

Senate

Minutes of a meeting held on Thursday 27th April 2023

1330 to 1615 hrs, Oak 1 and Oak 2

Oak Suite Complex

Ex-officio members:

President & Vice-Chancellor
 Chair: Provost & Senior Vice-President
 Pro-Vice-Chancellor, Academic
 Pro-Vice-Chancellor, Research & Innovation
 Pro-Vice-Chancellor, Executive Dean (FASS)
 Pro-Vice-Chancellor, Executive Dean (FEPS)
 Pro-Vice-Chancellor, Executive Dean (FHMS)
 Vice-President, External Engagement
 Associate Dean, Education (FASS)
 Associate Dean, Education (FEPS)
 Associate Dean, Education (FHMS)
 Associate Dean, Research & Innovation (FASS)
 Associate Dean, Research & Innovation (FEPS)
 Associate Dean, Research & Innovation (FHMS)
 Dean International
 Chief Student Officer
 Academic Registrar
 Director of Surrey Institute of Education
 Director of Library & Learning Support Services
 Director of Research & Innovation Services
 Director of Research Strategy
 Director of Innovation Strategy (IP, Industry & Impact)
 Dean of the Doctoral College
 President of the Students' Union
 VP Voice of the Students' Union

Professor Max Lu
 Professor Tim Dunne
 Professor Osama Khan
 [vacant]
 Professor Annika Bautz
 Professor Bob Nichol *
 Professor Paul Townsend
 Mr Patrick Degg
 Professor Emma Mayhew
 Professor Esat Alpay
 Professor Rhys Jones
 Professor Rachel Brooks
 Professor Jin Xuan
 Professor Dan Horton
 Professor Amelia Hadfield *
 Ms Kerry Matthews *
 Ms Marie Sheehan (Interim)
 Professor Naomi Winstone *
 Mr Paul Johnson
 Mrs Gill Fairbairn (Interim)
 [vacant]
 Dr Will Lovegrove
 Dr Allan Kilner-Johnson (Interim)
 Ms Diana Dakik
 Ms Megan Simmons

Nominated members:

FASS	FEPS	FHMS
Dr Joshua Andresen	Dr Lewis Baker	Dr Charo Hodgkins
Professor Karen Bullock	Professor Tom Bridges	Dr Surinder Soond *
Dr Bora Kim	Professor Philip Jackson	Dr Dynatra Subasinghe
Professor Anna McNamara	Dr Tan Sui	Mrs Claire Tarrant

In Attendance

Mrs Beth Herbert (EH), Secretary
 Mr Daniel Tinkler, Advance HE Consultant
 Mrs Sarah Leggett, HR Business Partner
 Mr Will Davies, Chief People Officer (for items 2.5 and 3.1)
 Mrs Fernanda Haswell-Martin, OAA Executive Programme Manager (for items 2.5 and 3.1)

* indicates member not present

1. Introductory Items

1.1 Welcome / Apologies for Absence

.1 The Chair welcomed everyone to the third meeting of Senate for the current academic year. The Chair further welcomed new ex-officio members Annika Bautz. The Chair also acknowledged that we have two observers in attendance; Dan Tinkler (the Advance HE Consultant who is a co-lead on the Senate Effectiveness Review) and Sarah Leggett.

- .2 Apologies were received from Amelia Hadfield, Kerry Matthews, Bob Nichol, Surinder Soond and Naomi Winstone.

1.2 Approval of minutes of meeting on 17th January 2023.

- .1 The minutes of the Senate meeting held on 17th January 2023 were approved as a true and accurate record of the meeting.

1.3 Vice-Chancellor's Report to Senate

RECEIVED PAPER 22/SEN/28

- .1 In addition to the above paper, which was taken as read, the Vice-Chancellor made the following comments and observations:
- The University recently hosted a delegation led by the Rt Hon Greg Clark MP, Chair of the Science, Innovation and Technology Select Committee. The visit highlighted practical applications of AI and research that is shaping the future development of 5G and 6G technology.
 - In early March, the Prime Minister and Technology Secretary announced the Government's Science & Technology Framework which aims to support five technologies, all of which resonate well with Surrey's research strengths.
 - Although there is limited new funding, the Government will continue to provide 2.4% of GDP funding for research and development, aiming to reach £20 billion by 2024/2025. As part of a pioneering white paper, £11 million over 5 years has been allocated for international collaboration.
 - The UK and India signed a landmark agreement on science, research and innovation at the UK-India Science & Innovation Council in Parliament, launching a raft of joint research programmes. The University is due to host a visit by Dr Jitendra Singh, India's Minister of State of the Ministry of Science & Technology and of the Ministry of Earth Sciences.
 - We have commenced work on our future strategy, recognising that in 2041, the University will celebrate its 150th anniversary. Consultation groups have been formed and staff will be asked to get involved in shaping the future.
 - The National Student Survey closes on Saturday 29th April. With just under a week to run, our overall response rate is 78.6% (compared to 79.6% at the same point last year).
 - The Telegraph recently published an article, "*Criticising China's Covid lockdowns is 'microaggression', university tells staff.*" The article references mandatory online EDI training for staff and proposed changes to the academic appraisal process at Surrey. The VC emphasised that the University is committed to academic freedom and freedom of speech as a fundamental principle embedded in our University Statutes which we need to safeguard. To ensure we are compliant with the pending Higher Education Act, the University is reviewing its policies, procedures, and training materials, to ensure academic freedom is protected while also balancing other competing values including social cohesion.

1.4 Chair's Action/Business

RECEIVED PAPER 22/SEN/29

- .1 Senate RATIFIED the decision taken electronically with respect to proposed changes to *Promotion Process for Academic and Research Staff* for 2023.
- .2 Following approval by the Chair of UEC, Chair's Action had been taken on 3rd April 2023 to change the Declaration of Originality in regulation 13 of the B2 Regulations for Academic Integrity by including a reference to the "deep learning/artificial intelligence tool" with immediate effect for all current students. A position statement: AI in Education (31st March 2023) was also approved.

2. Item for Approval

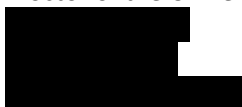
[Change to published agenda order]

2.4 Nominations for Honorary Degree

RECEIVED PAPER 22/SEN/33

- .1 Following rigorous discussion at the Honorary Degrees Committee last month, the Committee recommended the following nominations for conferment of honorary degrees at ceremonies during 2024 or subsequently:

For Doctor of the University



- .2 It was noted that all nominations received in the current round were stellar, and those proposed represented distinguished leadership and diversity.
- .3 Senate ENDORSED and RECOMMENDED the three nominations to Council for approval.
- .4 Senate was reminded that these nominations were strictly confidential as the candidates were not aware they were being nominated and due process needs to be followed.

3. Matter for Discussion

3.3 Academic Freedom (AF) and Freedom of Expression (FoE)

RECEIVED PAPER 22/SEN/36

- .1 The Chair introduced the paper and gave a presentation, "*Academic Freedom and Freedom of Expression*" which started by defining Academic Freedom (Section 14 of the Higher Education and Research Act 2017) and Freedom of Expression (Article 10 of the European Convention on Human Rights). The HE sector's commitment to academic freedom is being called out by the UK Government and undermined by so called cancel culture. Under the terms of the "HE (Freedom of Speech) Bill", the Government is wanting universities to take their responsibility to protect academic freedom more seriously by including a new ("independent") Director of Freedom of Speech, requiring the Office for Students (OfS) to report on AF and FoE, making registration of HE providers dependent on Freedom of Speech protections and extending legal duties to the Students' Union.
- .2 In terms of its responsibility to protect academic freedom so that the University is in full compliance with the new legislation, the following is suggested:
- Potential change to the Surrey Charter and Statutes (for Council approval).
 - Position statement setting out the principles the University is seeking to uphold.
 - New Code of Practice with stronger defence of the University's duty to protect AF and FoE.
 - Establish Senate Sub-Committee on Academic Freedom and Freedom of Expression (AFFE) which would be advisory to the Vice-Chancellor.
 - Schedule an Extraordinary meeting of Senate to consider draft Position Statement and Sub-Committee Membership/ToR (to include student representation).
- .3 The Chair invited comments, and the following observations were made:
- Can we do more to signpost the different/varying stages and activities we engage in? Our regulator, the Office for Students, imposes on us obligations around access, participation, attainment and EDI.

- How can we protect our reputation? Although the Vice-Chancellor is ultimately responsible as the Accountable Officer, recommendations are made to Council for discussion and approval.
- The PVCA sits on the National Forum for Prevent Duty and is Chair of Advance HE’s EDI Strategic Advisory Group. As potential events with external speakers could be considered as controversial, the Head of Security has taken responsibility for compliance. In the future, the Vice-Chancellor has requested that the Provost becomes the champion of the ethos of academic freedom and the “owner” of relevant procedures/guidelines. Consultation and approval will be sought at the appropriate committee and decision-making body.

2. Items for Approval

2.5 OAA: Proposed Changes to the Professional Development Review (PDR) Form/Process RECEIVED PAPER 22/SEN/34

- .1 The Chair introduced the OAA Executive Programme Manager (OAA EPM), Fernanda Haswell-Martin, and the Pro-Vice-Chancellor, Executive Dean (FHMS), Paul Townsend; they gave a presentation, *“Optimising Academic Achievement Workstream, Professional Development Review Forms with Criteria for Academic Performance (CfAP) Proposal”*. Members were reminded of key updates, the approach undertaken and workstream progress/activities. Work from the Task & Finish Group 2 (Academic Appraisal) recommended moving away from the old academic appraisal form and replacing it with a revised document under the new title of “Professional Development Review (PDR)”. Proposed changes for 2023 include the creation of a “transition” form with evaluation of the 2022 goals using previous criteria; integration of the proposed CfAP for goal setting, focussing on professional development and reflection. Proposed changes for 2024 include using the CfAP for evaluation and goal setting, integrating performance data consistent with the responsible use of metrics and improving the software and systems to facilitate a better staff experience.
- .2 The Chair summarised the extensive feedback that had been received; broadly falling into three areas of concern: (i) that the CfAP did not adequately capture their academic pathway with the expectation that staff needed to achieve in all domains irrespective of their job family (ii) reducing the rating scale from 5 in 2023 to 4 in 2024, and (iii) concerns raised in a lengthy feedback document co-signed by 13 legal academics.
- .3 In response to (i), the Chair noted that there was some confusion in the feedback. It was noted that staff are in one of three pathways, and that the framework represents the University’s expectations of academic staff against three domains (Research, Innovation & Impact; Education & Student Experience; Citizenship, Values & Service), informed by workload allocation. The academic pathway serves to denote the area(s) of principal contribution although it is recognised that the patterns of activity vary widely across domains, disciplines and level of appointment.
- .4 With respect to (ii), the Chief People Officer (CPO) reminded members that the purpose of the PDR is to provide a formal check-in point to enable supportive and development conversations with staff. It is an opportunity to reflect on the past year and plan ahead for the future year in terms of performance and career development. The T&F Group felt that by simplifying the ratings approach, more productive time could be spent on the latter conversation. Thus, it was proposed to merge the top two categories for the 2024 round but maintain the current five ratings for the 2023 round:

2023 Round	2024 Round
Exceptional contributor	High performer
Exceeds expectations	
Successful in meeting expectations	Key performer
Requires some improvement in meeting expectations	Requires support to close gaps in performance and objectives

Requires significant improvement in meeting expectations	Unsatisfactory
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In response to the observation that over/exceptional performance is important and should be recognised, the CPO noted that we have other opportunities to award/recognise high performing staff and that the appraiser's text comments can highlight achievements. The CPO also stated that where a Domain has been rated as "requires support", an action plan to close the gap should be shared with the Head of School to consider workload allocation and support regular check-ins.

- .5 In response to (iii), School of Law colleagues expressed concerns to the new moral language in the proposed CfAP, requiring line managers to grade academics on their efforts to achieve "fairer outcomes", on "inclusive educational practice" and on whether they "actively champion initiatives to promote diversity and fairness in our community" (among other things). It is their view that the incorporation of these moral words creates a legal and institutional risk for the University. [These specifically relate to the Domains of Education & Student Experience and Citizenship, Values & Service.]
- .6 The Chair invited comments, and the following observations were made:
- It was reported that more colleagues from the School of Law had signed the letter.
 - One Senator felt that a heightened potential risk in relation to the Equality Act did exist.
 - As part of our regulatory requirement with the OfS, we have a moral obligation for equality of opportunity.
 - Would a set of moral expectations give rise to staff changing behaviours? By prescribing behaviours, is this a direct conflict with Academic Freedom?
 - Could we replace words? E.g. "fairness" with "equality of opportunity"?; "aligned" with "exemplified"? "Support/deliver initiatives" with "Aims to support/deliver initiatives".
 - We can provide guidance, a culture and a set of tools to have good conversations but we don't police those discussions.
 - We are used to having difficult conversations without limiting Academic Freedom.
 - Academic Freedom is a fundamental principle embedded in our Statutes. However, what comes with Academic Freedom is that communities need a rules based framework upon which to work. We need to balance risks and the proposed new Senate Sub-Committee will be tasked with ensuring that Academic Freedom and Freedom of Expression are protected.
- .7 In response to the above comments, the Chair presented suggested deletions to the Domain criteria as suggested by legal colleagues in their feedback. It was noted that these deletions diminish the expectations on colleagues to meet established norms in relation to diversity and inclusion. As an alternative to the deletions, the Chair then presented an updated Appendix 4 (*updated Guidance on the Use of the Criteria for Academic Performance*) which contained changes highlighted in blue. These changes address the issue of "fairer outcomes" and "inclusive education practice" (to enable the University to meet its regulatory OfS requirements), "decision" around goal setting, performance ratings and promotions (noting these have to be informed by the principles of "fairness" and "Academic Freedom" as set out in Article 15 of our Charter and Article 8 of our Statutes, respectively), and the right to refer issues relating to Academic Freedom to the proposed new Senate Sub-Committee on AFFE. The Chair concluded the discussion by reading a statement from the University Secretary and General Counsel who had proposed amendments to the CfAP. The Chair confirmed that said amendments had been included in the updated Appendix 4 he had just presented.
- .8 Following the conclusion of the discussion, a formal vote followed. Senate APPROVED the 2023 PDR form/process including the use of the CfAP (and modified guidelines) to inform goal setting (24 in favour, 4 against and 2 abstentions). Senate further APPROVED the 2024 PDR form where the CfAP will inform goal setting and performance evaluation (21 in favour, 6 against and 3 abstentions).

- .9 The Chair thanked all members for their detailed scrutiny and participation in this lengthy discussion; he also acknowledged the positive level of engagement that staff had shown – from many parts of the University – during the consultation. He added that we will now work to provide training/ support to appraisers such that we have consistency across the University; our over-arching purpose of the changes is to enrich the appraisal experience.

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2.1 Proposed amendment to A2 Regulations for Research Degrees

RECEIVED PAPER 22/SEN/30

- .1 The interim Dean of the Doctoral College presented the paper, noting that the amendment to paragraph 63 of the A2 regulations replaces “loss of contact” with “loss of engagement”, in line with A1 regulations, and provides examples of loss of engagement as well as what is required to avoid termination under this paragraph.
- .2 Senate APPROVED the amendment to paragraph 63 of the A2 Regulations for Research Degrees.

2.2 Proposal to approve exemptions to the regulations for BMBS Graduate Entry Medicine degree at the University of Surrey

RECEIVED PAPER 22/SEN/31

- .1 The Pro-Vice-Chancellor, Academic, presented the paper, noting that the University was developing a four-year BMBS Graduate Entry Medicine (GEM) degree at Surrey. In developing the programme, the University had partnered with the University of Exeter who would act as a contingency partner during the 5 year General Medical Council (GMC) accreditation process. In order to deliver the regulatory requirements of the programme, a number of exemptions to the regulations are required to permit full University validation and GMC accreditation, thus delivering a successful GEM programme. The proposed exemptions (with rationale) are based on the GMC requirements, our contingency partner Exeter, and best practice as followed by medical schools across the UK. The proposed exemptions had been considered and endorsed at UEC at its March 2023 meeting.
- .2 Senate APPROVED the proposed exemptions for the BMBS Graduate Entry Medicine degree as presented in the paper.

2.3 New Global Graduate Award (GGA) in Entrepreneurship

RECEIVED PAPER 22/SEN/32

- .1 The Pro-Vice-Chancellor, Academic, presented the paper, noting that the proposed new GGA in Entrepreneurship would help students to enhance their future career opportunities and also enrich their university experience. The proposal was mapped into a standard 15-credit module size and funding was available from the Student Enterprise for the first year. The proposal had been considered and endorsed at UEC at its March meeting.
- .2 Senate APPROVED the proposed new Global Graduate Award (GGA) in Entrepreneurship, to launch in September 2023.

3. Matters for Discussion

3.1 Surrey Online University Learning (SOUL)

RECEIVED PAPER 22/SEN/35

- .1 Due to time constraints, this item was deferred to a future meeting.

3.2 Research & Innovation: Current State of Play

- .1 The Chair introduced the HR Business Partner (HRBP), Sarah Leggett, who gave a presentation with the Interim Director of RIS, *R&I Research Support and Phase 2 Update*. It was reported that Phase 1 commenced in February 2022 with the formation of Faculty Research & Innovation Offices (FRIO) which had solid reporting lines into the R&I Directorate and some co-location in local offices. Following senior R&I leadership changes in September 2022, there was a rebalancing of resources to the FRIOs with solid reporting lines into Faculty leadership and priorities set according to local needs. The University was pleased with how the FRIOs were performing relative to the University-wide goals for R&I.
- .2 The Phase 2 review covers all functions of the R&I portfolio – Doctoral College, R&I Services, Innovation Strategy, Research Strategy and Post-Award Finance (recognising that there are many interdependencies with other parts of the University). There are three parts to the review: organisation design, process review and technology implementation. Through organisation design, we want to deliver an agile function that is capable, effective, connected and benchmarked externally for quality and value; we will update R&I processes to be simple, compliant, seamless and aligned to our strategic research needs; we will implement technology through integrated systems providing accessible data/information (e.g. Worktribe, Infonetica). In addition to focus groups, we are obtaining benchmarking data to help us understand how other HEIs organise themselves and where they chose to invest their budgets. Information will be shared with an Independent Review Panel who will formulate recommendations for our Executive Board to consider; the aim being to become sector-leading in our support for academic research and innovation, focussing on the right priorities with the right capabilities and with an enabling culture that strives for excellence.
- .3 The Chair invited comments, and the following observations were made:
 - It was reported that we were continuing the search with Saxton Bampfylde for a Pro-Vice-Chancellor, Research & Innovation, with interviews being held next month.
 - Thanks were expressed to the HRBP and the Interim Director of RIS for their efforts in leading Phase 2; their engagement with the academic community was greatly appreciated.

4. Items to Note

4.1 Employability & Careers Annual Report 2021/2022

RECEIVED PAPER 22/SEN/37

- .1 Senate NOTED the annual report.

4.2 Education & Student Experience Report to Senate

RECEIVED PAPER 22/SEN/38

- .1 Senate NOTED the report.

4.3 Research & Innovation Report to Senate

RECEIVED PAPER 22/SEN/39

- .1 Senate NOTED the report.

4.4 Senate Sub-committee Minutes

4.4.1 University Education Committee Minutes, 28th March 2023

RECEIVED PAPER 22/SEN/40

- .1 Senate NOTED the unconfirmed minutes.

4.4.2 University Research and Innovation Committee Minutes, 14th March 2023
RECEIVED PAPER 22/SEN/41

.1 Senate NOTED the unconfirmed minutes.

5. Closing Items

5.1 Any Other Business

.1 The Chair thanked members for their contributions to the discussions. He further thanked Dan Tinkler for observing the meeting.

5.2 Date of next Senate meetings

22nd May 2023, 1300 to 1430 hrs - Extraordinary meeting
28th June 2023, 1330 to 1630 hrs

/eh