

Appendix 8 - University Research and Innovation Committee

Terms of reference

General

The Research & Innovation Committee has oversight of research & innovation strategies and policies and reviews and advises on the University's performance against its research & innovation aims and objectives. The Committee considers external and internal factors that will enhance or limit the University's ability to deliver high quality and impactful research & innovation.

Specific

1. To review and advise on strategies and policies supporting the delivery of high quality and impactful research & innovation, in alignment with the overall University Corporate Strategy as endorsed by the Executive Board.
2. To review research & innovation performance against the aims and objectives of the Research & Innovation Strategic Plan and advise on strategies and policies for its improvement.
3. To review and advise on the University's performance in the Research Excellence Framework (REF), Knowledge Excellence Framework (KEF), or similar national or international assessment and ranking exercises.
4. To review and advise on external trends and influences on research & innovation.
5. To review and advise on the engagement of the University's research & innovation with key stakeholders, such as major funders, collaborators, companies and benefactors.
6. To review and advise on the generation and exploitation of Intellectual Property and Technology Transfer in general, on Knowledge Transfer and Enterprise and on other activities relating to innovation.
7. To consider and advise on the University's research & innovation support mechanisms and resources to ensure their effectiveness, including but not limited to the Doctoral College, Research & Innovation Services, Research Finance, and the Surrey Research Park.
8. To establish, as required, sub-committees, fora and task-and-finish groups to conduct particular areas of business within the remit of the Committee and to receive regular reports on these activities.

Membership

Chair

Pro-Vice-Chancellor, Research & Innovation

Ex-officio members

- Associate Dean, Research & Innovation, FASS
- Associate Dean, Research & Innovation, FEPS
- Associate Dean, Research & Innovation, FHMS
- Academic Registrar
- Dean International

- Chair of University Ethics Committee
- Chair of Research Integrity & Governance Committee [vacant]
- Interim Chair of Research Integrity & Governance Committee: Pro-Vice-Chancellor, Executive Dean (FASS)
- Director of Doctoral College
- Director, Innovation Strategy (Incubation & Enterprise)
- Director, Innovation Strategy (Tech Transfer & Industry Partnerships)
- Director of Surrey Institute for People-Centred Artificial Intelligence
- Director of Institute for Sustainability
- Director of Research and Innovation Services
- Director of Research Strategy
- Director of Surrey Research Park
- Head of Research Finance
- Head of Academic Performance
- Academic Lead for National Physical Laboratory
- Academic Lead for Research Culture and Integrity
- Director of Library and Learning Services
- VP Voice, Students' Union

Nominated members

One postgraduate research student representative, nominated by the Students' Union

One representative of Surrey Early Career Researchers, nominated by the Doctoral College

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 University Research & Innovation Committee for the term of their appointments.

Nominated members shall serve an initial term of up to two years and shall be eligible for re-election for one further year. In any event, a maximum of three years in total may be served. Appointments for student representatives may vary based on the terms of selection for representative positions.

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

Operation

Quoracy

The quorum for the Research & Innovation Committee shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

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
Senate

Sub-structure
Doctoral College Board
Research Integrity and Governance Committee