



UNIVERSITY RESEARCH COUNCIL CHARTER

I. PURPOSE

The purpose of the University Research Council shall be to serve as an advisory body to the Vice President for Research on matters pertaining to the development of research and creative activities at the University of Southern Mississippi. To this end, the Council is responsible for recommending, to the Vice President for Research and Economic Development, policies and procedures which will enhance the ability of the University of Southern Mississippi to realize its potential for distinction in research, creative, and scholarly activities.

II. MEMBERSHIP

- a. There shall be two representatives from each college and from University Libraries. The Vice President for Research and Economic Development, the Director of the Office of Sponsored Programs Administration, the chair of the Institutional Review Board, and the chair of the Institutional Animal Care and Use Committee shall be ex officio non-voting members of the Research Council. Ex officio representatives from research units on the Gulf Coast and Hattiesburg campuses may be selected as deemed appropriate by the Vice President for Research and Economic Development.
- b. The representatives shall be elected by and from full-time faculty members holding professional rank without any qualifying designations such as “visiting,” “special,” or “adjunct.” An alternate also shall be elected or appointed to fulfill the responsibilities of the representative when called upon by the elected representative.
- c. The administratively recognized academic divisions from which representatives are to be elected are as follows:
 - College of Arts and Letters
 - College of Business and Economic Development
 - College of Education and Psychology
 - College of Health
 - College of Science and Technology
 - University Libraries
- d. The elected faculty representatives from each academic division shall serve staggered three-year terms of office.
- e. Upon the creation of a new academic division, college, or regional campus, a representative shall be elected at the next regular election date.
- f. Unexpired vacancies in Council membership shall be replaced through a

special election by the academic division.

- g. The faculty representatives of each academic division shall be elected only by qualified faculty members of that division (as defined in Article II. B.). Elections shall be by secret ballot and shall be supervised by the College Research Committee appointed by the Dean of the division. In the case of University Libraries, elections shall be supervised by the Research Work Group. These committees shall be responsible for preparing, distributing, collecting and tallying the ballots, and for announcing the results of the election process.
- h. The pool of candidates for election within each academic division shall be derived from nominations by a qualified faculty member of that division (as defined in Article II. B). Each qualified faculty member may nominate one candidate. For a regional campus, the Dean may nominate three candidates and a qualified faculty member may nominate one candidate. The minimum qualifications for nomination include the following:
 - i. A minimum of three years of service at the University of Southern Mississippi with professional rank (in exceptional cases, the Dean of the division may request that this requirement be waived);
 - ii. An earned terminal degree in the area of graduate responsibility;
 - iii. Membership on the graduate faculty, except for the University Libraries representatives; and
 - iv. Documentation of professional scholarly and/or creative activity.
 - v. While not absolute requirements for nomination, each of the following qualifications would be highly desirable in a candidate:
 - 1. Experience in directing graduate student research, or service as a member of a graduate student advisory committee during the past five years; and
 - 2. Experience with externally funded sponsored programs as program director/principal investigator or co-director/co-principal investigator.
- i. Elections shall be held during the spring semester of each academic year, and the terms of office shall normally begin with the opening meeting in the fall semester.

III. ORGANIZATION

- a. The University Research Council shall have the following elected officers:
 - i. Chair (two-year term)
Responsibilities of the Chair shall include planning and presiding over meetings, coordinating the work of the Council, and working with the Vice President for Research on issues brought forward by any Council member.
 - ii. Chair-Elect
Responsibilities of the Chair-Elect shall include coordinating with

the Council Chair on various Council activities, reviewing official minutes, maintaining the Council calendar, and sending notice of activities.

b. Ex officio members of the University Research Council may not hold either of the two offices.

c. College Research Committee

Each dean will select members for 3-year terms. This committee will meet at least once each semester to serve the college and Council by

(1) reviewing, ranking, and forwarding recommendations for the Summer Faculty Research Grants during each Fall semester, and

(2) communicating research concerns of the college to the Council. The college's Council representatives will have regular membership on this committee.

d. Sponsored Programs Administration shall be the designated depository for minutes, policies, and any other records of the Council.

e. Standing Committees of the University Research Council and their chairs shall be appointed by the Chair of the University Research Council in consultation with the Vice-President for Research and Economic Development following the process outlined below.

Each such committee shall consist of at least one elected member of the Council. Ex officio members may also be appointed where appropriate. The remaining members of such standing committees are to be selected from the faculty at large to ensure wide input to the deliberations from faculty members having interest and expertise in the matter subject to deliberation.

f. The Chair in consultation with the Vice-President for Research and Economic Development may appoint special task forces. At least one member of the Council (elected or ex officio) shall be appointed to each Task Force. Additional members shall be selected from the faculty at large in order to ensure wide input from faculty who have an interest in and expertise in the matter to be deliberated.

g. The University Research Council shall meet monthly during the Fall and Spring semesters on a regular basis or more often if needed. Special meetings may be called by the Chair, Chair-elect, or by the Vice President for Research.

h. A simple majority of voting members will constitute a quorum.