

Appendix 13 – 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 internal research and innovation performance, monitoring, and evaluating international league table strategies in relation to the Research and Innovation portfolio.
4. To review and advise on international research partnerships and funding.
5. 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.
6. To review and advise on external trends and influences on research & innovation.
7. To review and advise on the engagement of the University's research & innovation with key stakeholders, such as major funders, collaborators, companies and benefactors.
8. To review and advise on proposals and recommendations to support or enhance research culture and environment, ensuring that training, career development, research integrity and open research objectives are set and delivered.
9. To review and advise on the impact agenda, reflecting on external trends and internal support for all aspects of impact generation and evaluation, including influencing policy and practice, public engagement, and commercialisation.
10. To have strategic oversight of research related block funding, including Higher Education Innovation Fund (HEIF), Quality-related (QR) funding supplements.
11. 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.
12. 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 and Impact, Innovation Strategy, Research Finance, and the Surrey Research Park.

13. 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, FABSS
- Associate Dean, Research & Innovation, FEPS
- Associate Dean, Research & Innovation, FHMS
- Associate Vice-President External Engagement
- Chair of University Ethics Committee
- Director of Doctoral College
- Director of Research, Innovation and Impact
- Director of Innovation District
- Director of Innovate Surrey Ltd. (ISL)
- Head of Corporate and Research Finance
- Director of Library and Learning Services
- Academic Lead, People Culture and Environment
- Academic Lead, Research Integrity & Governance
- 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
- Three academic representatives nominated from the pool of Faculty Academic Senators in the first instance¹

Co-opted members

- Director of Surrey Institute for People-Centred Artificial Intelligence
- Director of Institute for Sustainability
- ECR Academic Lead

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.

¹ if all three posts are not filled by this route the Chair of Senate will liaise with the Executive Dean(s) of Faculty for nomination from the wider academic community

The term for nominated Senators is two years or the period the person holds their representative role on Senate, whichever is shorter. They are eligible for re-election if they are elected to undertake a second term on Senate. 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.

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