**P****rocess and criteria for selection UOA Champions**

**Introduction**

Bournemouth University (BU) is preparing submissions for future REF exercises. Preparation for each UOA is led by a UOA Leader who is supported by an Impact Champion and an Output Champion. From March 2018, UOA Champions were recruited via an open and transparent process. All academic staff have the opportunity to put themselves forward for UOA Leader roles.

**UOA Output Champion role**

The Output Champion role is ongoing, although they can choose to step down. Output Champions play a key role in driving the output element of their UoA’s submission. Influencing the University’s preparations, shaping and strengthening the submissions for each UOA and ultimately having a significant effect on BU’s REF results.

Key responsibilities of the Output Champion role include:

* Support the development of research outputs being prepared within the UOA.
* Working with the UOA Lead to understand the interrelationship of output quality, eligibility, selection, and staff numbers for the UOA.
* Ensuring that outputs undergo rigorous review, in order to assess quality and areas of development prior to inclusion for REF
* Provide guidance on how research outputs can be produced and published
* Advise colleagues on the REF output guidelines specifically those in relation to assessment, open access and research metrics
* Review output strategies related to the UOA and assess progress made against them
* Ensure that colleagues are updating institutional systems such as BRIAN and BURO
* Promote Open Access publication and use of the Open Access Publication Fund as appropriate
* Promote relevant training and development opportunities
* Review outputs arising from major programmes of research and knowledge exchange to make recommendations as to how these can contribute to the UOAs output profile
* Working closely with RDS who are managing the central REF preparation and submission process.
* Attend the Output Sub-Committee meetings

**UOA Impact Champion role**

The Impact Champion role is ongoing, although they can choose to step down. Impact Champions play a key role in driving the impact element of their UoA’s submission. Influencing the University’s preparations, shaping and strengthening the submissions for each UOA and ultimately having a significant effect on BU’s REF results.

Key responsibilities of the Impact Champion role include:

* Review the development of impact case studies being prepared within the UOA.
* Working with UOA Leaders to understand the interrelationship of case study quality, selection, placement and staff numbers for the UOA.
* Ensuring that impact case studies undergo rigorous review, in order to assess quality and areas of development prior to inclusion for REF
* Provide guidance on how impact case studies can be accelerated and evidenced
* Advise colleagues on the REF impact guidelines
* Review impact strategies related to the UOA and assess progress made against them
* Review and implement recommendations from external research users to strengthen research impact
* Ensure that colleagues are updating institutional systems for impact tracking
* Promote relevant training and development opportunities
* Review impact arising from major programmes of research and knowledge exchange to make recommendations as to how these can contribute to impact case studies
* Advise on the use of appropriate metrics specific to the subject area
* Working closely with RDS who are managing the central REF preparation and submission process.
* Attend the Impact Sub-Committee meetings

Being a UOA Output or Impact Champion is a big commitment and is recognised accordingly. UOA Champions are given time to attend meetings and take responsibility for tasks.

**Process:**

The Faculty together with Research Development and Support (RDS) runs an expression of interest (EoI) round, inviting all those who are interested to put forward a short case (suggested length of one paragraph) as to why they are interested in the role and what they think they could bring to it. Applications from underrepresented groups (e.g., minority ethnic, declared disability) are particularly welcome.

EoIs are submitted to the RDS (ref@bournemouth.ac.uk) and are reviewed against the selection criteria detailed in this document by a gender balanced selection panel comprising the:

* Deputy Dean of Research and Professional Practice
* UOA Leader(s)
* RDS representative
* Output or Impact Champion (optional)
* Head of Department or member of the professoriate (optional)

The role will be offered to the highest scoring applicant. In the following circumstances, the selection panel can also invite applicants to an interview if required:

* Additional information is required to assess an individual EoI
* The UOA receives a high number of EoIs

This process is applied consistently across all UOAs.

**Selection criteria**

The selection criteria are outlined below. These are equally weighted with each criterion carrying a total possible score of 10. A member of the panel will provide feedback to all applicants.

* **Commitment, motivation and enthusiasm (scored out of 10):** Being a UOA Champion is a big commitment. UOA Leaders need to be willing and able to make this commitment. They need to be enthusiastic about the REF and boosting research performance.
* **Skills and knowledge (scored out of 10):** UOA Champions should bring with them skills and knowledge to optimise BU’s REF preparations and submission specifically. It is expected that they will predominantly be practising researchers and will have a breadth of understanding of research across their Faculty and specifically in regards to:
	+ **Output Champion -** knowledge to help them support the development of outputs in their UoA. For instance, knowledge of the REF process, expertise in research publications, research metrics and open access. It is expected that Impact Champions will predominantly be practising researchers
	+ **Impact Champion -** knowledge to help them support the development of impact in their UoA. For instance, knowledge of the REF process, experience in developing pathways to impact and developing your own research impact would be of benefit in this role.
* **Plans for preparing the UOA submission and awareness of the potential challenges and opportunities (scored out of 10):** Champions will be driving their element of the UOA’s submission to REF. They should have ideas for how they will do this and the potential challenges and opportunities of this, specific to the UOA.

**Questions**

Questions regarding the process should be directed to ref@bournemouth.ac.uk . UOA-specific questions should be directed to the relevant UOA Leader or DDRPP in their absence.