

IMPERIAL

Artificial Intelligence Strategy Committee

Terms of Reference

Purpose

The Artificial Intelligence (AI) Strategy Committee is responsible for developing and then overseeing the goals, priorities and implementation of the AI Strategy at Imperial. The committee is a formal subcommittee of University Management Board (UMB).

The committee provides a formal mechanism for strategic oversight and coordination of Imperial's institutional approach to AI, across all of its activities: education, student experience, research and operations. Its remit is designed to support cross-university alignment while complementing existing governance and delivery arrangements.

It will not duplicate work already being undertaken across Imperial; specifically, it will complement existing arrangements for education governance, research governance, digital and technology governance, information governance, risk management and operational management. It will support but not replace: academic decision-making on curriculum, assessment or academic standards; research governance or ethics processes; existing arrangements for data governance, information security or digital service management; local or operational management of AI-related activity that is in line with institutional policy.

Terms of Reference

1. Develop, recommend and keep under review, an overarching institutional AI strategy to place Imperial as a global higher education leader in the effective, ethical and responsible adoption of AI to accelerate Imperial's academic mission, operations and develop graduates who are equipped with the skills required for the future;
2. Ensure strategic alignment between the AI strategy and Imperial's wider strategy, values and academic mission;
3. Monitor progress against agreed objectives and implementation priorities, and receive reports on major initiatives, developments, risks and emerging issues;

4. Advise the UMB on strategic priorities for AI across education, student experience, research operations, and data management, identifying priorities, opportunities and risks;
5. Review and assess organisational capability, capacity and human and technical readiness in relation to AI adoption and use, and consider evidence of impact, benefit and effectiveness of deployed initiatives;
6. Review and assess access to AI tools and infrastructure, responding to developments in technology and institutional needs whilst monitoring the impact, benefit and effectiveness of such tools and infrastructure;
7. Support the implementation of skills development programmes, and organisational assessments, to develop a forward-thinking group of educators, researchers and professional staff who are equipped to maximise the opportunities AI presents to responsibly enhance the efficiency and effectiveness of their activity;
8. Provide an institutional framework to enable and promote the timely, legal, compliant, responsible, secure, accessible, inclusive, effective, and ethical adoption of AI;
9. Advise on, monitor and promote, the environmentally and financially sustainable adoption of AI;
10. Provide a forum for cross-university coordination and acceleration of AI-related activity and promote alignment across faculties, departments, and professional services;
11. Support the development and approval of institutional guidance and policy proposals where a university-wide approach is required;
12. Promote assurance and a governance framework, in particular for data ownership, for institutional AI activity;
13. Support institutional engagement with staff, students and external partners on AI-related strategic matters.

Constitution Members:

- Dean of the Business School (Chair)

- Chief People Officer (Deputy Chair)
- Vice-Provost (Education and Student Experience)
- Vice-Provost (Research and Enterprise)
- Vice-President (Communications and Strategic Engagement)
- Chief Financial Officer
- Registrar and University Secretary
- Chief Information Officer

Attendees:

Attendees may also be invited to attend for specific agenda items.

Secretary:

Projects and Communications Officer, Office of the Provost and Deputy President.

Meetings

Meetings shall be held monthly

Quorum

The quorum shall be three members and both co-Chairs

Subcommittees and Subgroups

- AI Tools in Teaching and Assessment Working Group
- Professional Services and AI Working Group

- Governance and AI Working Group
- Data and AI Working Group
- AI Infrastructure Working Group

Reporting

The Committee shall provide a report summarising its proceedings, and details of its forward agendas to the University Management Board, following each meeting.