

Kutztown University Research Committee Mission and Bylaws

MISSION

The Research Committee reports to the University Senate. Its mission is to enhance the professional development of Kutztown University faculty and administrators by providing seed money for new research topics or ideas.

BYLAWS

I. Composition and Terms of Appointment

A. Composition

1. Faculty representatives are appointed, from each of the four undergraduate colleges, by the Committee on Committees.
 - a. Three representatives from the College of Liberal Arts and Sciences are appointed: one from Social Sciences, one from Humanities, and one from Natural Sciences, Information Technology, Computer Science, or Mathematics.
 - b. One representative is appointed from each of the other three colleges.
2. One representative from Professional Staff is appointed by the Committee on Committees.
3. One administrator is appointed by the Committee on Committees.
4. Eight Alternates, one representing each of the constituencies above, will be appointed by the Committee on Committees.
5. The Director of Grants and Sponsored Projects serves as the chairperson.

B. Terms of Appointment

1. Representatives serve for staggered 2-year terms.
2. The representative from the Office of Grants and Sponsored Projects serves an indefinite term of office.

II. Duties of the Members

A. Committee members must:

1. Attend meetings when they are called.
2. Read all proposals and be ready to discuss them.
3. Inform chairperson if unable to attend a meeting, and provide written comments for all proposals.
4. Provide suggestions for revisions to the guidelines.
5. Be available to faculty members of one's college if asked for advice.
6. Perform committee duties as assigned.
7. Review the Research Committee's Mission Statement, Bylaws, and Operating Guidelines on an annual basis.
8. Inform University Senate if proposing any changes in structure, membership, or mission.

B. Chair must:

1. Schedule regular meeting times.
2. Set agenda and provide members with applicant proposals to review in a timely manner before each meeting.
3. Distribute minutes prior to meetings.
4. Recognize the service of committee members, by providing an end-of-year letter to

each member.

5. Provide a yearly report of actions taken to the Senate.
6. Coordinate staff support to take meeting minutes, or designate a committee member to take minutes if a staff member is not available.

III. Meetings: The Research Committee will meet as necessary, usually twice in the fall and once in the spring semesters. The spring meeting will be used to discuss the KU BEARS grant proposals.

IV. Voting

- A. Research Committee members applying for grants will be replaced by alternates on the Committee for as long as they are candidates for an award.
- B. Voting: all qualified members—including the Chair—have full voting privileges. An alternate does not have voting privileges until she or he replaces a member of the committee.
- C. Motions are passed with a simple majority of those present (or voting by proxy).
- D. A member not able to attend a meeting may email comments and designate another member to vote by proxy on his or her behalf.
- E. When proposals need to be considered outside regularly scheduled meetings, electronic voting by all members is allowed to pass motions.

V. Agenda

- A. The Agenda shall consist of the following in order of priority:
 1. Call to Order
 2. Approval of Minutes
 3. Announcements
 4. Old Business
 5. New Business
 6. Adjournment

VI. Rules of Order:

- A. Robert's Rules of Order will govern the committee's procedures in all cases where applicable.
- B. A quorum will consist of 50% of the voting members of the full committee. A quorum is needed to hold meetings and conduct business.
- C. In order to have a vote, there must be a quorum.
- D. Amendment of the bylaws shall require a two-thirds majority of the voting membership.

3/27/16