

# University Core Research Facility (UCRF) Committee

## Policies and Procedures

### Charge

University Core Research Facilities (UCRF) Committee is a standing committee within the Office of the Vice President for Research (VPR). The UCRF is composed of UTHSCSA faculty representing the faculty within the schools, institutes, centers and programs. The UCRF is an advisory body to the VPR, so that the VPR can, in turn, better serve the interests of the faculty through the administration of shared resource, research facilities.

The UCRF responsibilities include an array of issues:

- Setting the strategic vision and direction of shared research facilities,
- Oversight of institutional cores through periodic and structured evaluations,
- Stewardship of core resources including compliance with policies and regulations,
- Prioritizing the distribution of institutional subsidies in support of core resources,
- Identification and advocacy for current and future core research facility needs,
- Recommendations for continuation or discontinuation of core facilities or subcomponents,
- Development or evaluation of institutional research policies in coordination with other institutional committees and administrative offices.

In order for the VPR to effectively convert UCRF committee direction into action, the UCRF will need to conduct its business on a timeline that aligns with the institutional budgeting and fiscal cycles. To achieve the issues identified above, the committee will establish its own operational procedures and elect its own Chair (and Vice Chair or Co-Chair). The VPR will provide administrative support for the coordination of meetings, the provision of meeting minutes and agendas and the development of reports. The Director of Institutional Cores will be available to provide assistance regarding core facility business processes and any other information needed for the UCRF to perform effectively. Together, the VPR and UCRF are committed to best promoting the future successes and growth of our research mission by advocating for enhanced, state-of-the-art research infrastructure.

### Membership

- The UCRF Committee is comprised of 12 active members, plus one *ex-officio* (non-voting) member represented by the Director of Institutional Research Core Facilities. The UCRF reports to the Vice President for Research (VPR) and members are appointed by the VPR to three-year terms.
- UTHSCSA full-time faculty members, including tenured, tenure-track and non-tenure track faculty, are eligible to serve as committee members.
- Membership rotation will be established so that representatives are replaced on a staggered schedule with four committee members being replaced each year.

- The committee will solicit nominations for filling new membership vacancies through an annual announcement to the Institution including an e-mail notification to all faculty members. Notices will also be sent directly to Department Chairs, Center Directors, Institute Directors, Deans, and the Council of Principal Investigators. The existing Committee membership will vote on nominees and present nominations to the VPR. Two alternative nominations will be included in the recommendation in the event that a nominee declines the invitation to serve.
- In the event that a Committee member resigns before the expiration of the term, the UCRF can choose one of three options 1) nominate a member from the alternates from the previous cycle, 2) open a new member selection process as described above, or 3) allow the position to remain vacant until the next annual selection period. A replacement member appointed through options 1 or 2 serves the remainder of the term that was vacated. A member appointed to fill a vacancy may be nominated for appointment to a new term if there is an opening.

### **Attendance**

- Committee members are expected to inform the Chair in advance of any absences. It is recommended that notice of absence be given as early as possible, to provide the Chair with the opportunity to cancel or reschedule a meeting for which low attendance is expected.
- Three consecutive absences, for which the Chair did not receive prior notice, will be considered as a resignation from the Committee.
- Members who have an approved leave of absence from the University may petition the Committee for a leave of absence as well. In such cases, the Committee will recommend a temporary replacement for appointment during the term of the leave.

### **Leadership**

- The Chair of the Committee is elected by the members annually. A committee member can serve as chair for no more than two consecutive year terms.
- The name of the recommended Chair will be forwarded to the VPR for confirmation and appointment.
- If the Chair resigns in mid-term, the Committee will select a new Chair from among the active members.

### **Organization**

- The Committee as a whole will determine meeting times and frequencies, nominally once per month scheduled at a time to maximize member attendance. More frequent meetings may be scheduled as needed. At least three-fourths of the Committee members must agree to the schedule.
- The Committee will strive to develop decisions by consensus; however, substantive matters will be determined by a majority vote. A quorum of Committee member must be present for a vote; a quorum will consist of a simple majority of the Committee roster.

- Persons who are not members of the Committee may be invited to join *ad hoc* to bring special expertise to the deliberations or to expand the Committee's attention and information on certain issues. *Ad hoc* participants may also serve on task forces or sub-committees formed by the UCRF.