

Faculty Research Committee | Procedures

I. Name Faculty Research Committee

II. Purpose

A. The purpose of the Faculty Research Committee will be:

1. To stimulate interest in research on the part of the faculty.
2. To establish and administer policies and standards in connection with faculty research funds, from which assistance may be provided to faculty members who wish to undertake research projects.
3. To assist in the dissemination of information developed in faculty research projects through the publication of research results through appropriate media.

III. Members

A. The Faculty Research Committee will consist of the following members appointed by the President in accordance with approved procedures:

1. Faculty: A minimum of nine (9) faculty members with representation from the five colleges and one school as follows:
 - a) College of Agriculture and Human Sciences - one member
 - b) College of Arts and Sciences - two members -- one designated in the sciences/math and one in the social sciences/humanities
 - c) College of Business Administration - one member
 - d) College of Education - two members -- one designated in the field of professional education and one in the fine arts
 - e) College of Engineering - two members -- both to be chosen from the different disciplines represented in the college
2. Terms of Office: Members will serve terms of three (3) years beginning at the time of appointment. Appointments are to be effective at the beginning of the fall semester, and all appointments are subject to renewal at the discretion of the President.
3. Attendance at Meetings: If a member must be absent from a meeting, the Executive Officer should immediately be notified. Either the Chairperson or the Executive Officer will contact the appropriate dean for an alternate. The alternate must be from the same department and will have the same rights and privileges as the member for whom he/she is serving.

IV. Officers

A. Chairperson: The Chairperson will be elected annually from the committee membership. The Chairperson will:

1. Preside at all meetings or designate another member to preside.

2. Prepare a tentative agenda for each meeting (when feasible) for distribution to committee members prior to the meeting.
3. Have minutes prepared for distribution to committee members.
4. Call special meetings when necessary.
5. Appoint ad hoc subcommittees as needed.
6. Execute the policies prescribed by these procedures and by parliamentary authority adopted by the committee.
7. Disseminate information concerning actions of the committee.
8. Supervise the preparation and distribution of an annual report of the committee's activities. The annual report will be submitted to the Academic Council for review and acceptance.

B. Executive Officer: The President shall appoint a staff member to serve as Executive Officer and resource person and to provide staff support services.

V. Meetings

- A. One regular meeting shall be held each semester of the academic year. If it is deemed necessary, the date and time of the regular meetings may be changed by the Chairperson provided all members of the committee are notified of the change.
- B. The Chairperson may call a special meeting when such action is deemed necessary.
- C. Items for consideration on the agenda of meetings may be submitted to the Chairperson by members of the committee or by faculty members.
- D. The agenda shall be adopted at the beginning of each meeting by a majority of members present.
- E. A majority of the membership of the committee shall constitute a quorum.

VI. Parliamentary Authority

A. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.

VII. Technical Authority

A. The provisions of the Handbook for Faculty Research Committee Grants shall govern the committee's actions with respect to individual proposals.

VIII. Amendment of Procedures

A. These procedures may be amended at any regular meeting of the committee by a majority vote of the total membership provided the amendment has been submitted in writing to each committee member at least one week prior to the meeting. Amendments to procedures are subject to final approval by the Administrative Council.

IX. Flow of Recommendations

A. The committee will transmit its report and recommendations on individual research proposals to the Vice President for Academic Affairs for approval.

X. Effective Date of Implementation

A. These procedures shall become effective upon approval by the Administrative Council.

APPROVED BY ADMINISTRATIVE COUNCIL: March 6, 1991

EDITORIAL REVISIONS APPROVED BY FACULTY RESEARCH COMMITTEE:
September 23, 1991

REVISED VERSION APPROVED BY ADMINISTRATIVE COUNCIL: September 3, 1997