

DEPARTMENT OF LIFE SCIENCES (DoLS)

POSTDOC COMMITTEE

TERMS OF REFERENCE

Name: DoLS Postdoc Committee

Re-established: 11 Jan 2016

Purpose:

- to engage with DoLS Postdocs and Early Career Research Fellows, support and encourage them to take advantage of the activities and development opportunities offered by the Department, and the College
- to represent the Postdocs/Early Career Research Fellows' 'voice' at Departmental Committees (EOC, Academic Staff Meeting, Research Strategy Committee, Health and Safety Committee and any relevant committees as identified)
- to report to the Equal Opportunities Committee (EOC) and the Postdoc Development Centre (PDC) on the impact of the activities
- to identify and provide a diverse programme of personal and professional development activities for all Postdocs/Early Career Research Fellows at the Department of Life Sciences at Imperial College London
- to implement the action points identified in the 2015 DoLS Athena SWAN Action Plan, and any further action plans thereafter
- to provide development opportunities for the members of the Postdoc Committee through rotation of duties
- to represent DoLS Postdocs/Early Career Research Fellows at the PDC termly meetings

Authority:

- members of the committee are responsible for agreeing the programme of activities to support all DoLS Postdocs and Early Career Research Fellows' personal and professional development needs as identified

Membership:

- Max of 10-12 members, representing the diverse Postdoc/Early Career Research Fellows' community at DoLS. Different research themes should be represented. Gender balance should reflect postdoc/early career research fellow composition and at least 2 members should be from Silwood Park
- Max term on the committee: 3 years
- A month's notice is required if a member is to leave the committee (to the Chair and the EOC)
- New members may be appointed by 2 routes:
 - o A general call will be put out for new members, and prospective candidates will be invited to submit a 1-2 paragraph statement of interest. The existing committee will then conduct an election to choose candidates and fill the vacancies

- If a potential candidate puts themselves forward, and the committee judges that there a) is space and b) this candidate would be a valuable addition to the committee, the committee may vote to appoint this candidate.
- Committee members are responsible for agreeing the rotation of duties to ensure all members have the opportunity to develop a wide range of skills whilst on the committee
- Committee members can volunteer to sit on the relevant departmental committees (EOC, Academic Staff Meeting, Research Strategy Committee, Health and Safety Committee and any relevant committees as identified). If an assigned committee member is not attending these committee meetings regularly the Chair and Co-Chair may ask them to excuse themselves and another committee member may take that place.
- Members of the committee to choose a Chair and Co-chair. Every January, the position of Chair and Co-chair will be re-opened for nominations from the existing committee.
- Members may be removed from the committee by 2 routes:
 - If a member of the committee fails to attend 2 consecutive meetings (without reasonable explanation), the committee to make a decision whether this member should be replaced.
 - If the Chair and Co-chair agree that a member is not contributing as expected, they may seek opinions from all committee members. A two-thirds majority decision is required to remove a committee member.

Meeting Arrangements:

- Meetings to be held at least quarterly, at the call of the committee Chair. At least one meeting per annum to be held at Silwood Park
- In addition to standing items on the Agenda, committee members to suggest additional items for each meeting via the Chair as necessary
- Minutes of meetings: to be recorded, and distributed by a dedicated committee member (rotating responsibility) not later than two weeks after the meeting date following the approval by the committee. Minutes to be circulated to the EOC and published on DoLS Website

Accountability:

- committee reports to the EOC

Resources & Budget:

- DoLS will provide support in arranging/booking rooms/equipment/hospitality for meetings/activities

Review:

- annual report on the impact and activities of the committee to be submitted to the EOC (spring term meeting), starting from Spring 2017