

University of Memphis Research Council

Bylaws

February 2019

ARTICLE I - NAME

The name of this organization shall be the University of Memphis Research Council (UMRC)

ARTICLE II - OBJECT

The UMRC is the primary liaison between faculty researchers and University of Memphis leadership on all issues related to our research environment, research policies, research compliance and strategic research directions. The UMRC serves in a consultative role and reviews research and compliance policies, contemplates growth opportunities, identifies areas of excellence, catalyzes cross-disciplinary and trans-institutional collaborations, and unifies divergent goals and objectives of local research and exploration thrusts with institution missions and priorities. In the spirit of faculty governance, it also serves as an important feedback mechanism for the University's research efforts. Members of the Council also help to promote research discourse at the local level and serve as advocates for research efforts in their respective units.

ARTICLE III

Section 1: ORGANIZATION and REPRESENTATION

The UMRC is comprised of Division of Research and Innovation senior staff, Associate Deans for Research (or designees) of the Colleges or Schools, and 39 faculty member representatives as follows:

- The Executive Vice President for Research and Innovation (EVP) shall serve as the convener and facilitator (the "chair") of the Council. S/He will report the Council's actions and counsel to the President of the University of Memphis. In the EVP's absence, an *ex officio* member designated by the EVP will chair the meeting.
- The EVP along with members of the Division's leadership team shall serve on the Council as *ex officio* members. They will provide regular progress reports to the Council.
- Associate Dean(s) for Research or designees from the University's Colleges or Schools, appointed to 2 year terms by respective Deans:
 - College of Arts and Sciences,
 - College of Communication and Fine Arts,
 - College of Education,
 - Fogelman College of Business and Economics,
 - Herff College of Engineering,
 - Lambuth Campus, (Vice Provost)
 - Cecil C. Humphreys School of Law,
 - Loewenberg College of Nursing,
 - Kemmons Wilson School of Hospitality and Resort Management,
 - School of Communication Sciences and Disorders,
 - School of Health Studies,
 - School of Public Health,

- University College,
- University Libraries

- Three (3) faculty representatives -selected by the President of the faculty senate for 2-year terms. Initial appointments will be distributed as one- or two-year terms to provide for subsequent rotations in the two-year cycles. Appointments may be renewed based on other qualifications.
- Three (3) representatives of the Chairs of Excellence and Centers of Excellence (two Chairs of Excellence and one center representative to be nominated by EVP Research based on consultation). These individuals will also serve two-year terms. Initial appointments will be distributed as one- or two-year terms to provide for subsequent rotations in the two-year cycles. Appointments may be renewed based on other qualifications.
- Fifteen (15) faculty representatives of the academic colleges or schools allocated based on their relative level of sponsored research activity. These individuals shall be selected for two-year rotating terms through a method determined by the Dean of each unit. It is suggested that these representatives be faculty who are Center directors, research leaders or research active. Initial appointments will be distributed as one- or two-year terms to provide for subsequent rotations in the two-year cycles. Appointments may be renewed based on other qualifications.
 - Initial allocations are as follows: 5 representatives to the College of Arts and Sciences; 3 representatives to the College of Engineering; 2 Representatives to the School of Public Health; and 1 Representative each to the College of Communication and Fine Arts, College of Education, Fogelman College of Business & Economics, and School of Health Studies, and Loewenberg College of Nursing. The representations will be reviewed periodically and updated by the EVP and the Office of Sponsored Programs based on changes in sponsored program activity.
- Three (3) at-large faculty representatives to be selected by EVP Research for two-year terms. Initial appointments will be distributed as one- or two-year terms to provide for subsequent rotations in the two-year cycles.

ARTICLE V - MEETINGS

Section 1: REGULAR MEETINGS

Regular meetings will be held at least two (2) times per year, typically within the first six weeks of the fall and spring semesters. Called meetings deemed necessary or beneficial may be added at any time and are at the option of the EVP or as requested by member/representatives. Meeting notes will be recorded, transcribed, posted online, and made available to all interested parties. Meetings of the UMRC are open to all University of Memphis faculty members.

Section 2: ABSENCE OF MEMBERS

If for any reason a member of the UMRC cannot attend a meeting, another Council member may be designated as proxy for voting purposes. The designation shall be presented in writing to the chair at the time of the meeting.

Section 3: QUORUM

Eleven (11) voting members of the UMRC shall constitute a Quorum.

ARTICLE VI - COMMITTEES

Standing or special committees and task forces shall be appointed by the chair as necessary to carry out the detail work of the UMRC.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Section 1: PROCEDURE

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the University Council for Graduate Studies to the extent that they are not inconsistent with these bylaws or with any special rules of order the UMRC may adopt.

Section 2: OPEN MEETINGS

Meetings of the UMRC are open to all faculty members. If confidential issues are on the table, then the chair has the power to call the UMRC to executive session.

ARTICLE VIII - AMENDMENT TO BYLAWS

These bylaws can be amended at any meeting of the UMRC by a two-thirds vote, provided that the amendment has been submitted in writing to the EVP and distributed to the representatives no less than one month in advance of the next regular or called meeting.

ARTICLE IX – APPROVAL

All motions and actions of the UMRC will be subject to the approval by the EVP for Research & Innovation and the President of the University of Memphis.