CCI FACULTY ETHICS COMMITTEE (FEC) TERMS OF REFERENCE

The University Ethics Committee and its Research Ethics sub-committee (RESC) are the bodies that approve the terms of reference of Faculty Ethics Committees (FECs). Each FEC reports directly to the University Ethics Committee. It is the responsibility of the Faculty Dean to ensure a FEC is successfully operating in their faculty. All members will be appointed on an initial 6-months probation and then reviewed every three years.

CONSTITUTION	MEMBERSHIP	Department (role)	DATE APPOINTED
Chair (Ex–officio member of UEC and RESC)	Simon Hobbs	ADP	JUNE 2023
Vice Chair & Interim Chair			
Alternate Vice Chair	Peter Lee	Faculty of HUMSS	February 2019
University Ethics Adviser (ex-officio)	Simon Kolstoe		
Associate Dean for Research and Innovation (ex-officio)	George Burrows	Faculty of CCI	January 2023
At least one member from each School or Department	Eiman Elbanhawy	ARCH	September 2021
	Elizabeth Tuson	**ARCH (School lead)**	September 2023
	Matt Smith	**ADP (School lead)**	May 2019
	Kit Danowski	ADP	August 2023
	Peter Howell	**CT (Interim School lead)**	
	Andrew Russell	CT	September 2023
	Alex Sergeant	**FMC (School lead)**	February 2022
	Emma Austin	FMC	May 2018
	Sophia Wood	FMC	November 2019
	James Dennis	FMC	March 2022
	Susana Sampaio-Dias	FMC	September 2022
2 students (normally FRDC reps)	TBC	ARCH	
	Chris Ebert	FMC	July 2022
	Kremena Dimitrova	ADP	June 2022
	Stoycho Velev	CT	February 2022
Health and Safety Advisor could be co-opted	Laura Cowper	Health & Safety	March 2022
At least one lay member	TBC		
Co-opted Members (appointed by the FEC to provide disciplinary expertise including full application reviewing duties)	Tarek Teba	ARCH (DDPGR)	September 2019
	Stephen Harper	FMC (DDPGR)	March 2022
	Elaine Igoe	ADP (DDPGR)	April 2022
	Brett Stevens	CT (DDPGR)	September 2019
Faculty R&I Officer	Beatrice Ashton-Lelliott	Faculty of CCI	October 2022
Faculty R&I Administrator	Yvonne Lee	Faculty of CCI	September 2018

Last updated September 2023

TERMS OF REFERENCE

GENERAL

- Meet termly to promote and ensure adherence within the faculty to the University Ethics Policy
- To ensure consistency with University Ethics and Governance guidance through close liaison with the University Ethics Advisor
- To consider general ethical issues relating to learning, teaching, research and innovation activities within the Faculty
- To provide advice when called upon (normally through the chair) to all staff in the faculty regarding ethical issue
- To establish and coordinate (as sub-committees to the FEC) any departmental committees reviewing ethical issues relating to learning, teaching, research and innovation activities conducted by taught post-graduate and undergraduates.
- To facilitate education and training relating to matters of ethics and governance

RESEARCH ETHICS

- To publicise policy and guidance related to ethics both internally and promulgated by external agencies including funding bodies, statutory bodies, charities and learned societies.
- To safeguard the welfare and interests of the subjects of research especially any human participants, but which also may include the protection of public interest, the environment, any other ethically sensitive areas, and the researcher(s) themselves.
- To provide proportionate, consistent and high quality review of PgR and staff research across the Faculty
- To provide a clear opinion following ethical review of research; the opinion may include conditions to be met before embarking on research activity.
- To protect the reputation of the Faculty with regard to the integrity of its researchers and the ethical merits of their research.
- To provide guidance, advice and support to established and prospective researchers with regard to the ethical design, conduct and dissemination of research.
- To provide ethical review of innovation activity across the Faculty.
- To provide advice and support to researchers obliged to seek ethical review from external bodies, including the NHS, and if appropriate, provide a preliminary review.

OPERATIONAL ARRANGEMENTS

- All member appointments will be consistent with the relevant post descriptors agreed by the Research Ethics sub-committee
- The FEC chair will be appointed by the Dean of Faculty in liaison with the University Ethics Advisor
- Expressions of interest for the position of vice-chair(s) will be sought from the FEC members and confirmed by committee election
- Departmental members will be appointed by Heads of Schools (or Departments)
- Lay members will be appointed by Faculty Ethics Committee chairs
- The committee will adhere to and maintain University Research Ethics procedures as defined by the Research Ethics Sub-committee
- The committee will maintain records of reviewing and advisory activities

SCOPE
● The FEC remit covers all academic staff and postgraduate research students who undertake, or supervise, research and innovation activities within the Faculty. Ethical considerations cover externally funded research and innovation activities, postgraduate student research and internally funded, or non-funded research pursued or managed by University staff. It relates specifically to the planning, design and conduct of the research and NOT to the conduct of the researchers, which is managed elsewhere within the University's research governance arrangements.
QUORACY
● A meeting of the full Committee must comprise, as a minimum, the Chair or Vice Chair (or a nominated deputy), normally a lay member, and half of the departments represented.   ● A sub-committee constituted to undertake a virtual review of a research protocol (normally using the online Moodle software) must comprise the Chair or Vice-chair and at least two committee members, one of whom should be a representative from the department presenting the protocol.
REPORTING
● To provide reports to the University Ethics Committee.   ● Representation by the chair or a vice-chair on the Research Ethics Sub-committee   ● To contribute to the University annual statement and assurance exercise on research integrity, as required by the UK Concordat
EQUALITY STATEMENT
● The University seeks to provide an inclusive environment for work and study through embedding equality and diversity into everything the University does. The business of this Committee will be conducted in that context.