

DEPARTMENT OF LIFE SCIENCES (DoLS) POSTDOC COMMITTEE (PDC) TERMS OF REFERENCE

Name: DoLS Postdoc Committee

Re-established: 6th March 2024

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, Faculty, and College.
- To represent the Postdocs/Early Career Research Fellows' 'voice' at Departmental Committees:
 - Equality, Diversity & Inclusion
 - Health & Safety
 - Research Strategy & Fellowships
 - Space, Infrastructure & Facilities
 - Postdoc & Fellows Development Centre
 - FoNS Reps Network
- To report to the Postdoc and Fellows Development Centre ([PFDC](#)) on the activities that have been organised by or with the help of the Committee.
- 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.
- Provide development opportunities for the members of the Postdoc Committee through rotation of duties.

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:

- Committee membership should aim to represent the diverse Postdoc/Early Career Research Fellows' community at DoLS, working alongside the [DoLS EDI committee](#). Whenever possible, different research themes should be represented.
- Positions in the Committee: Chair, co-chair and members.
- Maximum term chairing the committee: 2 years.
- A month's notice is required if a member is to leave the Committee (to the Chair).
- The process for appointing new members will involve putting out a general call for new members in the DoLS postdoc community. Prospective candidates will then be invited to sit in on a committee meeting as a guest before discussing and deciding if they are willing to join. The existing committee will have the final word about accepting the candidate as a new member, which will be voted on if there is no consensus about the decision.
- 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. The postdoc committee will endeavour to have at least one member attend the relevant departmental committees to ensure the DoLS postdoc community will be represented.
- Members of the committee will choose a Chair. Every January, the position of Chair will be re-opened for nominations from the existing committee.

- When a member leaves their responsibilities should be redistributed to existing members.
- Committee membership will be discussed with members if committee engagement is not maintained, and consecutive meetings are not attended without apologies.

Meeting Arrangements:

- Meetings to be held at least quarterly, at the call of the committee Chair.
- In addition to standing items on the agenda, committee members will suggest additional items for each meeting via the Chair as necessary. Any outstanding items proposed by the DoLS postdoc community will also be added to the agenda.
- 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 published on [DoLS Postdoc committee Website](#).

Accountability:

- Committee reports to the PFDC.
- DoLS [postdoc champion](#).

Resources & Budget:

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

Review:

Terms of reference will be reviewed annually.