

BYLAWS OF THE RESEARCH AND SCHOLARSHIP COMMITTEE OF THE FACULTY SENATE
University of Houston

I. PURPOSE

The Research and Scholarship Committee (RSC) of the University of Houston Faculty Senate is responsible for advising and making recommendations to the Vice President for Research and Technology Transfer on matters pertaining to research development and on policies concerning the conduct of research-related activities at the University.

The RSC's specific responsibilities include:

- A. Administer the Internal Grants Programs: Organize the programs each year in accordance with available resources, prepare and issue the call for proposals, coordinate review of proposals, and make recommendations on the allocation of funds to the Vice President for Research and Technology Transfer.
- B. Administer the Faculty Research Excellence Awards: Establish guidelines, issue request for nominations, oversee the activity of the selection committee, and make recommendations of awards to the Vice President for Research and Technology Transfer.
- C. Make recommendations to the Vice President for Research and Technology Transfer that promote development of research activities for the University and adherence to appropriate policies relating to the conduct of research at the University.

II. MEMBERSHIP

- A. Members of the RSC shall be elected to the Research and Scholarship Committee as Faculty Senators by the eligible faculty within their college. The Chair and Vice-Chair of the RSC shall be Senators and shall be elected by the RSC members.
 - 1. Each elected member shall serve a term of three years and must satisfy the following criteria:
 - a. The faculty member must have an ongoing, focused research agenda as documented by refereed scholarly articles, proposal submissions, research presentations, or other scholarly research output appropriate to a faculty member actively engaged in the research endeavors of a nationally recognized research university. Such scholarly output must satisfy the expectations of the individual college from which the faculty member is nominated.
 - b. The faculty member must be actively involved in either graduate or undergraduate research programs administered within the member's own academic unit.
- B. There shall be a member representing the Research Faculty.

- C. There shall be a member representing the collective body of Research Centers and Institutes. This individual must be a member of the Research Faculty or the Tenure-Track Faculty.
- D. There shall be a staff member representing the Division of Research in a non-voting, ex-officio capacity, who supports the Research and Scholarship Committee.
- E. The Vice President for Research and Technology Transfer acts in a non-voting, ex-officio capacity.
- F. Selection of Members:
 - 1. Senators are elected from the eligible faculty within their college and shall serve a three-year term. The Faculty Senate will oversee and conduct the elections. Approximately one third of the members will be replaced or re-elected each year.
 - 2. Nominations for the member representing the Research Faculty should be forwarded to the Faculty Governance Committee of the Faculty Senate. This member will be elected by all eligible research faculty and shall serve a three-year term.
 - 3. Nominations for the member representing the Centers and Institutes should be forwarded to the Faculty Governance Committee of the Faculty Senate. This member will be elected by all directors of DOR Centers and Institutes and shall serve a three-year term.
- G. Non-members invited by the RSC may attend official meetings and can participate in the discussion when recognized by the Chair; however, they are non-voting members.

III. OFFICERS

- A. The RSC shall have a Chair and a Vice Chair who shall be voting members of the RSC.
 - 1. The Chair and the Vice Chair shall be elected by the RSC for a one-year term from among those members who will be returning to the RSC the following year. The election will be held during the last meeting of the Spring term. The Chair and Vice Chair shall assume their offices at the beginning of the Fall semester of the year in which they are elected. Usually, the Chair will be in his/her last year and the Vice Chair in his/her next-to-last year on the RSC while serving in their offices. The Vice Chair will automatically assume the duties of Chair the following year.
 - a. If the Vice Chair is elected to serve in the last year of their term, their term as faculty senator will automatically be extended to the end of their official duties as Chair. This would effectively delay the election by one year for the college seat currently occupied by the sitting Chair.
 - 2. The duties of the Chair are as follows:
 - a. To set the dates for the RSC meetings in consultation with the Division of Research and the RSC members. Traditionally, meetings are held on designated Fridays of each academic month that do not conflict with University

holidays and teaching breaks. There are no meetings in the summer, unless required.

- b. To set the agenda for the RSC meetings in consultation with the Vice President for Research and Technology Transfer.
 - c. To preside at all meetings of the RSC.
 - d. To appoint the chairs and members of the subcommittees of the RSC, which are described in Section IV of these Bylaws.
 - e. To notify the Faculty Senate of the resignation of any member or the extended or frequent absences from the RSC meetings of any member (see Paragraph V - F) and request assurances that either the member will attend or that an appropriate replacement shall be elected.
 - f. To assure that the approved minutes of the RSC, including its actions, are recorded and placed on the RSC website, which resides with the Vice President for Research and Technology Transfer.
 - g. To serve as a member of the Esther Farfel Award Committee.
 - h. To serve on the University Coordinating Commission (UCC) to facilitate input from the RSC on proposed policies and procedures relevant to the University research community.
3. The Chair may:
 - a. Call special meetings of the RSC and set the agenda for those meetings.
 - b. Participate in the discussion of the RSC at its meetings, unless doing so would represent a conflict of interest.
 - c. Vote during meetings of the RSC, unless doing so would represent a conflict of interest.
 - d. With the approval of the RSC, appoint non-RSC members to the committees of the RSC.
 4. The Vice Chair shall perform the duties of the Chair during the Chair's temporary absence, when required. If the office of the Chair or Vice Chair becomes vacant, the RSC shall hold a new election to determine the successor.

IV. SUBCOMMITTEES

A. Standing Subcommittees:

1. The Subcommittee on Centers and Institutes is composed of members of the RSC and is responsible for providing an annual review of all research Centers and Institutes that report to DOR and making recommendations to the Vice President for Research and Technology Transfer regarding their viability. This review will be accomplished as per MAPP policy. Additionally, the Subcommittee on Centers and Institutes is responsible for making recommendations to the Vice President for

Research and Technology Transfer regarding the approval or disapproval of new research Centers and Institutes. The Vice President for Research and Technology Transfer will forward RSC recommendations to the President for final approval.

2. The Subcommittee on Resources & Core Facilities is composed of members of the RSC and is responsible for making recommendations to Vice President for Research and Technology Transfer regarding major research initiatives, infrastructure, and expenditures.
3. The Subcommittee on New Faculty Awards and Small Grants Program is composed of members of the RSC and is responsible for making funding recommendations for the New Faculty Awards and Small Grants Program.
4. The Subcommittee on GEAR Awards is composed of members of the RSC and is responsible for making funding recommendations for the GEAR awards.
5. The Subcommittee on Research Excellence Awards Subcommittee is composed of members of the RSC and is responsible for making funding recommendations for the Research Excellence Awards. Previous winners of a Research Excellence Award will be given preference to serve on the Committee.

B. Ad Hoc Subcommittees:

The Chair of the RSC shall appoint ad hoc subcommittees and their chairs, as needed, to develop recommendations to address issues identified by the RSC, in consultation with the Vice President for Research and Technology Transfer. The chairs of the ad hoc subcommittees shall be members of the RSC, but other subcommittee members may be drawn from the broader University community to lend specific expertise to the issues at hand. The chair of each ad hoc subcommittee shall be prepared to report on the activities of the subcommittee at each RSC meeting when called upon by the Chair. At the end of the academic year, or when the charge of the subcommittee has been accomplished, the chair of the subcommittee shall prepare a written report of the subcommittee's activities and submit it to the Chair of the RSC.

V. MEETINGS

- A. The RSC shall hold regular monthly meetings during the University academic Fall and Spring semesters. The Chair shall announce, in writing, the dates of the meetings at the beginning of the Fall semester.
- B. Should the need arise, the RSC may hold special meetings upon the call of the Chair or the written petition of at least five members. The Chair or members who call the meeting shall notify the members at least one week in advance of the meeting.
- C. Members who are unable to attend a meeting shall notify the Chair as soon as possible.
- D. At meetings of the RSC, one-half the "active membership", (i.e., voting members) currently in good standing (see Paragraph F) shall constitute a quorum.

- E. All RSC meetings shall be conducted according to Roberts Rule of Order, Newly Revised, except where a contrary rule is provided by these Bylaws.
- F. RSC members shall attend meetings regularly. RSC Members who are absent from either three consecutive regularly scheduled meetings of the RSC or one-half the regularly scheduled meetings of either the RSC or its subcommittees during a one-year period beginning with the first day of the Fall Semester (as defined by the University Class Schedule) may be removed from the RSC. The Faculty Senate will oversee and conduct the election for a replacement. In the case where an RSC member will be absent for an entire semester due to a time conflict or absence from the campus, the Faculty Senate will be notified to procure a temporary replacement, so that the relevant constituency is represented at the meetings.

Attendance can be physical or virtual, using online meeting services that provide audio and/or video.

VI. ELECTIONS AND VOTING

- A. All elections and matters voted upon shall be determined by a majority of those voting, except where these Bylaws provide otherwise. Upon the call of five or more members, the vote shall be by written ballot.
- B. There shall be no voting by proxy.
- C. Ex-officio members may participate in discussions but have no voting privileges.

VII. AMENDMENTS TO THE BYLAWS

- A. These Bylaws may be amended in two ways:
 - 1. At meetings of the RSC by a two-thirds vote of the members present, provided that written notice of the proposed amendment shall have been distributed to the members of the RSC at least 48 hours in advance.
 - 2. Via electronic balloting with a two-thirds vote of a quorum, as needed.
- B. Unless specified otherwise, an amendment to these Bylaws shall become effective immediately upon its approval by vote.

VIII. RESTRICTIONS

The Bylaws of the University of Houston Faculty Senate supersede all Bylaws described herein.

Approved by the Research and Scholarship Committee on May 15, 2020.
