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Council Finance Committee

Nature of vacancies: One vacancy for a Senate representative who is a member of non-professorial staff. (Note: representatives of the Senate are appointed by the Senate on the recommendation of the Senate Nominations Committee but are not required to be members of the Senate).

Role of the Committee: Finance Committee is a Committee of Council. It makes recommendations to, and advises Council on, various matters relating to the finances of the University. The Committee meets five times each year and includes ex-officio members, representatives of Council, representatives of the academic staff and the student body. The full terms of reference can be accessed from the following link:

Council Finance Committee - current membership and terms of reference

Person specification: A member of non-professorial staff with an interest in University financial matters. The person will be required to contribute and add value in an objective manner to the financial performance, management and strategic direction of the University. In your application, please clarify the additional value you would bring and explain your knowledge of diversity (in terms of protected characteristics and/or diversity of ‘thought’ and background).

Military Education Committee

Nature of vacancies: One vacancy for a Senate representative. (Note: representatives of the Senate are appointed by the Senate but are not required to be members of the Senate).

Role of the Committee: The Military Education Committee is a Joint Committee of the University of Sheffield and Sheffield Hallam University. It normally meets twice each year and is principally a forum for liaison between the three Service Units with Sheffield student members (Sheffield Universities Officers’ Training Corps, Yorkshire Universities Air Squadron, and Yorkshire Universities Royal Naval Unit) and the two Sheffield Universities. The Committee receives interim and annual reports from the Commanding Officers, providing members with an update on current activities and an opportunity to discuss the
students’ experience. This includes transferable skills such as leadership, of direct benefit to academic study and future employability, and the impact of their training on academic studies.

**Person specification:** Representative members of the Committee are expected to have an interest in the development of and pastoral support for students’ personal skills through military and adventure training and be willing to represent the University in liaising with Service Unit representatives and in advising on possible conflicts of interest. As far as possible, members of the Committee are expected to attend two meetings per year and also visit the Service Units, observe training exercises and attend social events, when invited to do so by the Commanding Officers. In your application, please clarify the additional value you would bring and explain your knowledge of diversity (in terms of protected characteristics and/or diversity of ‘thought’ and background).

**Military Education Committee - current membership and terms of reference**

**Research Ethics Committee**

**Nature of vacancies:** Senate representative for the Faculty of Social Sciences only (Note: representatives of the Senate are appointed by the Senate on the recommendation of the Senate Nominations Committee but are not required to be members of the Senate).

**Role of Faculty 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:

   a. 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;

   b. 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);

   c. 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);

   d. 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).

**Person specification:** A member of academic 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. A good understanding of research ethics is required, 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 2020 and the period of membership is three years.

In your application, please clarify the additional value you would bring and explain your knowledge of diversity (in terms of protected characteristics and/or diversity of ‘thought’ and background).

Research Ethics Committee (UREC) - current membership and terms of reference

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**Senate Appeals Panel**

**Nature of vacancies:** An unspecified number of vacancies exist for Senate Appeals Panel representatives. (Note: representatives of the Senate are appointed by the Senate on the recommendation of the Senate Nominations Committee but are not required to be members of the Senate).

We would welcome interest from colleagues who are registered with external professional bodies.

**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.

**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. In your application, please clarify the additional value you would bring and explain your knowledge of diversity (in terms of protected characteristics and/or diversity of ‘thought’ and background).

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**Senate Discipline Panel**

**Nature of vacancies:** An unspecified number of vacancies exist for Senate Discipline Panel representatives. (Note: representatives of the Senate are appointed by the Senate on the recommendation of the Senate Nominations Committee but are not required to be members of the Senate).
We would welcome interest from colleagues who are registered with external professional bodies.

**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.

**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. In your application, please clarify the additional value you would bring and explain your knowledge of diversity (in terms of protected characteristics and/or diversity of ‘thought’ and background).

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**Senate Research and Innovation Committee**

**Nature of vacancies:** Two vacancies exist for Senate representatives. (Note: representatives of the Senate are appointed by the Senate but are not required to be members of the Senate).

**Role of Committee:** To oversee the University's strategic approach to Research and Innovation and the development and implementation of institutional policy, procedure and guidance and to make recommendations to the Senate.

**Person specification:** Members of University staff who have an independent perspective in relation to Research and Innovation. When submitting your expression of interest please provide the latest copy of your curriculum vitae. In your application, please clarify the additional value you would bring and explain your knowledge of diversity (in terms of protected characteristics and/or diversity of ‘thought’ and background).

*Senate Research and Innovation Committee - current membership and terms of reference*