

Revised March 2023

## **Bylaws of the Faculty Scholarship and Research Committee**

### ***Article I: Name***

The Faculty Scholarship and Research Committee is a Standing Committee of the Faculty Senate.

### ***Article II: Charge***

The function of the Faculty Scholarship and Research Committee is to review and recommend policies and procedures pertinent to both graduate and undergraduate faculty in regards to the internal funding of research and faculty scholarship proposals; to receive and review research and scholarship proposals; and to allocate research and scholarship funds.

### ***Article III: Membership***

#### Section 1. Selection

The Committee on Committees nominates and the Faculty Senate approves members of the Faculty Scholarship and Research Committee.

#### Section 2. Membership

The membership of the Faculty Scholarship and Research Committee includes:

- a. No fewer than two elected senators selected by the Committee on Committees.
- b. Sufficient additional members of the General Faculty to assure representation of all colleges, major academic divisions, and the Odum Library.
- c. Ex officio members: Assistant Vice President for Research & Dean of the Graduate School, the Director of the Office of Sponsored Programs & Research Administration, and the Coordinator of Faculty Scholarship. Ex officio members are non-voting.
- d. One student recommended by the President of the Student Government Association. The student member is non-voting.

#### Section 3. Terms

All members of the Faculty Scholarship and Research Committee serve three-year, staggered terms, as determined by the Committee on Committees, with all terms beginning on July 1 and ending on June 30.

#### Section 4. Resignations

Members wishing to resign from the Faculty Scholarship and Research Committee must submit a written resignation to the Chair no less than seven days in advance of the effective date of resignation. The committee's Chair must forward copies of written resignations to the Committee on Committees within one week of receiving such resignations. The Committee on Committees appoints replacements for resigned members.

### ***Article IV: Officers***

## Section 1. Chairperson and Chairperson-elect

The Chairperson and chairperson-elect must be elected Faculty Senators and are selected by the Committee on Committees for the term of one year, except as provided in VSU statutes.

The Chairperson-elect or their delegate serves as Secretary and keeps written minutes of all meetings. At the end of the academic year, all copies of approved committee minutes, reports, proposals, recommendations, and other appropriate documents are to be sent to VSU archives.

## ***Article V: Subcommittees***

### Section 1. Authority

- a. The Faculty Scholarship and Research Committee may establish subcommittees as needed.
- b. The Chairperson will inform the Committee on Committees of the membership of subcommittees at the time they are created.

### Section 2. Membership

The Faculty Scholarship and Research Committee selects the members of subcommittees.

### Section 3. Officers

The Chair of the Faculty Scholarship and Research Committee appoints from the committee's membership the chairs of all subcommittees.

### Section 4. Reports

All subcommittees of the Faculty Scholarship and Research Committee submit reports as determined by the Committee Chair.

### Section 5. Terms

The Faculty Scholarship and Research Committee establishes the terms of its subcommittees. Subcommittees disband when they complete their charges.

## ***Article VI. Procedures***

### Section 1. Application Procedures

The Faculty Scholarship and Research Committee establishes procedures to be followed by applicants seeking funding. These procedures will be made available online.

### Section 2. Meetings

- a. The Faculty Scholarship and Research Committee establishes a schedule of meetings for each semester and submits the schedule to the Committee on Committees.
- b. The Faculty Scholarship and Research Committee cannot conduct official business unless a quorum is present; regular voting members shall be expected to attend all convened meetings unless such meetings conflict with the member's teaching schedule or the member is on annual or sick leave. Presence and excused and unexcused absences are

reported in the meeting minutes. Repeated unexcused absences from convened meetings or failure to otherwise fulfill the responsibilities of the position may result in a recommendation by the Faculty Scholarship and Research Committee for dismissal from the committee.

- c. The Faculty Scholarship and Research Committee may invite to its meetings and hear any guests whom the committee deems appropriate.
- d. Meetings of the Faculty Scholarship and Research Committee are announced online and are open. However, in the interests of confidentiality, the committee will determine when guests may not be present. Guests of the committee will be allowed to speak only with the expressed permission of the committee.
- e. Meetings of the Faculty Scholarship and Research Committee may be virtual (via Teams, zoom, or another video conferencing platform).

### Section 3. Goals and Rules

- a. The Faculty Scholarship and Research Committee reviews research and development proposals and allocates research and scholarship funds.
- b. The Faculty Scholarship and Research Committee will submit written rules governing their procedures to the Executive Secretary of the Faculty Senate and place these written rules on the appropriate website.

### Section 4. Quorum

A simple majority of the voting membership (including proxies) of the Faculty Scholarship and Research Committee constitutes a quorum.

### Section 5. Voting

- a. The Faculty Scholarship and Research Committee will accept proxies. Prior to the meeting, the proxy should notify the Chair of the Faculty Scholarship and Research Committee. A member may only hold one proxy.
- b. Approval of motions is by a simple majority vote of the voting members or their duly appointed proxies of the Faculty Scholarship and Research Committee.
- c. Voting on proposals for Professional Presentation, Curriculum Development, or Instructional Improvement can be by an online survey (such as Qualtrics, or other similar products) with any member requesting a discussion of any single proposal. If discussion is requested, voting will take place after the discussion by a show of hands (or verbal), unless otherwise ordered by the Committee. Any committee member may request a written ballot on any issue.
- d. Voting on proposals submitted for the Faculty Seed Grant will be by a show of hands (or verbal), unless otherwise ordered by the Committee. Any committee member may request a written ballot on any issue.

- e. Absentees may submit written comments in regard to the proposals to the Chair of the Faculty Scholarship and Research Committee. The comments will be read to the committee for consideration.

#### Section 6. Submission of materials

All applications, proposals, recommendations, reports, and other materials for consideration by the Faculty Scholarship and Research Committee must be submitted to the Faculty Scholarship Coordinator or Office of Sponsored Programs and Research Administration as outlined in the Faculty Scholarship Guidelines.

#### Section 7. Annual report

The Faculty Scholarship and Research Committee Chairperson will prepare an annual report and submit it to the Executive Secretary of the Faculty Senate. The due date of the annual report will be determined by the Faculty Senate Executive Secretary.

### ***Article VII: Amendments to the Bylaws***

#### Section 1. Submission of proposed amendments

Proposed amendments to the bylaws of the Faculty Scholarship and Research Committee must be submitted in writing to the Chair at least four weeks prior to the next scheduled meeting.

#### Section 2. Approval of proposed amendments

Approval of proposed amendments to the bylaws of the Faculty Scholarship and Research Committee is by majority vote of the voting members present and voting.