

FACULTY ETHICS COMMITTEE (FEC) TERMS OF REFERENCE

The University Ethics Committee and its Research Ethics sub-committee (RESC) are the bodies that approve the terms of reference of Faculty Ethics Committees (FECs). Each FEC reports directly to the University Ethics Committee. It is the responsibility of the Faculty Dean to ensure a FEC is successfully operating in their faculty. All members will be appointed on an initial 6-months probation and then reviewed every three years.

CONSTITUTION	MEMBERSHIP	DATE APPOINTED
Chair (Ex-officio member of UEC and RESC)	Dr Jane Winstone	2014
Vice Chair	Mr Richard Hitchcock	2014
Alternate Vice Chair	Dr Vasileios Karagiannopoulos	January 2017
University Ethics Adviser (ex-officio)	Dr Simon Kolstoe	2016
Associate Dean Research (ex-officio)	Prof Dave Andress	December 2008
At least one member from each School or Department	Ian Tapster – SSHLS (fulltime) Amarjit Lahel – SSHLS (part time) Melita Lazell – SSHLS (part time) Lisa Sugiura – ICJS (fulltime) Wendy Sims-Schouten – SECS (fulltime) Tamsin Bradley – SLAS (part time) Brigitte Leucht – SLAS (part time) Francesca Salvi – SECS (full time) Sukh Hamilton (SECS)	3 rd March 2015 February 2016 23 rd June 2016 2013 June 2016 August 2016 December 2016 2015
2 students (normally FRDC reps)	Michelle Odudu	September 2015
Health and Safety Advisor	Mr Kevin Luce	14 th February 2017
At least one lay member	Mr Geoff Wade Mrs Christine Munford	Approx 10 years December 2016
Co-opted Members (appointed by the FEC to provide additional expertise as required)	N/A	N/A
FEC Administrator (in attendance)	Miss Amy Valentine	December 2016

TERMS OF REFERENCE

GENERAL

- To promote and adhere to the University Ethics Policy
- To ensure consistency with University Ethics and Governance guidance through close liaison with the University Ethics Advisor
- To consider general ethical issues relating to learning, teaching, research and innovation activities within the Faculty
- To provide advice when called upon (normally through the chair) to all staff in the faculty regarding ethical issues

- To establish and coordinate (as sub-committees to the FEC) any departmental committees reviewing ethical issues relating to learning, teaching, research and innovation activities conducted by taught post-graduate and undergraduates.
- To facilitate education and training relating to matters of ethics and governance

RESEARCH ETHICS

- To publicise policy and guidance related to ethics both internally and promulgated by external agencies including funding bodies, statutory bodies, charities and learned societies.
- To safeguard the welfare and interests of the subjects of research especially any human participants, but which also may include the protection of public interest, the environment, any other ethically sensitive areas, and the researcher(s) themselves.
- To provide proportionate, consistent and high quality review of PgR and staff research across the Faculty
- To provide a clear opinion following ethical review of research; the opinion may include conditions to be met before embarking on research activity.
- To protect the reputation of the Faculty with regard to the integrity of its researchers and the ethical merits of their research.
- To provide guidance, advice and support to established and prospective researchers with regard to the ethical design, conduct and dissemination of research.
- To provide ethical review of innovation activity across the Faculty.
- To provide advice and support to researchers obliged to seek ethical review from external bodies, including the NHS, and if appropriate, provide a preliminary review.

OPERATIONAL ARRANGEMENTS

- All member appointments will be consistent with the relevant post descriptors agreed by the Research Ethics sub-committee
- The FEC chair will be appointed by the Dean of Faculty in liaison with the University Ethics Advisor
- Expressions of interest for the position of vice-chair(s) will be sought from the FEC members and confirmed by committee election
- Departmental members will be appointed by Heads of Schools (or Departments)
- Lay members will be appointed by Faculty Ethics Committee chairs
- The committee will adhere to and maintain University Research Ethics procedures as defined by the Research Ethics Sub-committee
- The committee will maintain records of reviewing and advisory activities

SCOPE

The FEC remit covers all academic staff and postgraduate research students who undertake, or supervise, research and innovation activities within the Faculty. Ethical considerations cover externally funded research and innovation activities, postgraduate student research and internally funded, or non-funded research pursued or managed by University staff. It relates specifically to the planning, design and conduct of the research and NOT to the conduct of the researchers, which is managed elsewhere within the University's research governance arrangements.

QUORACY

- A meeting of the full Committee must comprise, as a minimum, the Chair or Vice Chair (or a nominated deputy), normally a lay member, and half of the departments represented.
- A sub-committee constituted to undertake a virtual review of a research protocol (normally using the online Moodle software) must comprise the Chair or Vice-chair and at least two committee members, one of whom should be a representative from the department presenting the protocol.

REPORTING

- To provide reports to the University Ethics Committee.
- Representation by the chair or a vice-chair on the Research Ethics Sub-committee
- To contribute to the University annual statement and assurance exercise on research integrity, as required by the UUK Concordat

EQUALITY STATEMENT

The University seeks to provide an inclusive environment for work and study through embedding equality and diversity into everything the University does. The business of this Committee will be conducted in that context.