

## Faculty Research Ethics Committee Member

### Role Description

#### Overview of role

Faculty Research Ethics Committee (F-REC) members carry out independent and informed review of the ethical design of research and related projects. They bring specific expertise to the review process and take a lead role in promoting research integrity and good practice across faculty and the wider institution.

#### Key responsibilities

- a. To provide independent, competent and timely review of the ethics of proposed research and research related studies from faculty and students within a culture of honesty and respect for participants, the environment and the full range of stakeholders of university research;
- b. To ensure that every project that undergoes ethics review is dealt with fairly and appropriately in accordance with the *University of Sussex Ethics Policy, Code of Practice for Research and related guidance*. Where there may be a conflict of interest, the member should alert the Chair of the F-REC;
- c. To support School Research Ethics Officers (SREO) with the ethical review of high risk taught student research. The SREO will offer the final opinion;
- d. To liaise with SREO on School specific research ethics and governance issues, and with faculty/supervisors on school training and development needs;
- e. To be aware of equality and diversity and ensure that applicants to the F-REC are treated fairly and equally regardless of age, gender, sexuality, religion, disability or ethnicity;
- f. To raise with the Chair any ongoing challenges relating to the review of research ethics to help identify any issues that may need to be dealt with as a matter of policy by the Research Ethics and Integrity Sub Committee (REISC);
- g. To attend a minimum of one meeting of the F-REC per year, as applicable to the F-REC way of working;
- h. To maintain confidentiality regarding applications, ethics review deliberations, information on research participants, and related matters;
- i. To undertake training and personal development relating to ethics and research integrity upon taking up the role and to attend training provision that is made available;
- j. To provide *ad hoc* advice to faculty and students on the ethical conduct of research and ethics review processes;

- k. To encourage a culture within faculty that recognises the importance of ethical considerations in the design and performance of research and related activity, and provide an avenue for the promotion of initiatives for research integrity and dissemination of information relating to Faculty research ethics review processes;
- l. To provide ongoing contribution to the development and review of research ethics policy, guidance procedures and training;
- m. To support the Chair in facilitate auditing relevant to the F-REC in accordance with the requirements of the REISC;
- n. Promote the effective working of the F-REC as a cohesive group, providing guidance to members regarding potential conflicts of interest.

**Appointment:** By Executive Dean (ED) or delegate. The ED will seek to appoint members of faculty who represent the diversity of the Faculty.

**Tenure:** 3 years plus 2 upon mutual agreement.