

Charter and Bylaws

ARTICLE I: Name

To promote tolerance and inclusion of diverse forms of scholarship, research, and creative activities as defined by the State University of New York¹, the standing Committee name shall be the **Committee on Research Scholarship and Creative Work (CRSCW or “Committee”)**. See the CRSCW Theory of Change diagram in **Attachment 1**.

ARTICLE II: Vision

As a standing Committee of SUNY Polytechnic Institute’s “faculty affairs” unit² for the Utica campus currently referred to as the Faculty Assembly at Utica, the CRSCW (Committee) broadly seeks to improve the capacity of the Utica Faculty to productively achieve their Research and Creative Scholarship (RCS) aims. The work of the Committee is guided by the needs of the Utica Faculty as expressed in three strategic principles which are **advocacy, connectivity, and inclusivity**.

1. **Advocacy:** Empower faculty through support, resources, effective policy, and participatory practices that foster and sustain greater RCS productivity;
2. **Connectivity:** Link faculty and others through liaisons with and monitoring of the Administration and Other Relevant University Units with the goal of realizing expanded RCS capacity; and
3. **Inclusivity:** Promote a collegial atmosphere of diversity, inclusivity, and equity by acting with sensitivity to and acceptance of disciplinary differences with the goal of achieving diverse cultures of RCS activity.

ARTICLE III: Mission

The Committee contributes to the Utica Faculty through the following activities and processes:

- 3.1** Collecting and disseminating periodic Utica Faculty RCS needs assessments. As needed, the Committee also conducts and disseminates research on developments in RCS work and governance at other academic institutions.
- 3.2** Reviewing and monitoring the operations of the Administration and Other Relevant Operating Units in regard to all RCS policies and the implementation of

¹Per SUNY System, “ ... scholarship (traditionally research and publication in the sciences, social sciences, and humanities) and creative productivity (in fields where scholarship takes the form of artistic production, performance, composition, etc.) ...” (SUNY, 2018, p. 6)

²Per SUNY Polytechnic Institute, “Article X of the Policies, among other provisions, empowers the faculty to develop Bylaws for the conduct of its affairs...faculty affairs ...” (SUNY Poly, 2014, p. 1)

such policies. As needed, the Committee reviews implementation of such policy and practices that affect the Utica Faculty's ability to conduct RCS work and the manner in which RCS work is conducted and reported.

- 3.3** Promoting a culture of RCS by creating and hosting activities, such as training or award celebrations, that develop the Utica Faculty's CRS abilities and interests and showcase accomplishments. This includes identifying barriers to RCS work and proposing strategies to eliminate them. Furthermore, this encompasses strengthening the overall RCS capabilities of the Utica Faculty and encouraging RCS activity that contributes to or expands discipline-specific or interdisciplinary knowledge.
- 3.4** Acting in an advocacy role for the Utica Faculty's RCS interests to the Administration and Other Relevant University Units (ORUUs) with the intention of: a) continuously improving policy to fit the evolving faculty needs; b) increasing RCS resources, both financial and technological; c) ensuring adequate balance with other faculty demands including teaching, and service; d) attenuating conflicts that may occur among Utica Faculty interests and the actions and policies of the Administration and Other Relevant University Units; e) ensuring a high degree of diversity, inclusivity, and equity; f) and recognition of RCS efforts and accomplishments.
- 3.5** Encouraging student involvement in RCS projects through participation with Utica Faculty to develop students' intellectual capacities and respect for knowledge creation and dissemination. Such developmental participation may include: the Student Project Showcase, student assistantship opportunities, Summer Undergraduate Research Program (SURP).
- 3.6** Meeting and communicating as required with the Administration and Other Relevant University Units to enact other mission items described above, revise relevant policies and implementations, promote Utica Faculty RCS activities, develop collaborations, and seek and manage resources.
- 3.7** Collecting and disseminating information on RCS activities and accomplishments of the Utica Faculty.

ARTICLE IV: Values

The Committee values the full range of scholarship, research, and creative activities by faculty, research staff, and students and values inclusive, equitable, and participatory processes that aim to satisfy the diverse RCS needs of our Utica campus. Also, the Committee values sensitivity to disciplinary differences and diversity when conceptualizing and delineating among the various forms of Creative Scholarship and Research.

ARTICLE V: Definition of “*Other Relevant University Units*”

As of the date of this Charter and Bylaws, Other Relevant University Units include, but are not limited to the following:

1. Faculty affairs unit and committees for the Utica campus (currently referred to as the Faculty Assembly at Utica)
2. Internal Review Board (IRB)
3. Office of Research Advancement and Graduate Studies
4. Office of Sponsored Research
5. Chancellor’s awards for excellence in scholarship and creative activities (EISCA) selection committee
6. Library
7. SUNY Research Foundation (RF)

ARTICLE VI: Membership

The Committee shall include the following representatives and membership conditions:

6.1 One (1) Chairperson who is elected by the faculty affairs unit for the Utica campus and who will serve a two (2) year term. In the case of long term absence, the Chairperson will be replaced by a new member of the Committee for the duration of his or her service as Chairperson. The Chairperson cannot serve consecutive terms but can serve for more than 1 term. The new Chairperson will be elected at the end of each two year term.

6.2 Two (2) faculty members from each Utica Campus college. Accordingly, the Committee shall be comprised of a minimum of eight (8) members (including the Chairperson). The member count may be revised as needed for any future changes to the number of colleges. Faculty representatives to the RCS

Committee shall be elected by the colleges for two (2) year terms.
Representatives are limited to serving two consecutive terms.

6.3 The members appointed should be actively engaged and fluent with RCS activities, especially those relevant to the disciplines represented by their colleges. Also, members must be willing and able to conduct the work of the CRCS as described by this Charter and Bylaws.

6.4 The following shall be ex-officio members of the Committee, without voting privileges: the Vice President of Research Advancement.
If needed, the Provost and/or the Chairperson of the Faculty Assembly unit for the Utica campus may be invited as guests.

6.5 The Committee accepts designated alternates according to the membership conditions stipulated.

ARTICLE VII: Primary Roles, Responsibilities, Voting, and Procedures

The Committee operates within all the general bylaws, rules, and procedures of the faculty affairs unit for the Utica campus and conducts its work as defined in this Charter and Bylaws. To execute its duties:

7.1 At the beginning of each academic year, the Committee as directed by the Chairperson will vote on acceptance or recrafting of the **Provisional Internal Operating Procedures** as delineated in **Attachment 2**.

7.2 All qualified members, including the Chairperson, have full voting privileges. Ex-officio members do not have voting privileges. Decisions of the Committee shall be taken upon a majority vote. A quorum for the Committee meetings, necessary for the Committee to conduct business, shall consist of a majority of the voting members of the Committee.

7.3 The Committee through its Chairperson shall report on all pertinent matters to the faculty affairs unit for the Utica campus.

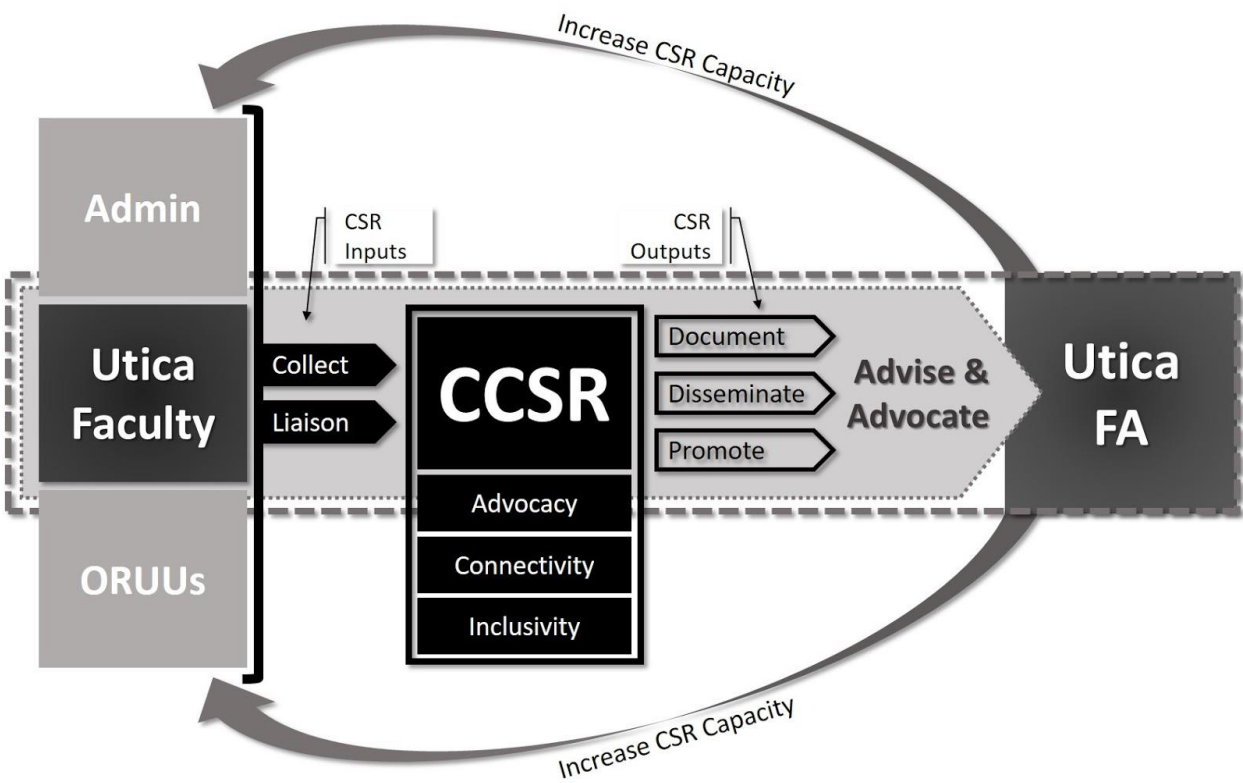
7.4 Amendments to these Charter and Bylaws may be proposed by any voting member of the Committee. Such amendments, which shall include an implementation date, shall be presented to the Chairperson of the Committee at least two weeks prior to the next regularly scheduled meeting of the Committee.

- a. Amendments shall be discussed at one meeting and voted upon at the following meeting.
- b. Upon a two-thirds ($\frac{2}{3}$) majority vote of the Committee approving the proposed amendments, the Chairperson shall present the proposed amendments to the faculty affairs unit at the next regularly scheduled meeting of the faculty affairs unit.
- c. Upon a majority vote of the faculty affairs unit for the Utica campus approving the proposed amendments, the Chairperson shall inform the Committee membership, and distribute a copy of the newly amended bylaws to all members of the Committee.

7.5 The Charter and Bylaws History is as follows:

- a. Approved: MONTH TBD, 2020
- b. Revised: MONTH TBD, YEAR TBD

ATTACHMENT 1: CRSCW Theory of Change Diagram



ATTACHMENT 2: Provisional Internal Operating Procedures

The Committee is empowered to annually determine its particular Internal Operating Procedures subject to and consistent with the aforementioned Charter and Bylaws. The following list delineates recommended Internal Operating Procedures. At the commencement of each academic year, the Committee should vote to accept these or modify as the Committee deems appropriate.

1. The Committee typically meets six (6) times per academic year. However, this frequency may vary depending on the specific demands of the Committee in a given academic year.
2. The position of Secretary shall be filled by one (1) member (other than the Chairperson) by vote of the Committee. The term shall be one year. Alternatively, each member (other than the Chairperson) in turn on an alphabetical rotating basis, unless otherwise agreed to by the Committee. The Secretary of the Committee shall issue meeting notes (minutes).
3. The Chairperson sets the schedule for meetings, issues meeting agendas, leads Committee activities and work as delineated in this Charter and Bylaws, and builds consensus for Committee decisions and actions. At least one week prior to scheduled Committee meetings, the Chairperson of the Committee shall distribute to all members copies of the minutes, proposed actions and other documents to be considered by the Committee.
4. The Chairperson should facilitate communication with and across the various ORUUs, especially as it pertains to the Committee's specific RCS work in a particular academic year.
5. Members should actively collect and share with the Committee information regarding the RCS work in their colleges (e.g., participation at conferences/workshops, released publication of papers, articles, books and book chapters, grant applications, grant awarding, student participation at events such as the Student Project Showcase, SURP, etc.)
6. Members should read all documents and be ready to discuss them during meetings.

7. Members should perform Committee duties as assigned.
8. At the beginning of each Committee meeting, the Chairperson shall present the agenda to Committee members for its acceptance. The Committee may amend the agenda by a majority vote of those members present and voting.
9. The members will create Subcommittees as needed to conduct the Committee's important RCS work.
10. The Committee shall submit an annual report to the faculty affairs unit for the Utica campus (currently referred to as the Faculty Assembly at Utica).