

**Terms of Reference and Membership for the University Research & Innovation Committee
Reviewed and Approved @ Senate: October 2022**

MEMBERS

Ex-officio members:

Chair: Pro-Vice-Chancellor, Research & Innovation [vacant]

Interim Chair: Pro-Vice-Chancellor, Executive Dean (FHMS)

Associate Dean, Research & Innovation (FASS)

Associate Dean, Research & Innovation (FEPS)

Associate Dean, Research & Innovation (FHMS)

Director of Surrey Institute for People-Centred Artificial Intelligence

Director of Institute for Sustainability

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, Research & Innovation Services

Director, 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

Academic Registrar

VP Voice of the Students' Union

Nominated members:

One PGR 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.

TERMS OF APPOINTMENT

Ex-officio members remain a member for the term of their appointment.

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.

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

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 Strategy and advise on strategies, actions 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 and Innovation Services, Research Strategy, Innovation Strategy, 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.

PROCEDURES

Quorum

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.

Reporting Arrangements

URIC reports to each meeting of Senate and provides an annual report to Senate.

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 all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% 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.