

University wide guidance for staff time allocation in relation to Faculty Ethics Committees

Research Ethics Subcommittee, November 2018

Appropriate governance of research and innovation activities is mandated by all research and higher education funders¹. It is also required by professional and learned societies. An important aspect of governance is review by research ethics committees. **It is University Policy that all research is given an ethics review so as to meet our obligations to OfS, UKRI and other funders, as well as for the University's insurance and indemnity policies to apply.**

Participation by staff in research ethics committees is an important and responsible academic role. The tasks expected from committee members are described in the role descriptors available on: <http://www2.port.ac.uk/intranet/Ethics/committeedocuments/>

Recommended workload allowances scaled to the amount of research conducted in each faculty are:

Faculty Ethics Committee Chairs:

0.2FTE at the minimum, negotiable with Dean depending on workload.

Other committee members:

Number of hours in workload allocation = $(H \times Q \times R)/N$

where:

H = 1.5 hours as the average time taken for an ethics review

Q = 3 reviewers required to give a quorate review

R = number of reviews that the faculty ethics committee conducts per calendar year

N = number of members on the faculty ethics committee

R and N can be determined by contacting the relevant faculty ethics committee administrator.

Example: In 2018 the Science Faculty reviewed 134 applications (R) and had 28 members (N) so the recommended 2019 workload would be $(1.5 \times 3 \times 134)/28 = 21.5$ hours.

¹ See the Universities UK Concordat to support research integrity: <http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2012/the-concordat-to-support-research-integrity.pdf>