

## RDM Academic Career Panel: Terms of Reference

### Purpose

1. The Academic Career Panel (ACP) of the Radcliffe Department of Medicine (RDM) Senior Leadership Team (SLT) is responsible for assessing and making recommendations to the SLT on early, mid, and senior academic career progression opportunities for researchers within RDM. Examples include applications for Associate Professor titles and RDM Principal Investigator status, departmental support for intermediate and senior fellowship applications, mid-point intermediate fellowship progress reviews and longer-term departmental salary and contractual commitments.

### Chair and Membership

2. The Chair of the ACP will be an existing member of RDM SLT.
3. Members of the ACP will be senior academics within RDM, normally expected to hold the title of Professor, or a title or position of equivalent standing.
4. The academic membership will be drawn representatively from across RDM's academic divisions and will normally include the RDM Equality Diversity and Inclusion Academic Lead. The membership will also include a representative with Human Resources experience and the Head of Strategic Research Development.
5. Initial membership will be for two or three years and will then rotate on an annual basis, with some members stepping down and new members being appointed to maintain continuity.
6. The membership of the panel can be supplemented with internal, or external, members on an ad hoc basis, if additional expertise is required.
7. Wherever possible the aim will be to achieve gender balance in the membership.

### Roles and responsibilities

8. The Chair will be responsible for chairing the meetings and ensuring that the relevant assessment and review processes agreed by the department's SLT are followed. The Chair will be responsible for presenting the Panel's recommendations to SLT.
9. Panel members will be responsible for using the relevant assessment and review processes agreed by the department's SLT to assess applications, review progress, to make recommendations and agree feedback, as appropriate.
10. The secretariat will be responsible for organising the meetings, providing the meeting papers, recording the recommendations following the assessment, collating feedback and recording any conflicts of interest.
11. The Chair and panel members will have a role in helping to draft the criteria and processes used to assess applications and conduct progress reviews. The SLT will review the recommended criteria and processes and approve, or amend, as appropriate.
12. Panel members will be responsible for agreeing feedback for unsuccessful applicants to help them enhance future applications.
13. Panel members will be expected to have an awareness of funders' expectations for fellowship applications so that this can be used to support applicants and the work of the panel.

## Conflicts of interest

14. The Chair and panel members will declare any conflicts of interest, which will be recorded by the secretariat, and will not participate in the assessment of the relevant application, or progress review.

## Frequency of meetings and methods of working

15. The panel will usually meet two, or three, times a year to consider applications and conduct mid-point intermediate fellowship progress reviews. This will normally be in person.
16. The panel will also consider necessary ad hoc applications, or items of business, out of cycle via correspondence.

## Confidentiality

17. Information received as part of the application and assessment process or mid-point progress review process must be treated in the strictest of confidence.
18. The assessment and outcomes must not be discussed outside the meetings.

## Secretariat

19. The secretariat will be provided by the RDM Strategic Team.

## Review

20. The Terms of Reference will be reviewed by SLT regularly and amendments made as agreed.

## Version control

Version	Description	Author	Approved
1.0	Terms of Reference created	Sarah Ball, Head of Strategic Research Development	RDM SLT 5 Oct 2023