APPEALS COMMITTEE

Role of the Committee: Comprises a pool of senior academic staff from which individual panels may be formed to consider appeals from Faculty Student Review Committees or Faculty Fitness to Practise Committees (normally when a student has been excluded from the Faculty). Members may expect to be called to serve as a panel member around two to three times a year.

Nature of vacancies: An unspecified number of vacancies exist for representatives of the senior academic staff. (To be appointed by the Senate on the recommendation of the Senate Nominations Committee).

Person specification: Senior members of the academic staff likely to have considerable experience of student pastoral issues, and an understanding of student behavioural and academic misconduct issues, with the ability to work within a regulatory and procedural framework and to contribute to the work of the panel in a sensitive and objective way.

DISCIPLINE COMMITTEE

Role of the Committee: Comprises a pool of academic staff from which individual panels may be formed to consider cases of alleged student misconduct. Members may expect to be called to serve as a panel member several times a year.

Nature of vacancies: An unspecified number of vacancies exist for representatives of the senior academic staff, although expressions of interest are particularly welcomed from colleagues in the Faculty of Arts and Humanities. (To be appointed by the Senate on the recommendation of the Senate Nominations Committee).

Person specification: Senior members of the academic staff likely to have considerable experience of student pastoral, progression and professional issues, with the ability to work within a regulatory and procedural framework and to contribute to the work of the panel in a sensitive and objective way.

LEARNING AND TEACHING COMMITTEE

Role of Committee: To enrich and promote the learning, teaching and assessment culture of the University, enhance the student learning experience, encourage excellence and innovation in learning and teaching, manage the quality and standards of all programmes of study (including collaborative provision), advise on policies for admissions processes and outreach activities, and enhance and safeguard the University’s reputation for an excellent student learning experience. The committee oversees the University’s strategy for learning and teaching and reports directly to Senate.

Nature of vacancies: Three vacancies exist for current Heads of Department. (To be appointed by the Senate on the recommendation of the Senate Nominations Committee).

Person specification: Current Heads of Department with an interest in learning and teaching matters.

Learning and Teaching Committee – Current Membership and Terms of Reference
Role of Faculty/Professional Services representatives on the Committee:

(i) Attending in full at least half of all scheduled University Research Ethics Committee meetings in each year, barring exceptional circumstances (the UREC normally meets four times per annum).

(ii) Informing the UREC’s approach to further embedding the University’s Ethics Policy and Ethics Review Procedure. This will include:

- Actively engaging with Principle Ethics Contacts based in departments, in order to share information/best practice relating to research ethics and to provide a network of support;
- Involvement in UREC-organised activities designed to raise awareness of the University’s Ethics Policy and Ethics Review Procedure, and/or to provide a forum for the discussion of ethical issues (e.g. support for and participation in research ethics workshops);
- Independently monitoring and reviewing the delivery of the University’s Ethics Review Procedure by academic departments (including involvement in approx. 3-4 visits to departments per annum) (Faculty representatives only);
- Occasionally providing advice in response to ethics queries from individual researchers in academic departments.

(iii) Informing the UREC’s approach to promoting awareness and understanding of ethical issues in research throughout the University’s research community;

(iv) Providing advice, together with other members, on any ethical matters relating to research that are referred to it from within the University;

(v) Providing advice, together with other members, to ensure that the University is meeting the requirements of relevant regulations/external requirements concerning research ethics, such as those set out by funders;

(vi) Ethically reviewing research ethics applications that were judged by academic departments to be very contentious or about which the applicant is submitting an appeal (rarely).

Nature of vacancies: Two vacancies exist; one for a representative from the Faculty of Arts and Humanities and one for a representative from the Professional Services. (To be appointed by the Senate on the recommendation of the Senate Nominations Committee).

Person specification: Members of staff with an active interest in research ethics, including promoting awareness and understanding of the University’s Research Ethics Policy and Procedure, and contributing to discussions which will shape the University’s approach to this area. An understanding of research ethics and some experience of the University’s ethics review procedure is desirable. Staff who apply successfully for this position would take up the post from August 2019 and the period of membership is three years. Full details of the University’s approach are on the University’s central ethics website, which can be accessed by visiting: www.shef.ac.uk/ethics

Research Ethics Committee – Current Membership and Terms of Reference