

## Lay Member to a Central University Research Ethics Committee

In order to ensure objectivity of review, the University's Research Ethics Committees require a number of Lay Members who have no recent, direct involvement with the University. In general, this means individuals who have not been employed by or held offices with the University in the last three years.

The characteristics of lay members, and hence the criteria for their selection, are:

- i) Independent of the University
- ii) Able to understand the key issues in research ethics
- iii) Able to comprehend the contents of research ethics applications
- iv) Able to act independently and impartially, and to behave ethically and responsibly
- v) Able to contribute to the work of the Committee
- vi) A good level of IT proficiency, as the role will involve utilising a number of the University's digital platforms.
- vii) Able to attend meetings during the working day, up to six times a year, with occasional input via email between those meetings.

Lay members may be selected and appointed using nominations or responses to advert. The process for selection and appointment of lay members is as follows:

- i) Specification agreed (as above)
- ii) Nominations sought and/or advertisements placed in suitable outlets e.g. University Jobs website; local press
- iii) Applications reviewed
- iv) Short-listed applicants invited for interview
- v) Letter of appointment from the Chair of the Committee, setting out the conditions of the appointment (e.g. duty of confidentiality)

Those involved in the process would be the Chair of the Committee on Research Ethics, a Central University Research Ethics Committee Chair, and the Research Ethics and Integrity team.

Role description: Lay Members of a Central University Research Ethics Committee

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Lay members will not receive payment for their attendance and involvement with the Committee, but will be reimbursed for reasonable travel costs (under the University's standard conditions). They will also be included in any training provided for members of the Committees.

The term of appointment will normally be for three years, which can be renewed up to three times.

Lay members of the Committee on Research Ethics are appointed by the University Council on the recommendation of the Nominations Committee.