

## **Research Committee Operating Paper**

Revised February 25, 2016

### **Purpose**

The ASA Research Committee is responsible for managing research initiatives within the College and promoting said initiatives to the College, to Southern Illinois University, and to the regional community.

### **Structure**

A minimum of two elected representatives from each Department or School will serve on the committee. The Dean, the Associate Dean(s), and the Assistant to the Dean of the College will serve as ex-officio members. The chair or co-chairs for the following calendar year will be elected by the committee at the last meeting of the Fall semester.

At the first meeting of the Spring semester, the Committee will divide into sub-committees that will divide up the primary tasks for the year to increase the Committee's efficiency and equally distribute the Committee's workload.

### **Membership and Length of Service**

Representatives to the Committee will consist of ASA faculty members who are voting members of the department they represent. New representatives will be appointed for a three-year term in accordance with their respective department operating papers. The Committee chair will be responsible for soliciting new members to replace any outgoing members.

### **Responsibilities**

Responsibilities of the Research Committee include, but are not limited to the following:

- 1: The Committee will coordinate the CASA Scholar of the Year review process utilizing the annual faculty research productivity report submissions provided by CASA. After review, the Committee will provide the Dean of the College with a ranked list of candidates and recommendations for selecting the award winner. The Dean will make a final decision on the award winner in consultation with the Department Chairs and Directors of CASA. The name of the award recipient will remain strictly confidential until announced by the Dean of the College.

- 2: The Committee will coordinate the CASA Summer Research Support submission and review process and, after review, will provide the Dean of the College with a ranked list of proposals for consideration in selecting the award winner(s). The Dean will make a final decision on the award winner(s) in consultation with the Department Chairs, Directors, and Business Manager of CASA. The names of the award recipients will remain strictly confidential until announced by the CASA Dean.
- 3: The Committee will appoint the CASA Symposium Committee to oversee the ASA Multidisciplinary Research Symposium at the first meeting of the calendar year.
- 4: The Committee will appoint a member or members to join the Operational Board of the CASA Journal of Applied Sciences and Arts [JASA], which manages the operations of the Journal – including the solicitation of papers and the Journal’s submission, review, and publication processes – in collaboration with the Editorial Board. The Committee will also actively promote the JASA through its connections for the symposium throughout the year.
5. The Committee will oversee the development and regular maintenance of the CASA Research website.

### **Operation**

- 1: The chair of the Committee, or designee, will call meetings and create meeting minutes after each regular meeting, which will be dispersed to the entire committee for review.
- 2: Items to be considered by the committee should be submitted in a timely fashion to allow committee members adequate time (at least three business days) to review materials prior to a full committee meeting.
- 3: A majority of Committee members constitute a quorum and must be present to conduct business.
- 4: Proxies will be accepted when members anticipate being absent either by sending a written statement or by sending a substitute. Proxies do not constitute committee membership for quorum purposes.
- 5: Committee recommendations for research awards to the Dean will be presented as a ranked list generated from the cumulative scoring of all committee members, along with any other individuals invited to participate in a vote.
- 6: The Committee can opt to collaborate and conduct meetings and make collective decisions via electronic mechanisms (i.e. e-mail, web meeting, phone conferencing, etc.), if agreed upon in advance by committee members. All materials for review and discussion will be supplied via the same mechanisms in the same timely manner as regular meeting criteria. A quorum of views must be maintained to match regular committee practices and all decisions and correspondence will be documented and saved for the collective record.