



## **HETL Research and Innovation Advisory Board Terms of Reference**

### **Legend**

RIAB: HETL Research and Innovation Advisory Board

OED: HETL Office of Executive Director

TOR: Terms of Reference

### **Purpose and Roles**

The purpose of the HETL [RIAB](#) is to provide advice to the [OED](#) on educational research related to advancing the scholarship and practice of teaching and learning in higher education. The RIAB consists of high level educational research leader-scholars from a cross section of institutions and countries. HETL aims to conduct research that will have a meaningful and transformative effect on the global higher education community. Thus, the RIAB plays an important role in helping HETL achieve its global vision and mission.

**Vision:** The vision of the HETL RIAB is to provide advice and insight to the OED on emerging and cutting-edge research and innovation related to advancing the scholarship and practice of teaching and learning in higher education, and to advance education research capacity building and education research theory, policy, and practice around the world.

**Mission:** The mission of the HETL RIAB is to create new knowledge related to transforming teaching and learning and improving educational outcomes.

**Values:** To help fulfill the vision and mission of the HETL RIAB, the RIAB adheres to and promotes the shared research values of innovation, scholarship, and inquiry.

### **Selection Criteria**

- Members of the RIAB shall consist of scholars in the field of higher education around the world.
- Consistent with HETL's core values of integrity, collegiality, and diversity/inclusion, the makeup of the RIAB shall be representative of the global higher education community (e.g., in terms of race, gender, academic discipline, nationality, institutional level/type).
- New board members may be nominated by current board members (with



consultation of the OED as needed) and shall be appointed by the RIAB Chair with a majority consensus of the RIAB.

- Selection of the RIAB Chair and Vice Chair shall occur by a majority consensus of the RIAB.

### **Terms and Definitions**

- RIAB members shall serve a term of four years. Members may serve one additional four-year term at the discretion of the OED if a qualified candidate cannot be found to fill a vacant position. Members may not serve more than eight years consecutively.
- The terms of office of the Chair and Vice Chair of the RIAB shall be for a period of two years. Subject to the approval of the OED, the Vice Chair shall automatically become the Chair when the Chair position becomes vacant or when the Chair's term expires. Once the Vice Chair is approved by the OED to become Chair, the Vice Chair shall also be known as Chair Elect and that person shall be mentored by the Chair prior to taking the Chair position. Once the term of the Chair is over, the person who held that office shall be known as the Immediate Past Chair for a period of one year and shall serve as a resource for the new Chair for that period.
- Each operating year shall be from July 1 through June 30, to coincide with HETL's operating year. Thus, all terms shall run from July 1 to June 30.
- The Chair and Vice Chair shall work cooperatively with the Executive Director to provide leadership and directions to the RIAB. Responsibilities may include communication with RIAB members on matters relevant to the purpose, roles, and responsibilities of the RIAB and may include leading and facilitating discussions with the RIAB. The RIAB may define additional responsibilities for the Chair and Vice Chair as needed.
- The size of the RIAB shall be limited to twenty (20) active members.
- The RIAB shall form committees to perform specialized tasks as needed.
- The RIAB shall meet twice a year virtually (once may be at the annual meeting if mutually agreed upon) to review progress made in the previous year and to plan for the upcoming year. Other meetings and communication shall be done as needed.



### **Main Responsibilities**

- To help ensure that HETL remains a leading international voice in educational research, the RIAB shall actively support HETL in its research efforts and be an advocate for the OED on research matters. Support may include:
- Provide research direction and research ideas to the OED on emerging and cutting-edge research and innovation related to advancing the scholarship and practice of teaching and learning in higher education.
- Help HETL advance education research capacity building and education research theory, policy, and practice around the world.
- Engage members in the development and sustainability of international research partnerships and collaborations that advances the goals of HETL.
- Be an advocate for HETL's research activities to the global educational research community.
- Identify educational funding sources in order to develop HETL's research agenda.
- RIAB members also have the option of participating in HETL's educational research projects and any publishing activities that result from those projects.

### **Approval and Revision**

Approval of the RIAB TOR, as well as periodic revisions, shall occur by a majority consensus of the RIAB. The approved TOR, and any subsequent approved revisions, shall be ratified by the OED.