**University Ethics Panel Chairs and Deputy Chairs**

October 2018

Expressions of interest are invited for these prestigious and honorary roles which work across the university to champion the highest ethical standards in research undertaken by staff and students. Expressions of interest, consisting of a CV and brief statement outlining suitability for the chair/deputy chair role, should be submitted to RKEO (researchethics@bournemouth.ac.uk) by 5pm on Friday 9 November 2018.

For an informal discussion about the role please contact one of the current Chairs:

* Dr Sean Beer, Chair of the Social Science and Humanities Ethics Panel
* Prof Holger Schutkowski, Chair of the Science, Technology and Health Ethics Panel

**Introduction**

The two University Ethics Panels (Science, Technology and Health Ethics Panel; and Social Science and Humanities Ethics Panel) report into the University Research Ethics Committee (UREC) and to Senate. Details about the panels and UREC are available here: <https://blogs.bournemouth.ac.uk/research/university-research-ethics-committee-and-research-ethics-panels/>.

**Purpose**

The two University Ethics Panels are responsible for ensuring the highest ethical standards are adhered to in research activities undertaken by staff and students by reviewing, rejecting or approving research ethics applications. The Chairs of the University Ethical Panels have an important role to play in ensuring that ethical issues are identified, addressed and reviewed. They are supported in this endeavour by the Deputy Chairs. The Chairs and Deputy Chairs act as a champion for research ethics across the University. As members of the UREC the Chairs are responsible for advising Senate on the development, implementation and review of institutional procedures and guidelines relating to research ethics.

**Responsibilities**

The key responsibilities of the Chairs/Deputy Chairs of the University Ethics Panels are to:

* Chair the multidisciplinary panel meetings (these take place monthly from September to July). The Chair and Deputy Chair will ensure that all ethics checklists (staff and postgraduate research high risk) are seen by the panel and receive ethical review within the guidelines of the Research Ethics Code of Practice. The Chair, as leader of the panel, is responsible for the panel function, ensuring that all ethical issues are explored and clear and consistent decisions made and recorded. The Deputy Chair will chair meetings if the Chair is unable to attend.
* Ensure panel meetings are relevant and engaging by encouraging members to discuss potential ethical issues with researchers invited to panel.
* Promote and protect the interests of researchers and research participants.
* Review and deal with responses from researchers who have received provisional approval and the consideration of amendments to participant documentation and ethics checklist.
* Foster a culture across the university where everyone has a responsibility for ethics.
* Chairs will be a member of the UREC and recommend actions to improve the framework and policies for research ethics.
* Provide general advice and guidance to the Governance Advisers, Panel and Committee members and researchers.
* Chairs will offer support and mentorship as required to the Deputy Chair.
* Provide confidential advice to staff and students on concerns relating to research integrity and research misconduct in accordance with the Research Misconduct Policy.

**Person profile**

The Chairs/Deputy Chairs of the University Ethics Panels will be:

* A member of professoriate (for Deputy Chairs this is extended to Associate Professors), with an interest in ethical issues and experience of conducting research;
* Able to chair meetings effectively;
* Be open-minded with a strong sense of probity and social justice;
* A good communicator who can enlist the support of the research community in embedding ethics awareness and compliance and continuous improvement in our processes; and,
* Pragmatic and fair minded in their approach to addressing ethical issues, showing awareness of risk and complexity.

**Time commitment**

Panel meetings take place monthly for 11 months of the year. UREC meets four times per year. There will also be work outside of panel and UREC meetings.

**Tenure**

Chairs serve for a period of 3 years plus one further year as an outgoing chair, providing mentorship and support for the incoming chair. Deputy Chairs serve for a period of 3 years and are permitted to apply to be the Chair in the event the Chair comes to the end of their term or chooses to relinquish the role.

**Application procedure**

Expressions of interest, clearly stating to which role the applicant is applying, should consist of a CV and brief statement outlining suitability for the role. These should be submitted to the RKEO (researchethics@bournemouth.ac.uk) by 5pm on Friday 9 November 2018.

Informal interviews, led by Professor Tim McIntyre-Bhatty (Deputy Vice-Chancellor), will take place during the week commencing 26 November 2018.

There will be opportunities for the new Chairs/Deputy Chairs to undertake shadowing with the current Chairs in December 2018. The new Chairs/Deputy Chairs will take responsibility for the roles from 1 January 2019.