

**College of Health and Human Services
Research and Scholarship Committee DRAFT Bylaws 11/4/2020 1**

**ARTICLE I
NAME**

The name of this committee shall be the College of Health and Human Services (CHHS) Research and Scholarship Committee (RSC).

**ARTICLE II
PURPOSES**

The purposes of this committee shall be to:

1. Promote and celebrate faculty and student research and scholarly activity in CHHS;
2. Evaluate internal grant proposals for recommendation to the Dean as needed.
3. Evaluate applications and recommend recipients of the annual tenured faculty CU pool allocation.
4. Evaluate applicants and recommend recipients for CHHS faculty teaching, research and/or service awards to the Dean.
5. Evaluate applicants and recommend a recipient of undergraduate and graduate student research awards to the Dean.
6. Coordinate an annual event to showcase scholarship activities in the CHHS.

**ARTICLE III
MEMBERSHIP**

The RSC shall be comprised of one full-time faculty member from each of the College's academic units and the CHHS Associate Dean, *ex officio*.

**ARTICLE IV
APPOINTMENT**

Section 1

RSC members shall be appointed or elected representatives from their academic units. No more than one faculty member shall be appointed from each academic unit for service on this committee. Each academic unit in the CHHS shall forward the name of their appointed representative to the Office of the Dean.

Section 2

Apart from the Associate Dean, the RSC members shall be elected for a 2-year term. Terms of committee members will be staggered to promote continuity and efficiency.

Section 3

If a member is unable to complete the 2-year term, the member shall inform the respective Academic unit Chair and the Dean. If an unexpired term is vacated, a replacement shall be appointed from the affected academic unit to complete the term.

Section 4

Members are eligible for re-election/appointment.

**ARTICLE V
MEETINGS****Section 1**

The RSC shall meet in person or virtually on an as needed basis throughout the academic year. The dates and times shall be determined at the beginning of each semester, considering the schedules of the RSC members and all pertinent deadlines.

Section 2

Committee work may also be completed online when appropriate.

Section 3

A quorum shall be one half plus one of the voting members or in the event of an odd number of units the quorum will be half rounded to the next whole number.

**ARTICLE VI
THE CHAIR/VICE CHAIR/SECRETARY****Section 1**

The RSC shall select a Chair to preside at all meetings, oversee work, and to represent the Committee to the Dean and the faculty of the College. The Committee members shall elect the Chair annually at the first meeting of the academic year. The Chair shall be a current member of the RSC. The Chair will be responsible for scheduling the meetings, preparing agendas, moderating in person and online work and communications with the Dean.

Section 2

The RSC will select a Secretary to facilitate communications. The Secretary will create minutes and distribute to the committee and the Dean's office.

Section 3

In the event of a vacancy in the Chair or Secretary positions, the RSC shall elect a member to complete the vacant term and shall report the changes to the Dean and the College faculty.