

## **Research Council Constitution**

**a. Functions:** The functions of the Research Council are to encourage and promote research and scholarly activities on the campus. It shall improve present means and initiate new means to help faculty and staff members to obtain external funding. The Research Council will accomplish these functions by helping to set research direction for the campus, initiating programs that will aid researchers and scholars, and reviewing applications for internal grants that will further advance research on campus and the procurement of external funding. The Research Council will review applications for faculty and student summer fellowships, student research assistantships, the Hurrell/McNaron award and review the status of research and scholarly activities on the campus.

### **b. Membership:**

1. There will be at least twelve and no more than one member from the teaching Faculty of each academic department.
2. All members must be or have been an externally funded Project Director and/or Principal Investigator, or currently performing scholarly creative activities or research, as evidenced by publication and presentations at professional meetings, exhibits, or performances.
3. The membership term for teaching Faculty is three years, and shall expire on May 31<sup>st</sup>. Consecutive terms are allowed.
4. In the event that a seat becomes vacant, the Chair of the Research Council and the Director of Sponsored Research shall confer with the Chair of the appropriate academic department to identify a potential member. Each department may establish its own method for choosing their departmental representative on the Research Council.
5. Each academic year, prior to June 1<sup>st</sup>, the Research Council will provide to the President of the College a list of nominees for appointment to the Research Council to fill vacant seats. Mid-term vacancies will be handled as needed.
6. The Director of Sponsored Research is an ex-officio non-voting member.
7. A representative of the Teaching and Learning Center is designated by the President as an ex-officio non-voting member.
8. One or more representatives designated by the Vice President of Administration and Finance will serve as ex-officio non-voting member(s).
9. In May of odd years, the Research Council shall elect a Vice Chair from the teaching Faculty members of the Council. The term of office shall be two years from June 1<sup>st</sup> until May 31<sup>st</sup>, followed by a two year term as Chair.

### **c. Subcommittees and ad hoc Working Groups:**

1. Each member of the Research Council will serve on at least one subcommittee or ad hoc working group.

2. Membership: The Research Council Chair will appoint faculty members of the Council to each subcommittee or working group and designate subcommittee and working group chairs. The Director of Sponsored Research is an ex-officio non-voting member on all subcommittees and working groups.

3. Subcommittees or working groups may be created or dissolved at the discretion of the Research Council.

#### **d. Procedures and Protocol**

1. Role of the Chair: direct activities of the Research Council, to include, but not be limited to: overseeing nomination of members, appointment of members to sub-committees or working groups, calling and chairing meetings, advising the Provost, serving as a liaison to the Director of Sponsored Research, and upholding the Constitution.

2. Role of the Vice Chair: fulfill the role of the Chair in the case of his/her absence and assist in the timely publication of the minutes.

3. Minutes will be published in the Senate Bulletin.

4. Research Council members applying for internal grants, summer fellowships, or sponsoring students applying for undergraduate research programs will be excused from discussions and evaluations involving their own interests. Research Council members in the same department as another faculty member or student under consideration will be excused from discussions and evaluations at the discretion of the Chair.

5. The Research Council is an advisory body to the President of the College that reports their recommendations through the Office of the Provost as facilitated by the Director of Sponsored Research. All decisions will be held in confidence until officially approved and acted upon by the President, the Provost, or the Director of Sponsored Research. The Director of Sponsored Research will ensure that all applicants are informed of the official decisions concerning their funding requests, and will also be responsible for notifying faculty and staff of changes to any research policy.