

CHASE DOCTORAL RESEARCHER COMMITTEE

Updated [Terms of Reference](#)

The CHASE doctoral researcher committee (DRC) was set up to represent the views of all CHASE doctoral researchers to the CHASE Management Board. Previously the DRC was comprised of representatives from each of the CHASE member institutions. However full representation is not always possible and engagement from representatives will usually be impacted by how busy they are with their research.

CHASE understands these issues and is proposing revisions that should accommodate the variables. Membership on the DRC will support the professional development of researchers and provide leadership development opportunities to members of the committee.

These revised ToRs sets out a new framework for the organisation of the CHASE DRC

1. Representation

The Student Committee will move from institutional to role-based membership. And the following will be the key roles.

- Chair
- Deputy Chair
- Representatives for Years 1, 2, 3 and Parttime Students
- Networks Representative
- Brief Encounters Journal Representative
- Alumni Representative
- EDI Representative

- 1.1 **CHAIR:** The Chair will lead the student committee and coordinate its activities.
- 1.2 **DEPUTY CHAIR:** The deputy will assist the chair and usually they will be expected to take over at the end of the Chair's term. In line with this, the deputy will typically not be a doctoral researcher in their final year of study.
- 1.3 **YEAR REPS:** The year representatives will ensure the voice of students at each stage of their journey.
- 1.4 **NETWORKS REP:** Will serve as a liaison between CHASE and researcher networks. Where CHASE has a researcher networks intern in post, this individual would serve as the DRC networks representative.
- 1.5 **BRIEF ENCOUNTERS REP:** Will serve as a liaison between CHASE and the student journal. The managing editor for the current issue will typically serve as the representative on the DRC. If they are unavailable, they will invite another member of the group to serve on the committee.
- 1.6 **ALUMNI REP:** Will serve as a liaison between the DRC and the alumni network. Up to three individuals can sit on the committee from the alumni network, ensuring adequate representation whenever possible.
- 1.7 **EDI REP:** The EDI rep will be a member of the network of EDI ambassadors currently under recruitment at all CHASE member institutions. They will champion the needs of CHASE doctoral researchers with respect to equality, diversity and inclusion.
- 1.8 The CHAIR and DEPUTY will be permanent positions for the term of service.

- 1.9 All CHASE researchers are eligible to self-nominate for these positions. With the caveats for the Deputy as indicated in 1.2.
- 1.10 The YEAR REPS will be selected via a nomination process, and it will not be mandatory to have a representative from each year.
- 1.11 CHASE will attempt to ensure a fair spread of representation from across the member institutions, ensuring at least 50% of the member institutions are represented on the committee.

2. Term

- 2.1 Elections to the Student Committee will take place annually between August and September and the Committee will be expected to serve for a year. Calls for nominations will go out between June and September annually.
- 2.2 The elected Deputy Chair will typically assume the role of Chair at the end of their term. If the current Deputy decides to step down at the end of their term then a call for a new CHAIR via the nomination process will set in.
- 2.3 Year reps can move up to represent the next year, a nomination process for this will only be required when representatives from each year step down. For example, the year one representative for the 2023/24 academic year can stay on the committee as the year two representative for the 2024/25 academic year. Nominations will be required for the year one cohort annually.
- 2.4 Representatives for the networks, Brief Encounters and alumni can stay on for another term by self-nominating.
- 2.5 If there is more than one nomination for a post the current DRC members will decide on the member taking into consideration institutional spread and gender balance and other EDI factors.

3. Function

- 3.1 The core purpose of the student committee is to represent the views of CHASE doctoral researchers to the CHASE management board.
- 3.2 The committee will liaise creatively and strategically with the cohort of doctoral researchers and encourage meaningful dialogue with the student body. The CHASE handbook details projects that the DRC has previously co-created with CHASE such as clearer funding guidelines, Brief Encounters and more recently communicating the challenges of the covid pandemic and providing support.

To support this the committee would be expected to set up initiatives such as the following:

- Have a central email account where they can be reached.
- Host virtual drop-in sessions to support effective communication.
- Oversee the DRC web and social media pages.
- Hold regular meetings to check in and prepare for the management board meetings.

- 3.3 The DRC Chair will attend CHASE Management board meetings annually and provide an update sharing to the board. The Chair will delegate this responsibility to the deputy when unavailable.
- 3.4 The DRC will also send a nominee to attend Training and Development Group Meetings regularly and provide feedback on any issues related to training and development including proposals for training and development.
- 3.5 The committee will have access to specialist training and development to enable them to meet their functional objectives. (e.g. social media, WordPress web management etc.)
- 3.6 Members of the DRC should develop working relationships with the PGR representatives of the member institutions to keep abreast of issues and trends in the sector affecting the cohorts.
- 3.7 The central CHASE admin team will be the first point of contact for the committee and the committee will direct all administrative queries to the CHASE team if they receive same.

Date	Author(s)	Version Control
12/06/2023	- Sephora Imomoh with input from - Tariq Mir - Rob Witts and - Prof. Kate Lacey	Version 23_1
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