University of Sussex Research Staff Representatives

Terms of Reference

Aims and objectives of Research Staff Reps committee

- *Share good practice* of support and development provision for Research Staff between departments / schools and faculties
- Help to *engage* the researcher population with the activity of the Research Staff Office and Research Staff Working Group
- *Raise awareness* of the support and development available to researchers at the University of Sussex
- Assist in *communication,* to reach researchers in all schools and departments across the university

This is an informal committee and the workload for reps should not be burdensome or time-consuming.

Reps will be expected to:

- Attend termly reps committee meetings
- Act as a communications link with schools/department (e.g. forward emails from the Research Staff Office, as appropriate)
- Represent views of researchers within school/department at the reps committee meetings (and in the case of 2-3 reps the University's Research Staff Working Group)
- Provide feedback on the University's support and provision for research staff.

Additionally, reps may want to organise events or development activities that are tailored for their department or section. The Research Staff Office will be happy to help with planning, administering and running these activities, subject to resource availability.

Membership

We aim to include one or two rep(s) per school as members of the committee. Reps will be recruited on a voluntary basis. In the event of more than two volunteers coming forward per department / school then fixed-terms of membership, deputies, or sub-committees may be formed – this will be decided by the committee on a case-by-case basis.

Operation

Meeting venues and agendas will be coordinated by the Research Staff Office and notes will be distributed following each meeting.

All reps will be invited to attend meetings on a termly basis and additional meetings for any School-specific events will be organised as necessary.