

Role descriptor for CHASE DTP Academic Lead

Institutional representation

1. To be a member of the CHASE DTP Management Board; to attend all meetings of the Board or, in exceptional circumstances, to brief and send a deputy.
2. To represent the views of their home institution at meetings of the Management Board, and to exercise a vote for their institution if required.
3. To ensure awareness of CHASE DTP business within their institution as appropriate by effective communication with academic colleagues and students.
4. To act as conduit for information from CHASE to academic colleagues, including (but not limited to):
 - a. Student selection policy and process
 - b. Training and development opportunities available to CHASE-funded students
 - c. Funding calls for CDF projects
 - d. Supervisory guidelines
 - e. Broader research initiatives
5. Similarly to pass any questions arising from colleagues to the Management Board, or direct queries to the central CHASE team as appropriate.
6. To act as an ambassador for CHASE beyond the institution, particularly in discussions with non-HEI partners.

Student funding allocation

7. To be responsible for managing the implementation of internal institutional selection processes.
8. To serve as Chair and/or member of a CHASE Selection Panel, as required.

Other duties

9. To lead on an element of strategic development (e.g. international strategy; future development of the PhD) as required.

Continuity

10. Working with the administrative lead, to provide continuity to CHASE DTP management by ensuring a full handover to their successor in the role.

Review schedule

11. This document will be reviewed annually.

Note on time commitment

The role of Academic Lead should be considered by the home institution in the context of staff workload planning and allocation. Letters of support indicated a time commitment of 0.1 FTE, or 22 days per year. An indicative annual requirement would be as follows:

Attendance at Management Board meetings, plus preparation time	7.5 days
Chair of CHASE selection panel, plus preparation time	2 days
Attendance at Encounters event	2 days
Engagement in strategic development	3 days
Institution-level CHASE meetings	2 days
Additional duties as required	5.5 days

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