

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.
 - b. One representative is appointed from each of the other three colleges.
2. One representative from the Professional Staff is appointed.
3. Alternates will be appointed by the Office of Grants and Sponsored Projects as needed (e.g., a representative is applying for the Research Committee or KU BEARS grants).
4. The Assistant Provost for Research and Grants serves as the Chairperson.
5. The Assistant Director of Grants and Sponsored Projects serves as Assistant Chairperson.

B. Terms of Appointment

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

II. Duties of the Members

A. Committee members are responsible to:

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 constituents of one's college for advice.
6. Perform committee duties as assigned.

B. Chair is responsible to:

1. Schedule regular meeting times.
2. Provide members with applicant proposals to review in a timely manner before each meeting.
3. Recognize the service of committee members, by providing an end-of-year letter to each member.
4. Provide a yearly report of actions taken to the Senate.
5. 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 Privileges

- A. Quorum: a quorum shall consist of 50% of the members
- B. Voting: all members have full voting privileges
- 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 their 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. Announcements
 - 3. Old Business
 - 4. New Business
 - 5. 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 a simple majority of 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.

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