

Scott Polar Research Institute

Senior Staff Committee

TERMS OF REFERENCE

1. This committee advises the Director on all aspects of the activity of the SPRI and its strategic development.
2. The members shall be:
 - a) Director of SPRI (Chair)
 - b) Administrator of SPRI
 - c) All other Senior Academic Staff of the SPRI
 - d) Librarian
 - e) Museum Curator
3. The Senior Academic Staff of the SPRI receive the minutes of the Senior Management Group (SMG) and Library Active and Museum (LAM) Collections Management Committee meetings and may discuss any issues that arise.
4. Meetings of the SPRI Senior Academic Staff Committee shall normally be held at least once in each of the three terms of the academic year.
5. In the absence of the Director on sabbatical leave or for other periods exceeding one month, the committee will be chaired by the Other Senior Academic on the SMG (who will also become Acting Director for these periods).
6. Minutes of SSC meetings should be provided to the Institute's Committee of Management.

Date of last revision: 18.5.15