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## **Faculty Senate Research, Scholarship, and the Creative Arts Committee Operating Procedures**

### **RSCA Membership & Responsibilities (Source: Faculty Senate Bylaws)**

#### 7.1.2.1 Elected Members.

- a. Number. Except as described below, standing committees and standing subcommittees shall be composed of at least one member from each of the major academic units (the Colleges of Arts and Sciences, Agriculture and Life Sciences, Education and Social Services, Engineering and Mathematics, and Medicine; the College of Nursing and Health Sciences, Business Administration, and Natural Resources; and the Offices of Extension, and of the Libraries. A unit with more than 200 full-time eligible faculty members may elect one additional member to each standing committee and standing subcommittee.
- b. Eligibility. Any eligible faculty member may stand for election by his/her college or school to serve on a standing committee except as otherwise stated in these Bylaws.
- c. Term. Members of the standing committees shall be elected for three years or as otherwise stated in these Bylaws, starting on July 1. Terms shall be staggered so that approximately one-third of the standing committee members shall be elected each year.
- d. Election. The election of standing committee members shall be the responsibility of the individual college and school faculties. Elections shall be held no later than April of each year and shall be conducted by secret ballot distributed to all eligible faculty members of the college/school. An opportunity must be provided for all eligible faculty members to volunteer to run for election to Senate standing committees. The Faculty Senate shall supervise the elections of Senate Standing Committees; concerns regarding election irregularities must be communicated to the Senate President by May 1.
- e. Vacancies. If a standing committee member vacates his/her seat the vacancy shall be filled by a special election within the unit from which s/he was elected. The term of a member under these circumstances shall commence immediately and shall normally be for the unexpired term of the regularly elected member. If a standing committee member is granted leave for one year or less a replacement shall be elected by a special election within the unit from which s/he was elected to take the absent standing committee member's seat for the period of the leave.
- f. Attendance. A standing committee member absent from three committee meetings in a calendar year in the absence of mitigating circumstances will be considered to have vacated his/her seat.
- g. Members of the Senate. A standing committee member may also serve as an Elected Senator. Standing committee members are members of the Senate without vote if not also an Elected Senator.

#### 7.1.2.2 Ex Officio Members.

The Senate President is a voting ex officio member of every Faculty Senate committee and subcommittee, with the exception of the Nominating Committee in 3.5, and may designate a member of the Executive Council to act on his/her behalf. The Faculty Senate Vice-President is a

nonvoting ex officio member of every Faculty Senate committee and subcommittee except when serving as the Senate President's designee.

#### 7.1.2.3 Student Members.

- a. Standing committees may invite graduate and/or undergraduate students designated by student governing bodies on a one-year renewable basis to serve on the committee.

#### 7.1.3 General Duties of Standing Committees.

- a. They shall recommend policy and changes in policy in their areas of responsibility to the Faculty Senate. They may initiate action on matters clearly within their province and request that they be placed on the agenda of the Senate meeting by the Executive Council.
- b. They shall receive and consider policy proposals in their areas of responsibility from the Faculty Senate, the administration, student bodies, etc., and present their recommendations to the Faculty Senate for action.
- c. They shall consider budgetary implications for policies in their areas of responsibility and make appropriate recommendations to the Faculty Senate and the administration regarding University priorities.
- d. They shall annually review sections of the Officers' Handbook pertaining to their areas of concern and make recommendations for revision.
- e. They shall consult with and provide advice to the administration, student groups, etc., in their areas of responsibility when requested to do so. Policy proposals generated as a result of these consultations shall be presented to the Faculty Senate for consideration and action.
- f. They shall keep records of their activities and present reports at least once a year to the Faculty Senate.
- g. They shall maintain close liaison with appropriate committees and groups established by the individual academic units, the student governing bodies, the Staff Council, and other University constituencies.
- h. They shall meet frequently in order to promptly and responsively discharge their duties to the Senate, the faculty, and the University as a whole.

#### 7.1.5.4 Research, Scholarship, and The Creative Arts Committee.

This committee shall have responsibility for matters relating to research activities, scholarly work, and creative and performing arts carried out at the University, including graduate education and items referred to in Sections 1.1c, 1.2b, 1.2g, and 1.2k. It shall review, recommend, and participate in the formulation of policy with respect to resources related to these activities, including physical facilities and allocation of appurtenant space, library resources and resources for graduate programs, and make recommendations to assure effective use of these resources. It shall serve as liaison between the Senate and the administration on such matters as, but not limited to: the broad role of the University in advancing knowledge through research, scholarship, and the performing arts; external and internal support for encouraging these activities, including graduate and undergraduate research; intellectual property, and technology transfer; ethical issues and issues affecting the academic environment as these arise in research or scholarly work. It shall consult frequently with other University and collegiate committees that are charged to initiate, maintain, and monitor institutional support programs for research, scholarship, the creative arts, and graduate education, as well as maintain close liaison with

appropriate administrative offices in its areas of responsibility.

Supplementing the membership described in 7.121a above, this committee shall include an additional member from the College of Arts and Sciences representing the field of the creative and performing arts.

### **Committee Procedures**

- RSCA meets once a month during the academic year. Historically this has been on Thursdays from 12:30-2 in Waterman 427A. Elected members should have a schedule that allows for regular attendance at meetings.
  - At its September meeting, RSCA shall orient new members to the committee and draft a list of topics it would like to cover during the upcoming academic year.
  - Administrative offices that RSCA maintains close liaison with are:
    - Office of the Vice President for Research
    - Graduate College
    - Libraries
    - Office of Fellowships, Opportunities and Undergraduate Research
    - Provost's office
  - Relationship with Office of Fellowships, Opportunities, and Undergraduate Research (FOUR). RSCA plays an advisory role with FOUR which includes but is not limited to:
    - Input on the Student Research Conference.
    - Collaboration on FOUR initiatives as agreed upon by both parties.
    - Assistance forging partnerships – either directly by the voluntary participation of RSCA members or indirectly through RSCA suggestions.
    - Assistance with new or ongoing initiatives or ideas.
    - Acting as “ambassadors” of FOUR by disseminating information to appropriate groups (faculty, staff, students) as applicable to your individual positions at the University.
- The nature of communication will be through twice annual presentations by FOUR to RSCA.
- RSCA reviews the Burack Distinguished Lecture Series nominations twice per academic year, typically at the November and April meetings. Lecture nominations are considered confidential and should not be shared outside of the Committee. Information about the Lecture Series can be found here - <https://www.uvm.edu/~president/burack/>
  - RSCA reviews University Distinguished Professor Nominations in the Spring semester, typically at the April meeting. These nominations are considered confidential and should not be shared outside of the Committee. Information about the University Distinguished Professor program can be found here - <http://www.uvm.edu/~provost/udp/>
  - RSCA's work plan varies from year to year and is formulated by the Committee based on issues of concern to its members and issues brought to the committee by members of the faculty and administrative units. Issues RSCA has worked on in the past include:
    - Scholarly Productivity and Impact Metrics
    - Research Data Management
    - Undergraduate Research
    - Technology issues related to research, scholarship, and creative arts
    - Internal funding opportunities to support creative arts and humanities scholarship

- Corporate and Foundation support for research, scholarship, and creative arts
- Open access publishing
- Interdisciplinary initiatives such as the Gund Institute for the Environment
- Grant management

### **RSCA Chair**

- In the spring semester, the Faculty Senate office will contact all current RSCA members to solicit nominations, including self-nominations, for Chair to serve during the upcoming academic term (beginning June 1<sup>st</sup>). Once nominations are received, the Faculty Senate office will conduct a vote on the nominated members and report the results to RSCA.
- The Chair shall report to the Senate at least once a year, schedule and conduct meetings, follow up on actions of the committee, and serve as committee spokesperson,
- The Chair shall serve as a voting member of the Faculty Senate,
- The Chair shall serve on the Senate Executive Council.
- The Chair shall serve as faculty representative to the Board of Trustees Educational Policy and Institutional Resource Committee.
- The Chair shall serve as a liaison to the Library Advisory Committee.

### **Continuous Improvement & Reporting**

- At the end of the spring semester, the RSCA Chair will prepare a summary report to be submitted to the Faculty Senate describing the work of the committee during the academic year.
- At least once annually, RSCA should review its operating procedures, propose specific changes if needed, and submit to the Senate Executive Council for review and approval.