TO: The Executive Committee

FROM: Committee on Research

SUBJECT: Revisions to the Policies & Procedures for Committee Operation

PURPOSE: For approval by the Executive Committee

ACTION REQUESTED: That the Executive Committee approve the attached revision to the Committee Policies & Procedures, based on the expectation of Senate approval of 06-07 CR 1

BACKGROUND INFORMATION: Due to recent confusion about the eligibility criteria for internal support grants for research, scholarship, and creative activity, ExCom charged the Committee on Research to prepare a policy document and procedural guidelines for CSU East Bay Faculty Support Grants (see 06-07 CR 1).

Attached is a revised edition of the Committee’s Policies and Procedures for Committee Operation”, approved by the Committee on Research, wherein we updated the language (changed “Schools” to “Colleges”, “CSUH” to “CSUEB”). We also added the Article III.2 language to include the new policy in committee duties. If there are modifications to 06-07 CR 1 that would affect the wording in this section, it is requested that the approved language be included automatically in the policies so that both agree without the need for further documents. Lastly, the Committee on Research has changed its meeting days from the 1\textsuperscript{st}/3\textsuperscript{rd} Thursdays to the 2\textsuperscript{nd}/4\textsuperscript{th} Thursdays (Article V.1).
Policies and Procedures for Committee Operation

COMMITTEE ON RESEARCH

PREAMBLE

As authorized by Article XI, Section 9 and Article XII, Section 7 of the Bylaws of the University Faculty, approved February 1971, these policies and procedures for the conduct of its operations shall be established on adoption by the majority vote of the members present of the Committee on Research and approval of the Executive Committee of the Academic Senate.

Article I. Membership.

Section 1. In accordance with Article XVI, Section 4 of the Bylaws of the University Faculty, the membership of the Committee on Research shall be: eight (8) members from the Schools Colleges of the University, one (1) appointee of the President of the University, and one (1) representative of the Library.

Section 2. When an elected member of the Committee has been absent without explanation from three consecutive regular meetings of the Committee, the member shall be asked to resign in order that the position be filled by someone else.

Article II. Officers.

Section 1. Responsibility for the conduct of the affairs of the Committee is vested in its Chair and its Secretary, elected annually at its organizational meeting in late Spring, unless for lack of a quorum it should be delayed to a later meeting.

Section 2. The Chair of the Committee shall preside over the meetings of the Committee. He shall be an ex officio member of all regular and special subcommittees of the Committee. At the end of each academic year the Chair, with the assistance of the Secretary, shall report to the Academic Senate concerning actions taken during the year and any unfinished business.

Section 3. In the absence or disability of the Committee Chair, the Committee shall be represented by the Committee Secretary, who shall preside. In the absence or disability of both the Committee Chair and Committee Secretary, the Committee may elect a Chair pro tem.

Article III. Duties.

In accordance with Article XII, Section 7 of the Bylaws of the University Faculty, the duties of the Committee are:

(1) To encourage research by members of the University Faculty, including:

a. awarding of research grants from University and CSUHEB Foundation funds.

b. carrying on other activities to promote research including a listing of faculty research interests, organizing research seminars, or other projects which may seem appropriate to the Committee.

(2) To disseminate information concerning research support opportunities, including but not limited to CSUHEB faculty support grants as described in the Policy on Faculty Support Grants (06-07 CR 1);
To make recommendations:

a. to the Academic Senate on general policies and procedures concerning research activities, facilities, and support at the University;

b. to the Academic Senate on general policies and procedures concerning inter-university research consortia;

c. to the University and the CSUEB Foundation regarding allocation of research monies to be made to those awarded grants by the Research Committee.

Article IV. Policy on Conflict of Interest.

Membership on the committee is for two academic years. It is understood that individuals who are elected to the Committee will not submit an internal grant proposal during their term on the committee. However, a member who does submit a proposal will notify the Chair of the Committee at least three months prior to the submission deadline and resign from the Committee. A replacement member to the Committee will be made in accordance with the rules of the Academic Senate.

Article V. Schedules

Section 1. Meeting Time. The Committee will commence its operations in October. The meetings will be held as prescribed by the Academic Senate. The meetings will be held on the first, second and third Thursdays from 2:00 to 3:50 p.m.

Article VI. Meeting Procedures.

Section 1. Quorum. The majority of the current membership of the Committee shall constitute a quorum for the transaction of business at its meetings. Positions left unfilled for any reason do not constitute current memberships and so proportionately reduce the members needed to determine a quorum.

Section 2. Minutes. Minutes will be taken by the Committee Secretary and distributed in the manner prescribed by the Executive Committee of the Academic Senate.

Section 3. Closed Meetings. Meetings of the Committee and any subcommittee may be closed to visitors during deliberations on the awarding of grants. Such closure shall be determined by the Chair, who shall indicate in the published agenda whether the meeting or a portion of it is to be closed.

Section 4. Order of Business. The order of business at regular meetings of the Committee shall be:

(a) Approval of the agenda for the meeting.
(b) Approval of the minutes of the previous meeting.
(c) Report of the Chair.
(d) Report of the Subcommittees.
(e) Items of business.
(f) Adjournment.

Items may be added to the agenda from the floor of the Committee by a two-thirds majority vote of the members present. If the Chair determines that such additions give cause for the deliberations to be closed, the Chair shall so announce before the items are taken up.
Section 5. Agenda.

(a) The Chair of the Committee will prepare the agenda from items submitted by other members of the Committee and/or the Executive Committee of the Academic Senate.

(b) The agenda will be circulated to the Committee membership within a reasonable amount of time prior to scheduled meetings.

Section 6. Voting.

(a) Motions made on the floor of the Committee shall be written (this may be done by the Secretary) and read to the Committee prior to the vote.

(b) Bylaw V.3 of the University Faculty shall apply to voting by this Committee.

Article VII. Subcommittees.

Section 1. Special Subcommittees.

In consultation with the Committee, the Chair may establish special subcommittees. The Chair will appoint the members and can, with the approval of the Executive Committee of the Academic Senate, include persons who are not members of the Committee but drawn from other segments of the University Community. Special subcommittees shall go out of existence at the end of the academic year.

Section 2. Regular Subcommittees.

Regular subcommittees are those deemed necessary to study and make recommendations to the parent committee on matters which are the responsibility of the Committee on Research.

These committees shall be maintained on a continuing basis. The Chair of the Committee shall appoint the members of regular subcommittees annually, in consultation with the whole Committee and subject to the approval of the Executive Committee of the Academic Senate.

At least one member of each subcommittee shall be an elected member of the Committee; other members may be drawn from any segment of the University Community. Members of subcommittees shall be chosen with a view to their special acquaintance with the subjects within the purview of the subcommittee. Regular subcommittees of the Committee on Research are:

A. Subcommittee on Student Research

Membership of the Subcommittee shall be: Five (5) Committee on Research members, one (1) from each of the Schools, Colleges and Library of the University; the Dean of Graduate Programs; Four (4) members of the student body of the University, one from each of the Schools.
B. Institutional Review Board

Appointment and membership is consistent with the Assurance of Compliance
document.

Section 3. All members of the Committee are expected to assist in the conduct
of the affairs of the Committee by full and effective participation as
members of subcommittees, as appropriate.

Article VIII. Amendment and Suspension of these Policies and Procedures.

Section 1. The Committee shall take final action on proposed amendments, on proposed new
policies and procedures, or on repeal of these policies and procedures only at its regular
meetings.

Section 2. Policies and procedures may be added to, amended, or repealed in whole or part, if
approved by a two-third vote of all the voting members of the Committee, and by the
Executive Committee of the Academic Senate.

Section 3. All modifications of existing policies and procedures, all newly-enacted policies and
procedures shall become effective upon approval by the Executive Committee of the
Academic Senate unless a later date has been explicitly stated and accepted.

Article IX. Reference to University Bylaws

For questions of policy and procedure not covered in this document, refer to the Bylaws of the Faculty of
the University.

Revised 2002-2003 CR 1
Sugg. Revisions 2006-07 CR 2