

BYLAWS OF THE COUNCIL ON FACULTY RESEARCH

ARTICLE I

Name

The name of this council shall be The Council on Faculty Research.

ARTICLE II

Objective

The Council on Faculty Research shall consider all eligible and qualified proposed research and creative activity projects submitted by faculty members and make recommendations to the appropriate academic administrator for final approval or disapproval of such research projects. As an advisory group, the Council shall also have the responsibility for making recommendations to the Office of Research and Sponsored Programs on matters relative to research and creative activity.

ARTICLE III

Members

- A. The Council shall consist of:
 1. Two ex-officio members (without vote) as follows:
 - a. The Dean of the Graduate School as an ex officio member without vote.
 - b. The Director of the Office of Research and Sponsored Programs as an ex officio member without vote.
 2. Five members (with voting privileges), one from each of the following academic colleges, Liberal Arts and Sciences, Education, Lumpkin College of Business and Technology, Health and Human Services, and one from Library Services elected by the faculty of the respective units. The council members will serve three-year, overlapping terms. Elections are conducted by the Faculty Senate and newly elected members shall take office at the first meeting of the Fall semester after the election.
 3. Four members (with voting privileges) one from each academic college (Liberal Arts and Sciences, Education, Lumpkin College of Business and Technology, Health and Human Services) appointed by Administration. The council members will serve three-year, overlapping terms.
- B. All voting members shall be Unit A faculty.
- C. There shall be no limit to the number of consecutive terms a Council member can serve.
- D. Replacements shall be made as follows:
 1. If an elected member needs to be replaced, vacancies shall be filled in the manner detailed in the Faculty Senate Bylaws. Should all candidates identified by the Senate be unable to serve, replacements shall be made as follows:
 - a. Temporary replacement of an elected member
If an elected member is unable to serve up to two consecutive semesters of his or her term, the Director of Research and Sponsored Programs will appoint a replacement member from the same college or unit as the member being temporarily replaced.
 - b. Permanent replacement of an elected member
If an elected member is unable to serve for more than two consecutive semesters of his or her term, the member will be replaced by a new member chosen during the normal elections conducted by the Faculty Senate.

2. Replacement of an appointed member
If an appointed member is unable to serve any part of his or her term, the Director of Research and Sponsored Programs will appoint a replacement member from the same college or unit as the member being replaced. The replacement may be considered temporary or permanent by agreement of the Director and the member who is being replaced.

ARTICLE IV

Officers

1. At the last meeting held in the Fall semester, the seated council shall elect a Chairperson. Election shall be by a majority vote. The term of office shall be one year beginning at the first meeting in the following Fall semester. It shall be the duty of the Chairperson to call and preside over the meetings of the Council. The Chairperson retains the right to vote. If the Chairperson is absent, the Chair's designee shall assume the duties of Chairperson.
2. The Director of the Office of Research and Sponsored Programs shall provide non-voting personnel to serve as secretary and to record, maintain, and distribute the minutes of the Council and to otherwise assist with the business of the Council.

ARTICLE V

Committees

The Council may have subcommittees, ad hoc committees, and any other committees deemed necessary by the Council.

ARTICLE VI

Jurisdiction and Procedures

1. Fall and Summer Awards
 - a. The Council will review, discuss, and rank proposals submitted for the Fall Competition and Summer Competition. The Council will approve a group of proposals by majority vote and refer the approved proposals to the Director of Research and Sponsored Programs for funding.
 - i. If funds are not available for all approved proposals, the Council will distribute available funds among the highest ranked proposals.
 - ii. Should there not be a sufficient number of approved proposals in the Fall Competition to award all funds, surplus funds may be used in the Summer Competition.
2. Review and Revision of Application Materials
 - a. The full council may periodically review the Summer and Fall application materials and procedures and recommend revision.
3. Discussion of Proposals
 - a. All discussion of proposals while the council is in session is strictly confidential.
 - b. Council members should not discuss a proposal with an applicant after the application has been submitted for review.
4. Communication and Implementation of Actions taken by the Council.
 - a. Minutes of the Council, including recommendations, shall be distributed to the Council members in a timely fashion.

5. Procedures

- a. The meeting time for the Council shall be 10:00 am on Fridays, as needed.
- b. A voting quorum shall consist of six voting members.
- c. Members who know in advance that they will be absent from a meeting may submit their comments on proposals to the Office of Research and Sponsored Programs or a member of the council designated by the absent member prior to the missed meeting. Comments from absent members will then be entered into the discussion of the proposals.

ARTICLE VII

Parliamentary Authority

Any procedural questions not covered by the foregoing rules shall be determined by the current edition of Robert's Rules of Order Newly Revised.

ARTICLE VIII

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, providing the amendment has been submitted in writing at the previous regular meeting.

Last revised: 2/21/2020