

# **Mathematics Research Committee**

## **Terms of Reference 2018/19**

*As at 2<sup>nd</sup> October 2018*

### **Purpose of group**

- To plan and develop the Department's Research strategy.
- To discuss issues arising from new policies from the University and from the Research Excellence Framework and to develop plans and responses accordingly.

### **Membership**

- Head of Department
- Chair of Research Committee
- Deputy Chair of Research Committee
- Research Group Coordinators
- REF Coordinators
- Doctoral study coordinator
- Professors
- The names of members for 2018/19 are included in Appendix 1

### **Accountability**

- Individual members are responsible for reporting to the group on activities within their area of responsibility and relevant to the committee's purpose.
- The Chair of the Research Committee is responsible for carrying information from this committee to the Department meeting and then to the School Research Committee.

### **Review**

- The terms of reference are to be reviewed annually by the Head of School, Head of Department, Director of Research and Knowledge Exchange and Chair of the Research Committee.

### **Working methods**

- The group normally meets once in each teaching term.
- Meetings are to be chaired by the Chair of the Research Committee or by the Deputy Chair in case of absence of the Chair.
- The Chair of the Research Committee will circulate an agenda and relevant papers in advance of the meeting.

- Other members are permanently invited based on a list in Appendix 2.
- Meetings are open to all members of the Department who wish to participate.
- Recommendations from the committee will be taken to the Department meeting for information or further discussion as appropriate.

### **Agenda of meetings**

- Procedural matters: apologies, to note terms of reference, approval of minutes, matters arising
- Matters for discussion: Research strategy, new policies, REF.
- Matters for information: actions taken; forthcoming issues.
- To note reports sent by e-mail from absent members.
- Any other business.

### **Sharing of information and resources**

- Documentation will normally be saved in Sussex Direct with access to members and invitees only.
- Minutes to be circulated by e-mail, normally within one week. These will then be circulated to the wider Department through email if required.
- It is not anticipated that confidential material will be presented or discussed at the meetings. No confidential material is to be included in Minutes.

### **Appendix 1: Composition of the Research Committee**

- Chair: Prof. Enrico Scalas (also REF Output and Coordinator of Probability and Statistics)
- Deputy chair: Dr. Masoumeh Dashti (also REF Environment)
- Head of Department: Prof Michael Melgaard (also Coordinator of Mathematical Physics Group).
- Coordinator of Analysis and PDE: Dr Miro Chlebik
- Coordinator of Mathematical Biology: Dr Yuliya Kyrychko
- Coordinator of Numerical Analysis: Prof Vanessa Styles
- REF Impact: Prof Istvan Kiss
- Sub-Director of Doctoral Studies: Dr. Vladislav Vysotskiy

### **Appendix 2: List of permanently invited members (without voting rights)**

- Outreach coordinator: Dr Max Jensen
- Director of Research & Knowledge Exchange: Prof Seb Oliver
- IT coordinator: Dr Chandrasekhar Venkataraman

### **Secretary/Support**

- MPS Research & Enterprise Coordinator, Mr Richard Chambers