

Research and Development Committee Charter

Purpose, Authority and Responsibilities

As written in the College of Medicine Bylaws, the charge of the Research and Development Committee is to: (1) Monitor and ensure the success of the MD/PhD Scholars Program; (2) Solicit ideas, problems, and solutions from the faculty, staff, and trainees regarding research; (3) Recommend to the Faculty Council policies and procedures for preparation of applications for and receipt of grants by the General Faculty of the College of Medicine; (4) Advise the Dean on the allocation of intramural funds for research; (5) Receive and review applications and recommend to the Dean research awards to be funded by the College of Medicine; (6) Receive and review thesis research proposals and advise the Medical Student Evaluation Committee on the acceptability of MD thesis for Honors designation; and (7) Advise the Dean on strategies for continuous improvement of the research environment including procedures to enhance the success of research performed by faculty, staff, and trainees in the College of Medicine.

Membership

The voting membership of the Continuing Medical Education Committee is as follows:

- Elected members of the General Faculty (N=12)
- Senior Associate Dean for Research and Development (1)
- Assistant Dean for Research and Development (1)

The election process and terms of membership for the General Faculty is outlined in the College of Medicine (COM) Bylaws. Administrative leaders and support personnel within the COM and campus community can be appointed by the Senior Associate Dean for Research and Development as non-voting members.

Leadership

The Committee will have a Chair and Vice-chair, and each may serve terms of extended length of service as allowed by the COM Bylaws. The Chair and Vice-chair will be appointed from the elected committee membership by the Dean for a three-year term in consultation with the Senior Associate Dean for Research and Development. The Vice-chair can serve as Chair if that individual is temporarily unable to lead.

Meetings

Meetings will be scheduled at least quarterly and may meet more frequently, or cancel meetings, as needed. Committee meetings may be conducted electronically, virtually, or in person. Meetings may be called by the Chair or by a majority of voting members of the committee. A quorum for a meeting is 50% of committee members with the majority of those present being an elected member of the General Faculty.

Operating Procedures

The Committee may establish internal operating procedures/policies and develop sub-committees/taskforces consisting of members of the full committee, or involve other members of the campus community, and other stakeholders, to achieve its stated charge.

Agenda, Minutes, and Reports

The Office of Research will provide administrative support for the Committee. The Chair and/or Vice-chair, or their designee, are responsible for developing an agenda and ensuring the completion of minutes for the meeting. Meeting minutes should be forwarded to the Dean for review. The Chair will report the activities of the Committee to the General Faculty at least on an annual basis.

Amendments

The committee will review its charter at least biannually. Proposed amendments to this Charter require a 2/3 majority of eligible and present voting members and should be presented to members at least one week prior to the meeting in which a vote is taken. Once approved by the Committee, proposed amendments should be submitted to the Faculty Council for ratification.

Approved by Faculty Council: