

## Faculty Senate Action Item

Item 09-15 Option 1

Subject: Clarification of the structure of the Major Research and Grant Review Subcommittee

Rationale: At present, the Major Research and Grant Review Subcommittee is defined as a subcommittee of the Research Committee, which would entail that its members also serve on the committee it is sub- to, but that is not how appointments to the committee have actually been made for several years; they have been appointed by the deans of the academic units when a committee member's term is expiring. According to the Faculty Handbook, members of the Grant Review Subcommittee "shall not be eligible for grants from the committee while serving on the committee"; however, there is no such restriction indicated for committee members of the overarching Research Committee. In addition, the Grant Review Subcommittee has only been reviewing internal grants and prioritizing them for the Research Committee which allocates the funds for all internal grants. Members of the Grant Review Subcommittee are "urged not to serve on other major university committees." This restriction does not appear to be necessary under the present circumstances. We need to decide whether 1) to let things operate as they currently do and have this committee report to the Research Committee; or 2) make this an actual subcommittee. We also need to determine 1) whether or not members of both the Research Committee and the Grant Review Subcommittee should be restricted from being eligible for receiving research grants and 2) whether the Grant Review Committee should take on the task of reviewing external grants, which it has not been doing. If the decision is made to retain the review of external grants by this committee, there could be serious repercussions with grant deadlines not being met due to the lack of timeliness of review by the Grant Review Committee since, according to the Faculty Handbook, "The Review Committee shall act on proposals twice annually: in October and in April. The spring meeting will review projects to commence during the following summer and fall semester, while the fall meeting will be concerned with projects planned for the following spring semester." Currently, external grants are reviewed by the department (if applicable), the academic dean, and the VPAA as well as the Grant Facilitator, the Grant Budget Manager, and the VPAT.

Recommended Change:

-----1. Research Committee

a. Purpose and Function

The purpose of this Committee is to allocate funds for the support of scholarly activities of the full-time faculty of Washburn University.

In this capacity the Committee will review requests for funds to cover all reasonable expenses associated with scholarly activities.

1) Scholarly activity refers to original research that results in the advancement of the arts, humanities, sciences, social sciences, or professions.

2) Reasonable expenses may include the following types of items: reassigned time, travel, equipment, materials, supplies, services, and a variety of publication costs including the purchase of reprints.

3) The Committee will not review requests for the support of graduate course work or dissertation research, for the development of new courses or course materials, or for expenses augmenting Sweet Sabbatical funds.

An application for funds should be submitted to the chairperson of the Committee. This application should include a short but clear description of the activities and their significance, as well as a detailed account of the financial support requested. In some cases the Committee may request the applicant to be present at the review meeting so that questions may be answered.

#### b. Membership

The Committee will consist of three faculty members from the College of Arts and Sciences appointed by the Dean of the College of Arts and Sciences, a faculty member from each of the other major academic units appointed by the Dean of the respective academic units from those actively engaged in research or other scholarly pursuits, a member of the University Library faculty, a member of the Treasurer's office and the Vice President for Academic Affairs.

#### c. Major Research Grants and the Review Committee

(For more details, see Appendix III.) A research fund for more extensive activities has been established to provide support for the research and scholarly activities of the full-time faculty of Washburn University. A Review Committee ~~functioning as a subcommittee of the Research Committee~~ will be appointed **by the deans of the academic units** to review proposals and to recommend to the Research Committee allocations from the research fund. **The membership will consist of one representative from each academic unit.** The Review Committee will then recommend allocations to **the Research Committee** ~~the Vice President for Academic Affairs who shall in turn make recommendations to the President.~~

~~In this capacity the Review Committee will review and evaluate two kinds of requests from the full-time faculty: (1) requests to support the development of ideas or projects that are to be submitted to other agencies for more extensive funding, and (2) requests for funds to support in full or in part original research and scholarly activity.~~

#### 1) Functions of the Review Committee

a) The Review Committee will provide application forms to full-time members of the Washburn faculty seeking financial support for their research or scholarly activity. These applications will require a clear description of the purpose, nature, method of evaluation, and significance of the activity to be supported, as well as a detailed account of the expenses to be incurred.

b) The Review Committee shall act on proposals twice annually: in October and in April. The spring meeting will review projects to commence during the following summer and fall semester, while the fall meeting will be concerned with projects planned for the following spring semester.

c) The Review Committee will develop and publish criteria for the evaluation of proposals.

d) The Review Committee will evaluate and rank as to merit all the requests received at each of its meetings.

## 2) Structure of the Review Committee

a) The Review Committee shall be composed of five full-time tenured Associate or Full Professors who shall serve staggered two-year terms. **One member will be appointed by each academic dean.** Members of the committee must have a documented history of research or scholarly activity. ~~Members shall not represent particular constituencies of the University nor shall their selection be based upon departmental, divisional, school, or college affiliation. However, no more than one member from a single department may serve at one time and no newly appointed member may be from the same department as any member whose term has expired that year.~~

b) The Vice President for Academic Affairs **or designee** will be an ex officio member without vote.

c) The Review Committee will **report to** the Research Committee.

~~d) Members of the Review Committee shall not be eligible for grants from the committee while serving on the committee.~~ **Members shall be required to reclude themselves from deliberations of any grant they are proposing.**

~~e) Members of the Review committee will be urged not to serve on other major university committees.~~

Financial Implications: None

Recommendation: Faculty Senate Approval

Date: October 12, 2009

Submitted by: Thomas Prasch

Faculty Senate President

## Faculty Senate Action Item

Item 09-15 Option #2

Subject: Clarification of the structure of the Major Research and Grant Review Subcommittee

Rationale: At present, the Major Research and Grant Review Subcommittee is defined as a subcommittee of the Research Committee, which would entail that its members also serve on the committee it is sub- to, but that is not how appointments to the committee have actually been made for several years; they have been appointed by the deans of the academic units when a committee member's term is expiring. According to the Faculty Handbook, members of the Grant Review Subcommittee "shall not be eligible for grants from the committee while serving on the committee"; however, there is no such restriction indicated for committee members of the overarching Research Committee. In addition, the Grant Review Subcommittee has only been reviewing internal grants and prioritizing them for the Research Committee which allocates the funds for all internal grants. Members of the Grant Review Subcommittee are "urged not to serve on other major university committees." This restriction does not appear to be necessary under the present circumstances. We need to decide whether 1) to let things operate as they currently do and have this committee report to the Research Committee; or 2) make this an actual subcommittee. We also need to determine 1) whether or not members of both the Research Committee and the Grant Review Subcommittee should be restricted from being eligible for receiving research grants and 2) whether the Grant Review Committee should take on the task of reviewing external grants, which it has not been doing. If the decision is made to retain the review of external grants by this committee, there could be serious repercussions with grant deadlines not being met due to the lack of timeliness of review by the Grant Review Committee since, according to the Faculty Handbook, "The Review Committee shall act on proposals twice annually: in October and in April. The spring meeting will review projects to commence during the following summer and fall semester, while the fall meeting will be concerned with projects planned for the following spring semester." Currently, external grants are reviewed by the department (if applicable), the academic dean, and the VPAA as well as the Grant Facilitator, the Grant Budget Manager, and the VPAT.

Recommended Change:

-----1. Research Committee

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In this capacity the Committee will review requests for funds to cover all reasonable expenses associated with scholarly activities.

1) Scholarly activity refers to original research that results in the advancement of the arts, humanities, sciences, social sciences, or professions.

2) Reasonable expenses may include the following types of items: reassigned time, travel, equipment, materials, supplies, services, and a variety of publication costs including the purchase of reprints.

3) The Committee will not review requests for the support of graduate course work or dissertation research, for the development of new courses or course materials, or for expenses augmenting Sweet Sabbatical funds.

An application for funds should be submitted to the chairperson of the Committee. This application should include a short but clear description of the activities and their significance, as well as a detailed account of the financial support requested. In some cases the Committee may request the applicant to be present at the review meeting so that questions may be answered.

#### b. Membership

The Committee will consist of **three faculty members** from the College of Arts and Sciences appointed by the Dean of the College of Arts and Sciences, a faculty member from each of the other major academic units appointed by the Dean of the respective academic units from those actively engaged in research or other scholarly pursuits, a member of the University Library faculty, a member of the Treasurer's office and the Vice President for Academic Affairs. **Members of the Review Committee shall not be eligible for grants from the committee while serving on the committee.**

#### c. Major Research Grants and the Review Committee

(For more details, see Appendix III.) A research fund for more extensive activities has been established to provide support for the research and scholarly activities of the full-time faculty of Washburn University. A Review Committee functioning as a subcommittee of the Research Committee will be appointed to review proposals and to recommend to the Research Committee allocations from the research fund. ~~The Research Committee will then recommend allocations to the Vice President for Academic Affairs who shall in turn make recommendations to the President.~~

~~In this capacity the Review Committee will review and evaluate two kinds of requests from the full-time faculty: (1) requests to support the development of ideas or projects that are to be submitted to other agencies for more extensive funding, and (2) requests for funds to support in full or in part original research and scholarly activity.~~

#### 1) Functions of the Review Committee

a) The Review Committee will provide application forms to full-time members of the Washburn faculty seeking financial support for their research or scholarly activity. These applications will require a clear description of the purpose, nature, method of evaluation, and significance of the activity to be supported, as well as a detailed account of the expenses to be incurred.

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c) The Review Committee will develop and publish criteria for the evaluation of proposals.

d) The Review Committee will evaluate and rank as to merit all the requests received at each of its meetings.

## 2) Structure of the Review Committee

a) The Review Committee shall be composed of **five full-time tenured Associate or Full Professors** who shall serve staggered two-year terms. Members of the committee must have a documented history of research or scholarly activity. Members shall not represent particular constituencies of the University nor shall their selection be based upon departmental, divisional, school, or college affiliation. However, no more than one member from a single department may serve at one time and no newly appointed member may be from the same department as any member whose term has expired that year.

b) The Vice President for Academic Affairs **or designee** will be an ex officio member without vote.

c) The Review Committee will be a subcommittee of the Research Committee.

~~d) Members of the Review Committee shall not be eligible for grants from the committee while serving on the committee.~~ **Members of the review committee will reclude themselves from deliberations of any grant they are proposing.**

~~e) Members of the Review committee will be urged not to serve on other major university committees.~~

Financial Implications: None

Recommendation: Faculty Senate Approval

Date: October 12, 2009

Submitted by: Thomas Prasch

Faculty Senate President