

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 intermediate¹ and senior² 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 a senior academic within RDM, normally expected to hold the title of Professor, or a title or position of equivalent standing. The Chair will be invited to attend RDM SLT for specific items of business.
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 and the Chair of the Career Development Committee. 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 RDM's SLT to assess applications, review progress, to make recommendations and agree feedback, as appropriate.

¹ Intermediate fellowships are defined as externally funded fellowships that provide at least five years of funding to support researchers to start their independent research programme and group. Examples of intermediate fellowship schemes include, but are not limited to, UKRI Future Leader Fellowship, Wellcome Career Development Award, CRUK Career Development Fellowship, BHF Future Leader Fellowships.

² Senior fellowships are defined as externally funded fellowship that are intended to enable the Fellow to further develop their independent research programme and to become an internationally recognised leader in their field. Examples of senior fellowship schemes include, but are not limited to, CRUK Senior Cancer Research Fellowship, BHF Senior Fellowships, MRC Senior Clinical and Non-Clinical fellowships.

10. The panel will have a role in identifying appropriate equivalences for the assessment criteria when considering non-traditional career trajectories to enable recommendations that support career progression for researchers from diverse career backgrounds.
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.
14. 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.
15. All members of the panel will have up to date Equality, Diversity and Inclusion, unconscious bias and recruitment training.

Conflicts of interest

16. 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

17. 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.
18. The panel will also consider necessary ad hoc applications, or items of business, out of cycle via correspondence.

Confidentiality

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

Secretariat

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

Review

22. 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
2.0	Updates: The position of the Chair on RDM SLT clarified; Membership and terms of appointment added; Responsibility of panel to consider appropriate equivalencies to support career progression opportunities for people with non-traditional research career pathways added; Definition of intermediate and senior fellowship added; Requirement for the panel to have up to date EDI, unconscious bias and recruitment training added: Panel's responsibility to provide feedback and to have awareness of funders expectations for fellowship applications added.	Sarah Ball, Head of Strategic Research Development	ACP 4 Oct 2024
3.0	RDM branding updated and panel membership updated.	Jessica Bassett, Research Facilitator, 25 Mar 2026	N/A

Annex 1
ACP Membership and period of appointment

Role	Name	Division	Representation	Appointment date	Appointment Duration
Chair	Prof Anne Goriely	NDCLS/WIMM	EDI Academic Lead & SLT member, Academic (basic research)	Nov-23	ex officio
Member	Prof Tom Milne	NDCLS/WIMM	RDM Advocate for Research Staff, Chair of the Career Development Committee, Academic (basic research)	Oct-24	ex officio
Member	Prof Ellie Tzima	CVM	Academic (basic research)	Nov-23	3 years
Member	Prof Oliver Rider	CVM	Academic (clinical research)	Nov-23	3 years
Member	Prof Jan Rehwinkel	IMD/WIMM	Academic (basic research) & member of mentoring committee	Nov-23	3 years
Member	Prof Steve Hyde	NDCLS	Academic (basic research)	Nov-23	2 years
Member	Prof Fredrik Karpe	OCDEM	Academic (clinical research)	Apr-25	2 years
Member	Dr Sarah Ball	RDMS	Head of Strategic Research Development	Nov-23	ex officio
Member	Emma Engel	RDMS	HR representative (Head of HR)	May-24	ex officio