

UMKC Research Advisory Council Operating Procedures

Purpose: The Research Advisory Council serves as the campus-wide committee charged with an advisory role to the Vice Chancellor for Research and Economic Development, the Provost and the Chancellor on matters relating to research and scholarship at UMKC.

Structure: The Council will have elected membership from across the campus serving 3-year staggered terms, with one third of the membership rotating off annually. If a member steps off the council before their three year term is ended, the Dean of their Academic Unit will appoint a replacement faculty member to sit on the Council until the term is served out. The membership will include at least one faculty member from each academic unit, and representation from each of the various sub-disciplines within the College of Arts and Sciences (i.e. Natural Sciences, Social Sciences, and Humanities & Arts), the UMKC Libraries and Faculty Senate. The chair and vice chair of the Council will be elected by the voting members. The chair will serve a 1 year term, following which the vice chair will then serve as chair. The vice chair can therefore be elected from members who are starting their 1st or 2nd year on the Research Advisory Council. *Ex Officio* membership will include the Chancellor, Provost, Vice Chancellor for Research and Economic Development, Assistant Vice Chancellor for Research, Associate Vice Chancellor for Administration, Dean of the School of Graduate Studies, Director of Research Compliance, Director of the Office of Technology Transfer, Director of Sponsored Programs and Research Deans/Associate Research Deans.

Proposed Charge: The Research Advisory Council will serve in an advisory capacity to the Provost and the Chancellor with the intended goal of advancing research, scholarship and sponsored programs at UMKC.

Specific responsibilities will include (but are not limited to):

1. Serve as the primary committee to advise the Chancellor, the Provost and the Vice Chancellor for Research and Economic Development on the mission, vision and goals for research and scholarship at UMKC.
2. Review and provide feedback on Office of Research Services (ORS) metrics that track success of the research and discovery enterprise at UMKC.
3. Identify and propose strategies aimed at increasing research opportunities and funding at UMKC.
4. Review and advise on policies and procedures that facilitate research operations (such as, ORS activities and budget, research space, research compliance, funding, investment, Facilities and Administration (F&A) costs distribution, etc.) to improve administrative efficiencies, streamline grant submissions, and remove barriers to research at UMKC.
5. Provide a reviewer pool for campus-wide competitive funding opportunities and research recognition awards.
6. Advise the Vice Chancellor for Research on research space allocation appeals.
7. Serve as a forum for faculty concerns relating to research operations and infrastructure.

Schedule of Council Meetings:

Meetings of the Council will take place on a monthly basis.

Voting by the Council:

Who can vote- On all voting matters only the elected members will vote

Quorum- a quorum of at least 50% of the voting members must be present in order for a vote to take place.

Voting- a motion can be voted upon if put forward by a voting council member and seconded by another voting member. Motions will be carried by a majority vote, with the opportunity for minority views to be expressed. Votes will be cast anonymously for elections.

Appointing of Subcommittees:

The chair may appoint a subcommittee to work separately from the council on occasions where draft documents are to be prepared and/or the council requires additional information to be gathered in order to discuss a particular issue. The subcommittee will then report back to the council at a later meeting.

Reporting of Council Activities:

The meeting minutes of the Council will be made publically available via posting on the ORS website. The chair of the Research Advisory Council will report recommendations of the council to the UMKC Chancellor and Provost. The Faculty Senate representative will be responsible for disseminating information on Council activities to the Faculty Senate.

Executive Session of the Council:

At the discretion of the chair, the council may enter into executive session in which only voting members are present. Discussions of the executive session will not be documented in the minutes.