**Process and criteria for selection UOA Leaders**

**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 Leaders are recruited via an open and transparent process. All academic staff have the opportunity to put themselves forward for UOA Leader roles.

**UOA Leader role**

The UOA Leader role is ongoing, although they can choose to step down. The UOA Leader undertakes a vital role in driving and delivering BU’s REF submission, influencing the University’s preparations, shaping optimal submissions for each UOA and ultimately having a significant effect on BU’s REF results.

Key responsibilities of the UOA Leader role include:

* Providing leadership, advice and support on all issues relating to research planning, impact, performance metrics and published guidance relating to the UOA
* Considering the widest available staff pool for the UOA and present these options to the REF Committee (being mindful of where this potentially impacts upon other UOAs)
* Having an institutional outlook for the REF, i.e. aiming to optimise BU’s overall REF performance
* Optimising the UOA submission and that of related UOAs by working to mitigate weaknesses and to highlight strengths across all aspects of the submission
* Working with Output Champions 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
* Working with Impact champions 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
* Leading production for the unit’s environment statement, bringing together content on Strategy, People, Income and Infrastructure, Collaboration and Contribution.
* Ensuring that the environment statement undergos rigorous review, in order to assess quality and areas of development prior to inclusion for REF.
* Leading on REF communications within departments represented in the UOA and be the key point of contact and advice with regard to the UOA for Heads of research entities, DDRPPs and Executive Deans.
* Working closely with RDS who are managing the central REF preparation and submission process.
* Attend the REF Committee meetings

Being a UOA Leader is a big commitment and is recognised accordingly. UOA Leaders 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
* Head of Department and/or member of the professoriate
* RDS representative

The panel then invite those meeting the criteria to an interview. This process is applied consistently across all UOAs. In the event of there being just one EoI received for a role, the panel will still review it using the selection criteria to ensure the applicant is suitable for the role.

**Selection criteria**

The selection criteria are outlined below. The same criteria will be used at both EoI and interview stage. These are equally weighted with each criterion carrying a total possible score of 10. The role will be offered to the highest scoring applicant. A member of the panel will provide feedback to all applicants.

* **Commitment, motivation and enthusiasm (scored out of 10):** Being a UOA Leader 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 Leaders should bring with them skills and knowledge to optimise BU’s REF preparations and submission (e.g. knowledge of the REF process, expertise in research metrics, leadership experience, knowledge about impact, experience of writing and delivering research strategies, etc). It is expected that they will predominantly be practising researchers and will have a breadth of understanding of research across their Faculty.
* **Plans for preparing the UOA submission and awareness of the potential challenges and opportunities (scored out of 10):** UOA Leaders are responsible for driving and delivering the UOA’s submission to REF, whilst also maintaining an institutional outlook to optimise BU’s overall REF performance. 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 the Research Excellence Manager, Shelly Anne Stringer ref@bournemouth.ac.uk. UOA-specific questions should be directed to the Deputy Dean for Research in the relevant Faculty.