

Research Advisory Council Charter

Mission

The mission of the Research Advisory Council (RAC) is to actively foster a campus culture that supports all forms of scholarship broadly defined (*à la* Boyer's Model of Scholarship). The RAC will also serve as a consultative body to provide guidance, input, and advice to the Office of Research & Sponsored Programs (ORSP) and the Office of Undergraduate Research (OUR) on such things as strategic planning, new initiatives, mentoring students involved with research, and policies and procedures pertaining to research. While the RAC may address a wide variety of matters relating to improving the overall campus research environment, normally it will select one or two major projects to address each year.

Goals

The Research Advisory Council (RAC) will:

- Increase communication regarding research and scholarly activities across the campus.
- Nurture a campus culture of scholarship to promote collaboration and support.
- Serve as a centralized council anyone can come to with general research-related questions or concerns.
- Ensure that research policies and procedures support and encourage diversity and inclusion.

Responsibilities

The RAC's responsibilities include, but are not limited to:

- Identify and assist with major projects to support and enhance research on campus.
- Advocate for improved university research infrastructure and administration.
- Support and maintain a database of the scholarship being done on campus by faculty and students.
- Advocate in support of student-faculty research and external grant/contract funding, and offer suggestions on how best to engage faculty in these efforts.
- Provide the OUR and ORSP advice and direction for best practices and efficient operation of their respective research-related duties.
- Help draft or revise needed policies and procedures related to the role of research and research practices and then advocate for their adoption.
- Facilitate communication between and among faculty and various other administrative offices on matters of importance to research.
- Recommend mechanisms and efficiencies to bolster scholarly efforts.
- Identify strategies for supporting faculty's scholarly development, stimulating cross-disciplinary collaborations, and cultivating a campus research culture.
- Identify roadblocks, challenges, and disincentives to students and/or faculty that discourage their involvement in research or mentoring, and recommend solutions to be implemented.
- Review and evaluate research training and compliance requirements and recommend strategies for needed improvements.

- Help communicate the importance of research compliance and training requirements to their constituents.
- Provide guidance for collaboration with external entities and businesses.

Membership

The Research Advisory Council (RAC) aims to have broad representative membership. To that end, the RAC's membership will include the following:

- Co-Chairs: Director of Research and Sponsored Programs and Director of Office of Undergraduate Research (or a representative from the respective office if one of them is not able to attend a particular meeting). The Co-Chairs will not be term-limited in their appointment.
- 1 faculty representative from each of the four colleges (CAH, CEPS, CB, & COTS)
- 1 faculty representative from the Graduate Council (The same individual could simultaneously serve as one of the four college representatives.
- 1 representative from the Douglas Honors College, which will not be term-limited in their appointment.
- 1 representative affiliated with CWU's McNair Scholars Program, which will not be term-limited in their appointment.
- 1 representative from the University Libraries
- 1 representative from the University's Academic Administration
- 2 student representatives:
 - 1 second-year graduate student, to serve a one-year term
 - 1 third- or fourth-year undergraduate student, to serve a one-year term
 The Co-Chairs will commit to ensuring these students have a voice on the committee.
- 1 or 2 at-large representatives (possibly drawn from the University Centers, Center for Teaching Excellence, Institutional Effectiveness, Information Services, Business & Financial Affairs, CWU Foundation, International Programs, Student Success, etc., depending on the focus of the next RAC major project)

Length of Term: RAC members will serve staggered three-year terms, except for the two student members, who will serve one-year terms. In order to achieve staggered terms, some members may be appointed for one- or two-year terms. No member may serve more than two consecutive terms. If a member will be on sabbatical, or resigns before the end of their term, a replacement will be selected based on the Method of Selection below.

Criteria for Membership: With attention to the diversity of the committee and its responsibilities, members should have a demonstrated interest in research-related issues and/or in mentoring students.

Method of Selection: The faculty representatives from the four colleges will be nominated by each college's dean, as will the library representative. The provost will nominate the representative for the academic administration. The graduate student will be nominated by the Graduate Council, and the undergraduate student will be nominated by ASCWU. The at-large

member(s) will be recruited by the Co-Chairs, based on who would be most relevant to assist with the anticipated upcoming project(s).

Service Workload Units (WLU): Faculty members serving on the RAC will receive 1 WLU per year.

Meetings

- The RAC shall meet for one hour bi-weekly during the academic year, except during breaks and holidays.
- A quorum requires the participation of a minimum 51% of RAC members.
- Special meetings of the RAC may be called at any time by a majority of RAC members.
- The RAC Co-Chairs will share the responsibility for creating agendas, leading meetings, and documenting attendance. An agenda will be developed for each meeting and will be distributed to the RAC members at least two days before the meeting.
- An RAC member will be elected to serve as Secretary to take notes and prepare minutes of each RAC meeting. RAC members will review and vote to approve the minutes at the following meeting. The RAC agendas and minutes will be maintained in an RAC Microsoft Teams (or other similar) folder accessible to all RAC members.
- Any RAC member may propose an agenda item and/or a topic for discussion as long as it falls within the scope of the RAC's mission.
- Occasionally the RAC may invite one or more guests to attend a particular meeting, as relevant to that meeting's agenda topic(s). The Human Subjects Research Committee (HSRC) and the Institutional Animal Care & Use Committee (IACUC) will be called upon as appropriate rather than serving on the committee.
- The RAC may create and appoint its members to RAC subcommittee(s), if the need for one or more subcommittees is agreed to by the majority of RAC members.
- RAC members shall act as liaisons with their colleges/constituents and may seek input on RAC topics from their colleagues prior to or after any RAC meeting.
- If an RAC member is unable to attend a meeting, she or he may designate a proxy (from that member's constituency group) to attend the meeting in his/her place.
- When a member misses two consecutive regularly scheduled RAC meetings, or a total of three meetings in one academic year, without an explanation or without sending an alternate, he or she shall be automatically removed from the council and notified of this action. The resulting vacancy will be filled as soon as possible following the Method of Selection described above.
- Any RAC member may resign at any time by giving written notice to the RAC. If any RAC member ceases to be employed by or affiliated with CWU, that member will be deemed as having resigned from the RAC. The vacancy created by a resignation will be filled as soon as possible following the Method of Selection described above.

Reporting

An annual report will be written by the Co-Chairs and reviewed and approved by the full RAC. The annual report will be submitted to the provost by the end of May each year and posted on the RAC webpage or other public facing interface, as appropriate.

Amendments to Research Advisory Council (RAC) Charter

This Charter may be amended, or new articles adopted, only by the consensual agreement of the current RAC members at the time an amendment or new article is proposed by one or more of its members.

Approved: April 18, 2021

Updated: