Departmental Research Staff Advisors
Terms of Reference – DRAFT (Jan. 10, 2014)

OBJECTIVES
• To act as liaison between the Early Career Researcher Development Group, College Research Staff, and the Academic Practice Service.
• To support and promote staff development amongst research staff.
• To assist in addressing the need for mentorship of research staff.
• To provide an informal support resource for research staff.

ELIGIBILITY
• Research Staff Advisors would typically be self-nominated members of Academic Staff with approval from their respective Head of Department.
• Each Department would typically have one Research Staff Advisor (although Departments with large numbers of Research Staff might name more than one Advisor and Departments with few Research Staff might defer the role to another ECRDG member).
• An Academic Staff member of the ECRDG will be named as Advisor to Research Staff who do not have a Departmental affiliation (e.g. those in CBS, CTT).

RESPONSIBILITIES
• To participate in and attend meetings of the Early Career Researcher Development Group.
• To communicate with Research Staff in their Department (and/or other Staff assigned to them as advisees) on a regular basis.
• To hold collective or individual meetings with Research Staff as needed.
• To communicate the needs and requests of their Research Staff advisees to the ECRDG (this role may be shared with a Research Staff member of the ECRDG).
• To serve as a contact point for Academic and Research Staff in their Department and the ECRDG in order to facilitate participation in the College Mentoring Scheme.