



# MASSEY UNIVERSITY

## HUMAN ETHICS CHAIRS' COMMITTEE

### TERMS OF REFERENCE

#### **1.0 Statement of Intent and Purpose**

##### **1.1 University Strategy**

The University's teaching and learning strategy is to provide an exceptional, distinctive and high quality learning experience for all students. Effective engagement of the University community in academic decision-making is an integral part of this strategy.

To provide effective engagement of the University's research community in academic decision-making the role and function of the Human Ethics Chairs' Committee is to provide assurance to Academic Board that the Code of Ethical Conduct for Research, Teaching and Evaluations Involving Human Participants effectively supports the University's obligation to (i) maintain the highest ethical standards and (ii) permit public scrutiny of those standards, pursuant to Section 161(3)a of the Education Act 1989.

##### **1.2 Legislative Authority**

Academic Board is a Board established pursuant to Section 182(2) of the Education Act 1989. The Academic Board may convene sub-committees to undertake specific duties on behalf of the Board. For the avoidance of doubt, all sub-committees constituted by the Academic Board are hereby deemed to be Committees of Council appointed pursuant to Section 193 of the Education Act 1989. All delegations by the Academic Board to its sub-committees are hereby deemed to be delegations by Council to its Committees. Those sub-committees may further delegate to staff.

##### **1.3 Specific Delegations**

Council delegates the following powers to the Academic Board Committee, Human Ethics Chairs' Committee:

- 1.3.1 To advise the Academic Board of any matters brought to the attention of the Committee concerning the responsible conduct of research;
- 1.3.2 To consult with the University community on the Code of Ethical Conduct for Research, Teaching and Evaluations involving Human Participants and recommend changes as necessary;

- 1.3.3 To determine issues which need to be addressed in educational programmes for staff and students;
- 1.3.4 To ensure that appropriate education is provided for all Committee Members;
- 1.3.5 To ensure that each of the Human Ethics Committees operates in an equivalent manner;
- 1.3.6 To review and audit the procedures of the Human Ethics Committees;
- 1.3.7 To review complaints about the performance or the decision-making processes of the Human Ethics Committees;
- 1.3.8 To monitor the Terms of Reference of the Human Ethics Committees, including the Procedures for Nomination and Selection of Academic Members, Procedures for Nomination and Selection of Community Members, Human Ethics Committees Membership Declaration, Human Ethics Committees Reconsideration Procedures, Human Ethics Committees Complaints Procedures, Human Ethics Committees Guidelines for Annual Report, and recommend changes as necessary;
- 1.3.9 To monitor the Human Ethics website and Application/Notification documentation and make changes as necessary;
- 1.3.10 To report to the Health Research Council on behalf of all Human Ethics Committees.

## **2.0 Membership**

The membership of the Human Ethics Chairs' Committee shall be comprised as follows:

Director, Research Ethics	1
Chairperson, Human Ethics Committee: Northern	1
Chairperson, Human Ethics Committee: Southern A	1
Chairperson, Human Ethics Committee: Southern B	1
 Total Membership	 4

All members have been appointed by the Vice-Chancellor to their respective positions.

## **3.0 Chair of Human Ethics Chairs' Committee**

The Chair of the Human Ethics Chairs' Committee shall be the Director, Research Ethics.

#### **4.0 Sub-Committees of Human Ethics Chairs' Committee**

The following committees are sub-committees of the Human Ethics Chairs' Committee:

- Massey University Human Ethics Committee: Northern
- Massey University Human Ethics Committee: Southern A
- Massey University Human Ethics Committee: Southern B

#### **5.0 Meetings and other Protocols**

Meetings shall be held at least twice per year.

#### **6.0 Reporting to Academic Board**

The Human Ethics Chairs' Committee shall report annually to Academic Board.