



Research Staff Representative Committee

TERMS OF REFERENCE & MEMBERSHIP

1. Remit

- 1.1. Research staff make up a large percentage of the University of Bristol's workforce. It is vital that their 'voice' is heard, and that their views and opinions feed into the University's decisions and processes.
- 1.2. The Research Staff Working Party (RSWP) ensure that research staff's views and concerns are heard and fed into relevant University decisions and processes.
- 1.3. The Research Staff Representative Committee (RSRC) report directly to the RSWP.
- 1.4. Representatives within the RSRC are expected to engage with researchers within their school and should act as a point of contact.
- 1.5. The RSRC discuss matters arising from researchers within the University and feedback to the RSWP.

2. Purpose

- 2.1. The RSRC aims to help provide an informed voice to pathway two researchers within the University. Their work will promote positive change to the research culture within the University and allow for issues or concerns which are being experienced by researchers to be fed up to the RSWP. This in turn may influence University policy and decision making.

The RSRC and its members will:

- Serve as a liaison for research staff, aiding in communication
- Interact with research staff to gather perspectives and feedback (some representatives have discovered that arranging social gatherings is an efficient method of engaging with staff)
- Meet with other representatives from other schools within the University to share issues being experienced and best practice
- Stay updated on university-related developments that may impact researchers
- Attend School management and research committees

The RSRC Co-Chairs will:

- Chair RSRC meetings
- Attend RSWP meetings to feed in key information and issues
- Attend other relevant meetings (such as the Research Culture Committee meeting)
- Liaise with Bristol Clear

3. Membership

Function	Role	Members 2024/25
Co-Chairs	Pathway two research staff	<ul style="list-style-type: none">James Drewitt, School of PhysicsAmy Davies, Bristol Dental SchoolJim Walker, School of Chemistry
People Development Representative	People Development Partner	<ul style="list-style-type: none">Lydia Klimeki
Representatives from schools / division	Pathway two research staff	Current membership can be found online: Find your faculty/school Research Rep

4. Support

4.1. The RSRC does not have administrative support. Minutes should be taken by the RSRC

5. Quorum

5.1. The quorum is six to include one co-chair and a minimum of five representatives.

6. Frequency of Meetings

6.1. The RSRC will meet six times a year. These meetings will be scheduled either side of Research Staff Working Party meetings who meet three times a year.

7. Review of membership

7.1 The terms of reference should be reviewed annually. Next review May 2025.