

## C-REC Chair

### Overview of Role

In addition to the key responsibilities set out for C-REC Members (attached), the main purpose of this role is to be Chair to [SPECIFIC C-REC]. The Chair as leader of the C-REC is responsible for the Committee's ethics review function, and ensuring responsive, independent, and informed consideration of the ethical design of research from schools within the cluster. The Chair will also take a lead role in promoting a culture of research integrity across the Schools. The Chair will receive support, and work closely, with the Social Sciences & Arts C-REC Research Ethics, Integrity and Governance Administrator, C-REC members and SREOs.

### Key Responsibilities:

1. Oversee the consistent and timely management of the C-REC ethics review processes within a culture of honesty and respect for participants, the environment and the full range of stakeholders of University in accordance with the *Code of Practice for Research* and the *Concordat to Support Research Integrity*.
2. Implement review mechanisms for staff and student projects that ensure that University research ethics policies are applied in a manner appropriate to such projects and that any associated research governance requirements are identified and dealt with in a manner consistent with the highest standards of research practice;
3. To be aware of Equality and Diversity and ensure that applicants to the C-REC are treated fairly and equally regardless of age, gender, sexuality, religion, disability or ethnicity.
4. To nominate a Deputy Chair, and to offer ongoing support to the person in this role, ensuring they are able to take over the duties of the Chair when required. In the event that a Deputy Chair is not available, the School that employs the Chair, shall, in the first instance, ensure that cover is available until such time as a new Chair can be formally appointed.
5. Promote the effective working of the C-REC as a cohesive group, providing guidance to members regarding potential conflicts of interest and any concerns which might lead to their disqualification.
6. Identify any training needs for C-REC members, and work with the Research Governance Officer to make arrangements for training provision. Address issues of poor performance from members in the first instance.
7. Organise and Chair a minimum of one physical meeting of the C-REC per year.
8. Provide general advice and guidance to the C-REC Research Ethics, Integrity and Governance Administrator, C-REC members, SREOs.
9. Provide advice and guidance to Supervisors and researchers (staff and students).
10. Support and advise School Research Ethics Officers and receive an annual report from them on School-level ethics review.
11. Where appropriate, assist Heads of Schools in recruitment of new members to the C-REC.

## RESEARCH ETHICS, INTEGRITY AND GOVERNANCE

12. Sit as an *ex-officio* member of the Research Ethics and Integrity Committee (REIC), attending a minimum of two meetings per year. Provide periodic reports to REIC, summarising the C-REC's and relevant Schools' ethics review activities.
13. Contribute to development, monitoring and review of ethics policies, procedures and processes.
14. Oversee the auditing of a percentage of previously approved studies according to Research Ethics and Integrity Committee requirements.
15. Participate and facilitate in periodic auditing of previously reviewed applications by other C-RECs and across SREOs within the C-REC to assist in the maintenance of consistent standards across the University.
16. Liaise with the Research Governance Officer, to lead development and management of cross school activities and training to promote research integrity within and across schools, and university wide.
17. Produce and ensure dissemination of cross-school specific guidance for faculty and students on research ethics review processes and procedures; support C-REC members and SREOs to do the same tailored for specific schools.

**Appointment:** by Pro-Vice Chancellor (Research) following nomination by Heads of Relevant Schools.

**Tenure:** 2 years, renewable for a further term