been planned to ensure that the work becomes embedded (and undertaking periodic reviews of this as necessary, as defined by the AAB)

f.        if necessary, escalate failure to deliver actions as intended through the appropriate College committee structure (as defined in the Governance chart – see appendix 2)

g.      work with key stakeholders across the College to move beyond the basic actions identified in the action plan if such work is identified as beneficial to the research environment (where appropriate)

(iv)              ensure a version of the action plan is publicly available and accessible to any international researcher considering research at the College

(v)                promote awareness of the project to colleagues and other committees as appropriate

**Membership**

TBC – we are looking to recruit a spectrum of researchers from across the College’s research community, collectively representing each School and each career stage (PhD, ECR, MCR, Senior and FTC); who will be supported by some members of our AAB who worked with us to develop the action plan and project management framework. The College is keen to use the Academic Advisory Board as a developmental opportunity for colleagues who have not had much experience with committee work.

In Attendance: Director of HR, Manager of the Birkbeck Graduate Research School and Head of Research Strategy Support as action owners (plus other action owners by invitation when their actions are live); Project Manager (currently Head of Research Strategy Support); Secretary (currently HR Strategy and Policy Partner (Academic Development and Support))

\*  SMART = specific, measurable, achievable, relevant and time limited

Agreed: [13th October 2017]

Review Date: 1st September 2018