

**Strategy Development Group**

Group Terms of Reference

**1. Purpose**

The role of the Strategy Development Group is to provide leadership, input and oversight for the development of a new strategic plan for University of Galway.

**2. Functions**

* Work with the President on the development of a strategy for the University beyond 2025
* Provide a venue for information sharing and providing input on strategic objectives
* Lead on specific tasks in the strategic planning process, including data gathering, consultation with internal and external stakeholders, seeking submissions from targeted groups, and cascading information to your Colleges/Institutes/Units
* Oversee the production of a strategic plan document at the end of the strategic planning process
* Liaise with the Standing and Strategic Planning Committee of Údarás na hOllscoile
* Produce phased reports on the strategic planning process for the University Management Team, Academic Council, Heads of Schools/Functions Forum, and Údarás na hOllscoile

**3. Term**

This Terms of Reference is effective from 1 January 2024 and continues until the publication of the University’s strategic plan.

Note: members may continue to play a role in overseeing the implementation process thereafter.

**4. Membership**

The Strategy Development Group comprises nominees from the University Management Team, as follows:

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| **Nominee** | **Representing**  |
| Adrian Burke | Bursar's Office |
| Dr Beatrice Heneghan | Chief Operating Officer |
| Professor Brian Hughes | College of Arts, Social Sciences & Celtic Studies |
| Professor Jonathan Levie | College of Business, Public Policy & Law |
| Professor Garry Duffy | College of Medicine, Nursing & Health Sciences |
| Dr Aaron Golden | College of Science & Engineering |
| Professor Edward Curry | Data Science Institute |
| Jane Ennis | Dean of Students |
| Michelle Ní Chróinín | Deputy President & Registrar |
| Sinead Wynne | Human Resources |
| Professor Fidelma Dunne | Institute for Clinical Trials |
| Professor Erin McCarthy | Institute for Creativity |
| Professor Laoise McNamara | Institute for Health Discovery |
| Dr Bernadine Brady | Institute for Lifecourse & Society |
| Dr Dinali Wijeratne | International Staff Network |
| Dr Christopher Coates | Ryan Institute |
| Sarah Geraghty | Secretary for Governance & Academic Affairs |
| Dean Kenny | Students’ Union |
| Marc Mellotte | Vice-President: Engagement |
| Aoife Cooke | Vice-President: Equality, Diversity & Inclusion |
| Pamela Devins | Vice-President: International |
| Louise Hannon | Vice-President: Research & Innovation |

Additional non-members

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| --- | --- |
| **Name, Job Title** | **Role in the Group** |
| Professor Ciarán Ó hÓgartaigh, University President | Group Chair |
| Dr John Caulfield, Director of Strategy Implementation, President’s Office | Group Rapporteur |
| Claire O’Connor, Director of Planning and Institutional Research, institutional Research Office | Adviser  |
| Aoife Flanagan, Institutional Reputation Project Lead, President’s Office | Adviser |

**5. Roles and Responsibilities**

Chair: Professor Ciarán Ó hÓgartaigh, University President

Group Rapporteur: Dr John Caulfield, Director of Strategy Implementation, President’s Office

Members will commit to:

* attending all scheduled group meetings, or if necessary nominating a proxy
* reaching out to colleagues in their Colleges/Institutes/Units to feedback on the work of the group and seek input
* making themselves available to participate on working groups associated with strategic objectives

**6. Meetings**

* All meetings will be chaired by Professor Ciarán Ó hÓgartaigh
* A meeting quorum will be 10 members
* Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, advisory group chair makes final decision.
* Meeting agendas, minutes and supporting documents will be provided and archived by John Caulfield
* Frequency of meetings will vary throughout the year depending on the strategy development timeline. We will seek to regularise the day and time insofar as possible.
* The meetings will take place on campus, alternating between the Quadrangle and other locations
* If required, sub-group meetings will be arranged outside of these times at a time convenient to sub-group members