

Appendix 15 - People, Culture and Environment Committee

Terms of reference

General

The R&I People, Culture and Environment Committee (PCEC) is responsible for overseeing aspects of research culture, training, and open research at the University of Surrey. The Committee aims to foster a culture of inclusive excellence in research, encompassing the behaviours, values, expectations and attitudes of our research communities. The Committee directs the development and implementation of programmes, procedures to embed a culture in the following areas (the list is not exhaustive):

- Open research
- Responsible metrics and research assessment practices
- Responsible innovation
- EDI in research and innovation
- Career development and support, including technical staff
- Concordats related to Research and Innovation, including for KE, career development, sustainability and PE.

Specific

1. Support the development of the research culture strategy and action plan.
2. Overseeing and evaluating a portfolio of research culture projects that will have University-wide impact, ensuring budgets and deadlines are met.
3. Capture and amplify research culture activities and impacts to ensure the culture strategy is effective and fit for purpose.
4. Policy creation, review and approval, as necessary, to account for developments in research culture within the UK higher education research sector, subject to appropriate consultation.
5. Oversee the development of systems, processes to facilitate, monitor and review on research culture activities.
6. Ensure strategies, action plans and where necessary, evaluation and reporting is in place for research and innovation related Concordats.
7. To ensure that research integrity, culture best practice and programmes are being effectively communicated to the academic research community.
8. To provide advice and guidance to the University Research and Innovation Committee (URIC) on material issues relating to research culture, environment or people.

Membership

Chair

Lead for Research Culture: People and Environment

Co-Chair

Co-lead, Research Culture

Ex-officio members

- Director, Research, Innovation and Impact
- Associate Dean, Research & Innovation (FABS)

- Associate Dean, Research & Innovation (FEPS)
- Associate Dean, Research & Innovation (FHMS)
- Chair of Open Research Working Group
- Dean of Doctoral College
- Research Excellence Manager

Nominated members

- Early-Career Researcher (ECR) representative
- Post-graduate Researcher (PGR) representative (nominated by the Students' Union)

Co-opted members

- EDI Representative
- Technician representative
- Impact representative

In attendance

Secretary to the Committee.

The Committee can co-opt internal members as required for specific purposes.

Period of appointment

Ex-officio members remain a member of the People, Culture and Environment Committee (PCEC) for the term of their appointment.

Nominated members shall serve an initial term of up to two years and shall be eligible for re-nomination for one further year. In any event, a maximum of three years in total may be served.

Co-opted members will only remain as members for as long as their participation is required.

Operation

Quoracy

The Committee will be considered quorate with a third of current members, to include the Chair and at least one ADRI. If the Committee is not quorate any decisions should be ratified at the next meeting or through email communication.

Frequency of meetings

Four meetings per academic year. Exceptional meetings may be held at the discretion of the Chair.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held. The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reports to

University Research and Innovation Committee (URIC)