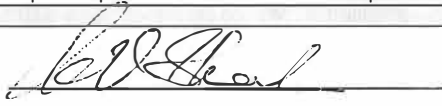


# UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

## University of Louisiana at Monroe

<b>Committee/Council Name:</b>	Research Council		
<b>Committee Type:</b>	<input checked="" type="checkbox"/> Standing	<input type="checkbox"/> Ad Hoc	
<b>Reports to:</b>	Chief Innovation & Research Officer (CIRO)		
<b>Term/Date formed:</b>	First documentation in VPAA Office is 1996-1997		
<b>Membership (Describe in general terms who should serve on the committee/council): Total = 17</b>			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	1 Staff Senator		
<i>Faculty/Staff Members:</i>	CAES-3; CBSS-2; CHS-2; CPY-2; GRAD-1; VPAA-1		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	OSPR - 2 (Director OSPR, Administrative Assistant 4), VPAA- 1 (University Library Representative)		
<b>Officers (Describe in general terms who should serve as officers):</b>			
<i>Chair:</i>	Appointed by Chief Innovation & Research Officer (CIRO)		
<i>Vice-Chair:</i>	Elected from committee members or appointed by the Chair		
<i>Secretary:</i>	Elected from the committee members		
<b>Charge (Describe the charge or purpose of the committee/council):</b>			
To assist the Director of Office of Sponsored Programs and Research in fostering a supportive research environment.			
<b>Rotation Rules (List the rules that govern how committee/council membership changes with time):</b>			
Faculty members serve two-year continuous service; Contingent upon the Chair's recommendation and the CIRO's approval, a member's years of service may be increased or decreased. Faculty Senate representative will rotate off when their term as a Faculty Senator ends.			
<b>Duties of Members (Describe the duties expected of each committee member)</b>			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Vice Chair:</i>	Assist the chairperson with duties and chair the committee in the absence of the chairperson. When the Chair's term expires, the Vice Chair is appointed the Chair.		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
<b>Last updated</b>	<input checked="" type="checkbox"/>	<b>Date:</b> <u>10/19/21</u>	<b>Signature:</b> 
<b>Last reviewed</b>	<input checked="" type="checkbox"/>		