

COLLEGE OF MEDICINE AND VETERINARY MEDICINE

CMVM Research Staff Committee Terms of Reference and Membership

Purpose of the Committee

The CMVM Research Staff Committee (RSC) acts in partnership with the College Research Office. It brings together College and University academic and professional staff involved with the support and training of early career research (ECR) and postdoctoral staff with representatives from the ECR/postdoctoral community, to discuss and develop issues relating to researcher experience and support. For this purpose, ECRs are identified as post-docs, other grade 6, 7 & some grade 8 research staff & clinical research associates. The role of the committee is to develop and co-ordinate support for ECRs and to disseminate information relating to ECR experience (including Training & Development, Careers in and beyond Academia, Funding, Translational & Entrepreneurship Opportunities, Health and Wellbeing, Research Culture, Citizenship, Teaching Opportunities and Accreditation, Mentoring, Equality, Diversity and Integration, Open Science, Widening Participation, Public Engagement) for the College of Medicine and Veterinary Medicine.

Aims

To maintain, assure and improve:

- (1) Quality of ECR support and provision across the College, both for the role in CMVM and in preparation for the next career stage, in line with the University commitment to the Concordat for the Career Development of Researchers.
- (2) Equality of ECR experience and opportunity across the College.
- (3) Communication to the college and school leadership for matters relating to and from the ECR community

Remit

- To review periodically its own remit within the context of the University's overarching remit and recommend any changes to the College for approval.
- To advise on management objectives as they relate to ECR activity.
- To take a proactive approach to the development and implementation of ECR strategy and activity, including the harmonisation of operations across the College.
- To identify and promote good practice in ECR support in the College.
- To consider and respond to any relevant documentation or issues requested by University committees.
- To receive reports from other College Committees, as appropriate.
- To convey guidance and advice to Schools / Institutes / Centres on ECR matters.
- To be a voice for CMVM ECRs and report on a) our committee activities and b) any issues arising/reported from the ECR cohort to the CMVM Research Committee

Governance

The Research Staff Committee (RSC) is associated with the CMVM Research Office (CRO). It is convened by two Chairs. Actions agreed at RSC are implemented by the Committee and reported to the College Research Committee and CRO as appropriate. Information is transmitted through the publication of minutes on a SharePoint site, available to approved participants and, as appropriate, through direct communication with relevant students and staff. The RSC will report to the CMVM Dean of Research via the CMVM Research Committee.

Operation

RSC meets online or in person every 3 months. Extra meetings can be convened as required by the Committee. It does not have any standing sub-committees to undertake elements of the remit but will identify and approve individuals/teams to take on specific cases, utilising expertise of the CMVM Research Office where appropriate. agendas, minutes and papers will be published on SharePoint as appropriate but information and data will be redacted, where appropriate, to maintain compliance with GDPR.

Membership

- Chairs x 2 – Academic co-leads
- Representative for each CMVM Postdoc Society (currently BioQuarter, Central, Easter Bush, Western General, Clinical)
- Head of Research Culture, UoE
- Representative from the Researcher Development Team (Edinburgh Research Office) and the Concordat Implementation Group (CIG)
- Representative from the College Research Office
- Representative from the Dean of Postgraduate Research Office
- Representative from Research Staff Champion cohort