

**POLICIES AND PROCEDURES FOR THE RESEARCH AND FACULTY  
DEVELOPMENT COMMITTEE**

**COLLEGE OF SCIENCE  
EASTERN KENTUCKY UNIVERSITY**

**OUTLINE**

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## A. MISSION STATEMENT

The mission of the Research and Faculty Development Committee is to promote the professional development of the faculty in the College of Science by evaluating and making recommendations on applications for funding for professional development activities and for awards that recognize faculty achievement, and by reviewing policies and procedures pertinent to faculty development to ensure that they continue to meet the needs of the college and its faculty.

## B. STRUCTURE OF THE COMMITTEE

1. For the purposes of electing/selecting members to the College of Science Research and Faculty Development Committee, the departments within the college are as follows:

Department of Biological Sciences, Department of Chemistry, Department of Computer Science, Department of Geosciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy.

2. The College Research and Faculty Development Committee shall consist of seven members comprised of the Associate Dean and six departmental faculty representatives, one from each of the constituent departments.
3. The Associate Dean shall chair the committee as a non-voting member.
4. Only full-time tenure-track (tenured and probationary) faculty are eligible to serve as departmental representatives on the committee. Department Chairs are not eligible to serve on this committee. A faculty member may only serve on one standing college committee at a time. Because of the nature of the responsibilities of this committee, departments are encouraged to nominate individuals with at least two years of experience as a faculty member in a university, or commensurate experience with an agency and/or professional organization.
5. Each department shall designate a member of the Research and Faculty Development Committee, and an alternate, in accordance with the department's policies and procedures.
6. Initially, to establish a rotational pattern, the departmental representatives will serve either a one-year term (Department of Geosciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy) or a two-year term (Department of Biological Sciences, Department of Chemistry, and Department of Computer Science). Thereafter, each representative will serve a two-year term. Should a member of the committee resign or need to be replaced for non-attendance, reappointment will be made by the department to fill the unfinished term.

7. The committee members and alternates shall be elected no later than September 1 of the year in which it is to function. Normally, the elections will be held in the spring semester preceding the academic year the committee is to function.
8. A quorum shall consist of a simple majority of the voting members. When there is need for the committee to vote, the votes shall be decided by a simple majority of the votes cast unless stated otherwise in the guidelines of a particular award the committee is considering. In the event of tie vote, members shall briefly discuss the issue again and then revote. If the second voting still results in a tie, the chair shall vote to break the tie.
9. The committee will elect, by simple majority, from its membership a recorder for the purpose of taking and distributing meeting minutes. It will be the responsibility of the chair and recorder to provide leadership, conduct meetings, and distribute the minutes of each meeting of the committee within 14 calendar days.
10. It is the responsibility of members to contact the committee chair and their alternate in the event that they will not be able to attend a regular or special meeting. In the absence of a regular voting member of the committee, his/her department's alternate shall serve as a voting member. If a committee member is absent from three consecutive meetings without cause, the seat will be declared vacant and filled by the department according to how the seat on the committee was originally filled. The committee chair will report to the dean when a seat is declared vacant or when a member resigns from the committee.
11. If any date specified on this document falls on a weekend or official holiday, then the effective date shall be considered the next day on which university administrative offices are open.
12. Proposed changes to these guidelines must be approved by the Research and Faculty Development Committee by a majority vote prior to the beginning of the academic year in which they are to take effect. Note that the documents in the appendices are independent of these guidelines and follow the approval process outlined in each appendix.

### C. RESPONSIBILITIES OF THE COMMITTEE

1. The function of the Research and Faculty Development Committee will be to:
  - a. Review and make recommendations on faculty development grant proposals.
  - b. Review and make recommendations on faculty sabbatical leave applications.
  - c. Advise the Dean on matters related to research, scholarship, and creative activities.
  - d. Review policies and procedures dealing with research and grant administration.
  - e. Select an individual from the college to receive the Excellence in Research Award.
  - f. Review and make recommendations on applications for the College of Science Junior Faculty Summer Research Awards.
  - g. Review and make recommendations on applications for the Outstanding Mentor Award.

2. Detailed guidelines for the committee in reviewing applications for faculty development grants, sabbatical leaves, Excellence in Research Award, Junior Faculty Summer Research Awards, and Outstanding Mentor Award are provided in the appendices.
3. The committee should meet at least once each month from September through April, or as necessary to conduct the business of the college. Additional meetings may be called by the chair or by a simple majority of the committee.

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Adopted: August 2016