

**TEMPLATE[[1]](#footnote-1)**

**UNIVERSITY RESEARCH INSTITUTE REVIEW**

**[URI NAME]**

**[DATE]**

 **PROGRAMME**

**Review Panel:**

Chair [NAME, TITLE]

[NAME, TITLE] Pro Vice Chancellor (Research)

[NAME, TITLE] Internal reviewer – Academic[[2]](#footnote-2)

[NAME, TITLE] Internal reviewer – Professional Services[[3]](#footnote-3)

[NAME,TITLE] Other URI Director (NAME of URI)

[NAME, TITLE] External reviewer

[NAME, TITLE] External reviewer

Review Co-Ordinator [NAME, TITLE]

**URI Review Management Team (suggested):**

[NAME] Director of Institute

[NAME] Institute Manager(s)

[NAME] Administrator

**[DATE – VENUE]**

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| --- | --- | --- |
| **Timings and Location** | **Meeting/Session** | **People attending** |
| 8.30 – 9.30**Room: XX** | Introductory Meeting of the Panel to plan the Review and discuss key themes/issues. *Danishes provided*. | Review Panel only |
| 9.30 – 10.00**Room: XX** | Meeting with the URI Director | [insert name and job title] |
| 10.00-10.30**Room: XX** | Meeting with the URI Managers and Administrators | [Insert names and job titles][Note: this may include other members of the URI Senior Management Team if appropriate.] |
| 10.30 – 11.15**Room: XX** | Meeting with Early Careers staff. | [insert names and job titles] |
| 11.15 – 11.30 | Comfort break | Review Panel only |
| 11.30-12.150**Room: XX** | Meeting with Selected Faculty and School academic representatives | [Insert names and job titles] |
| 12.15 – 13.00**Room: XX** | Lunch | Review Panel only |
| 13.00 – 13.30 | Meeting with other URI Directors  | [Insert names and job titles] |
| 13.30 – 14.30**Room: XX** | Meeting with stakeholder groups:those who use or engage with the URI’s services and activitiesn.b. this could be run as two simultaneous sessions, with half the Panel attending each. | [Insert names and job titles]Maximum of 8 people per session] |
| 14:30 – 15.15**Room: XX** | Meeting with the URI Steering Group | [Insert names and job/role titles]. [Suggestions:Maximum of 8 people per session] |
| 15.15 – 15.30 | Comfort Break |  |
| 15.30 – 16.00**Rooms: XX & XX** | Meeting with representatives of professional services Divisions RED, Communications and Marketing, Finance, etc.  | [Insert job/role titles]Maximum of 8 people per session] |
| 16.00 – 16.30**Room: XX** | Private meeting of the Review Panel | Review Panel only |
| 16.30 – 17.00 | Final meeting with Director of URI | [insert name and job title] |
| 17.30 – 18.00**Room: XX** | Feedback to all URI staff | Open to all URI staff and others involved with the URI (Steering Group members, etc) |
| 18.00 – 19.00 | Drinks  | Open to all staff involved in the Review |

1. This is a suggested programme only. Not all URI Reviews will follow this schedule exactly. [↑](#footnote-ref-1)
2. An academic member of staff who works with another URI [↑](#footnote-ref-2)
3. A member of senior professional services staff with a good understanding/professional experience of the work of the University Research Institute (for example, a member of the Research and Enterprise Development Division). [↑](#footnote-ref-3)