

BYLAWS OF THE FACULTY RESEARCH AND PUBLICATIONS BOARD

Revised and Accepted by the Board, May 2014

The Faculty Research and Publications Board (FRPB) is a representative faculty board that functions to encourage faculty research, publications, scholarly activities, and artistic productions, and to fulfill the duties assigned to it by the Board of Trustees of the University of Northern Colorado as set forth in the Board Policy Manual.

Article I: Members and Officers

1. The FRPB shall consist of one faculty representative from each college; three additional faculty representatives elected at large; one faculty representative from the University libraries; one faculty representative selected by the Faculty Senate, and one graduate student representative selected by the President of the Graduate Student Association (GSA).
 - a. These members of the FRPB shall be the voting members.
 - b. With the exception of the faculty representative selected by the Faculty Senate and the graduate student representative, faculty members of the FRPB shall be elected. The Elections Committee of the Faculty Senate shall be responsible for the elections.
2. Advisory (non-voting) members shall be the following: AVP for research or his/her designee; an academic dean appointed by the Chief Academic Officer (CAO); a representative from the Office of Academic Affairs; the Director of the Office of Sponsored Programs or his/her designee; the FRPB administrator; and any other person(s) appointed by the chair of the FRPB.
 - a. The representative from the Office of Academic Affairs shall be selected by a representative from that office.
3. Those individuals elected to the FRPB must be actively engaged in research, publication, scholarly activities, and/or artistic endeavors.
 - a. Ensuring that nominees to the FRPB are qualified to serve as voting members of the FRPB shall be the responsibility of the Elections Committee of the Faculty Senate and shall be ensured prior to any election of FRPB members.
4. The terms of office for faculty representatives from the colleges and library shall be three calendar years, beginning July 1 of the year elected, with one-third being elected each year. The Faculty Senate representative and the student representative shall serve one-year terms.
5. The chair and vice-chair of the FRPB shall be elected for one-year terms in April of each year, from the members of the FRPB who have continuing terms, and they shall assume office on July 1 of the year elected.
 - a. The chair and vice chair of the FRPB shall be elected by the voting members of the FRPB.

Article II: Powers and Duties of the FRPB.

1. To recommend and assist with policies directed at securing adequate financial support for faculty research.
2. To recommend policies regarding the assignment of faculty time and University facilities for research.

3. To solicit applications for proposals for research, scholarly activities, faculty development and artistic endeavors and to allocate funds available to the FRPB on the basis of project merit.
4. To solicit nominations from the faculty at large for the A.M. and Jo Winchester Distinguished Scholar Award, review dossiers and to select the outstanding faculty member(s) for this award. Members of the FRPB are ineligible for this award.
5. To recommend policies governing the distribution of overhead portions of externally funded research grants and awards.
6. To adopt rules of operation known as the Faculty Research and Publications Board Bylaws.
7. To ensure that adopted bylaws are consistent with the council and board descriptions found in The Faculty Constitution 2-3-101 Preamble through 2-3-113 Approval.
8. To submit written requests to the Faculty Senate Codification Committee to review any change in its bylaws prior to adopting such a change. Rationale for the revision must accompany the request for review. The Codification Committee will review the proposed bylaw change for consistency with the Constitution, and will send its review results to the chair of the council or board.

Article III: Relationship to Faculty Senate.

1. The chair of the FRPB shall report to the Faculty Senate and shall submit a written summary of the FRPB's actions to the Faculty Senate each year before June 30.
2. Each policy recommended by the FRPB shall be forwarded to the Faculty Senate for approval, and unless vetoed by the Faculty Senate within 30 working days of its receipt by the Faculty Senate, which must include two regularly scheduled meetings of the Faculty Senate, shall be deemed to have been approved by the Faculty Senate.

Article IV: Staff and Support Services.

1. The Office of Sponsored Programs shall provide staff and support services for the FRPB.

Article V: Vacancies, Resignation, Alternates, and Proxies

1. Three successive absences without replacement (i.e. naming of a proxy or alternate) shall constitute resignation from the FRPB. Vacancies due to resignations will be filled by election by the Faculty Senate until the next general election of FRPB members.
2. Any voting member who cannot attend a FRPB meeting should notify the Chair prior to the meeting. The notice should include the date of the meeting and the name of the individual who has the authority to vote as his/her alternate or proxy. The notice may be e-mailed or sent through campus mail in advance or hand delivered to the Chair prior to the beginning of the meeting. A member anticipating numerous successive absences should arrange for an alternate.
 - a. For alternate's qualifications, see the Board Policy Manual section 2-3-105(11) Procedures for Nominating and Electing Members of the Faculty Senate and of Representative Faculty Committees, Councils, Boards, and the Constitutional Review Authority.
 - b. A proxy shall be another voting member of the FRPB. The proxy must notify the Chair indicating their acceptance of the proxy and the date of the meeting. Notification must be received by the Chair prior to the meeting. Any terms of the proxy, agreed upon by the FRPB member and

his/her proxy, must be included in the notification with clear indication of agreement by both parties. Notification may be sent through campus mail or hand delivered, or it may be sent by e-mail.

- c. Board members granted sabbatical leave may continue to serve or name an alternate for the duration of the sabbatic period.
- 3. Resignation of a member of the FRPB shall be in writing and delivered to the Chair of the FRPB. The Chair of the FRPB shall notify the Chair of the Faculty Senate, prior to the next regularly scheduled meeting of the Faculty Senate, and request either the appointment of a new member until the next election or an election of a new member as is appropriate for the calendar date. Newly elected members of the FRPB who are replacing an individual who has resigned shall serve only for the duration of the original member's term.

Article VI: Responsibilities and Succession of the Officers

- 1. The Chair of the FRPB
 - a. Responsibilities of the Chair:
 - i. To schedule meetings of the FRPB in order to maximize attendance of the voting members;
 - ii. To call special meetings of the FRPB at his/her discretion;
 - iii. To preside at the meetings of the FRPB;
 - iv. To develop an agenda for each meeting;
 - v. To appoint ad hoc committees;
 - vi. To act as Treasurer of the FRPB;
 - vii. To report to the FRPB at each meeting;
 - viii. To arrange for transcription and distribution of the minutes of each meeting;
 - ix. To report the activities of the FRPB in writing to the Faculty Senate annually on or before June 30 of each year;
 - x. To communicate the activities of the FRPB to the University and to other communities as needed through UNC Today, the University web site, the FRPB web site, and other media as appropriate. The Chair may appoint another member of the FRPB to execute this responsibility.
 - xi. To notify the Vice Chair of an inability to attend a meeting of the FRPB. The notification may be in writing or by e-mail and should include the date of the meeting. The notification must be received by the Vice Chair prior to the beginning of the meeting.
 - xii. To verify the validity of Institutional Animal Care and Use Committee (IACUC) and Institutional Review Board (IRB) protocol numbers prior to authorizing the release of FRPB grant funds.
 - xiii. To mitigate conflicts of interest among the members of the FRPB pertaining to review and funding of awards.
 - xiv. Facilitate discussion and decisions about allocations of available monies amongst grant categories.
 - xv. Establish, review, and update criteria for allocation and distribution of available funds.
 - b. Succession of the Chair:

- i. The Chair may succeed him/herself in one successive term of office if approved with a majority vote of the members;
 - ii. A minimum of nine months of FRPB membership experience during the current term is required to be eligible for the office of Chair;
 - iii. If the Chair position becomes vacant, the office of Chair shall be succeeded by the Vice Chair;
 - iv. If, at any time, the Chair is considered unable to fulfill the responsibilities of that office, the Chair shall be replaced, with a two-thirds vote of the members, by the Vice Chair.
- 2. The Vice Chair of the FRPB
 - a. Responsibilities of the Vice Chair:
 - i. To assist the Chair with his/her responsibilities;
 - ii. To act as secretary at each meeting with responsibilities to take minutes and tally votes;
 - iii. To preside at meetings of the FRPB in the case that the Chair is unable to attend. Under this circumstance, the responsibilities of the Vice Chair for that meeting shall be assigned to the attending member with voting status who has the greatest academic seniority.
 - b. Succession of the Vice Chair:
 - i. The Vice Chair may succeed him/herself in one successive term of office if approved with a majority vote of the members;
 - ii. A minimum of nine months of FRPB membership experience during the current term is required for nomination to the office of Vice Chair.

Article VII: Meetings of the FRPB

- 1. The FRPB shall meet a minimum of two times each year, and no less than once in each semester of the regular academic year.
- 2. Quorum is defined as 50% + 1 of the serving membership with voting status.
- 3. The agenda for each meeting shall include but not be limited to:
 - a. Review and approval of the minutes from the previous meeting;
 - b. General announcements from the members of the FRPB;
 - c. A report from the Chair of the FRPB to include but not be limited to:
 - i. the status of incomplete actions of the FRPB;
 - ii. the status of policy recommendations by the FRPB;
 - iii. the status of the FRPB budget;
 - iv. the status of incomplete grants previously funded by the FRPB;
 - v. communications from the Faculty Senate or University administrators;
 - vi. activities of the Executive Committee of the FRPB;
 - vii. other pertinent business of the FRPB, past, present, and future.
 - d. Old business;
 - e. New business;
 - f. Comments to the good of the order.

Article VIII: Committees of the FRPB

1. The Executive Committee (EC)
 - a. The EC shall consist of the Chair of the FRPB, who will be its Chair, and the FRPB Vice Chair, who will be its secretary.
 - b. The EC shall meet at the discretion of the Chair to plan the agenda for FRPB meetings and, where appropriate, assign pending issues to FRPB ad hoc committees for initial consideration.
 - c. Policies and procedures that arise from the EC must be approved by the full FRPB before they can be implemented.
 - d. From the end of the spring semester until the beginning of the fall semester, an EC, consisting of the outgoing and incoming chairs, vice chairs and any available voting members of the FRPB who are under contract to the University during the summer, shall be empowered to conduct the business of the FRPB. All available voting members of the FRPB who are not under contract to the University during the summer are encouraged to attend these EC meetings and are eligible to vote at such meetings.
2. Ad hoc committees
 - a. Voting members of ad hoc committees may be appointed from within the standing membership of the FRPB with voting status. Non-voting members of ad hoc committees may be appointed from among the membership of the FRPB without voting status or from among the general faculty.

Article IX: Executive Session

1. An executive session of the FRPB may be called by the Chair of the FRPB or by a majority vote of the FRPB membership to discuss confidential matters including, but not limited to, disciplinary actions, grievance reports/hearings, and review of applications for research proposals and artistic productions.
2. An executive session is comprised of voting members of the FRPB. The deliberations of this session are to be considered confidential and any members violating that principle may be subject to expulsion from the FRPB.

Article X: Parliamentary Authority and Procedures for Handling Business

1. The current edition of *Robert's Rules of Order* governs this organization and all of its subcommittees in any parliamentary situations that are not provided for in the law or in its constitution, bylaws, or adopted rules.
2. Unless otherwise indicated in these bylaws, all matters on which the FRPB takes action shall be presented as motions.
3. Unless otherwise indicated in these bylaws, motions shall carry with simple majority votes.

Article XI: Rules of Procedure -- Applications for Grants and Awards

1. Solicitation of applications for grants and awards.
 - a. Current application guidelines, dated with latest revision, will be published on the Office of Sponsored Programs (OSP) website. These will include but not be limited to eligibility, maximum award amounts, award criteria and procedures, submission due dates, and necessary

forms. Substantive revisions will be published prior to the start of Fall and Spring semesters to ensure consistency for applicants.

2. Procedure for review of applications for grants and awards.
 - a. Determining the amount of funds to disseminate.
 - i. Based on the amount of funds available to the FRPB, the attending voting members shall determine what fraction of those funds shall be used as grant awards during each funding cycle.
 - ii. In making this decision, FRPB members may consider the number and quality of applications under review, the number of funding cycles within the year, the funds available for the current year, and other issues as appropriate.
 - b. The Executive Committee will confer within seven days following the application deadline each semester to triage the applications and assign reviewers.
 - i. Applications that do not meet the requirements of the solicitation will be returned to the applicant(s) as unreviewed with an accompanying explanation of the deficiencies.
 - ii. Reviewers of accepted applications will be selected from among the voting members of the FRPB.
 - iii. Applications for review will be disseminated to designated reviewers.
 - c. Regarding conflicts of interest: members of the FRPB who have a conflict of interest regarding a grant application shall declare the conflict to the Chair within 72 hours of receipt of the applications for review. Conflicts of interest include but are not limited to:
 - (1) Being the spouse or family member of an applicant;
 - (2) Being the close personal or intimate friend of an applicant;
 - (3) Being a professional collaborator of an applicant such that the member would benefit, either professionally or monetarily, from the funding of the proposed project.
 - ii. Members who fail to disclose a conflict of interest shall be expelled from the FRPB.
 - iii. Members of the FRPB who submit grant applications to the FRPB as either the principal or co-investigator/artist:
 - (1) Shall recuse themselves from the portion of the review meeting during which their application is discussed.
 - d. All voting members of the FRPB will review each assigned application unless excused due to a conflict of interest.
 - i. Each accepted application will be scored using criteria reflecting application guidelines.
 - ii. Members of the FRPB should recognize that funding a project is recognition of an outstanding proposal from an applicant who has demonstrated a high probability of being able to complete the project and continue scholarly/artistic productivity in the future.
 - e. Within 30 days following the application deadline, the FRPB shall meet to discuss the merits of each accepted application. All voting members of the FRPB shall participate in the review meetings.
 - f. Responsibilities of reviewers.
 - i. Each reviewer is encouraged to prepare comments regarding strengths and weaknesses of the proposal. General comments should be provided as well as comments on each section.

Because applications to the FRPB may be first attempts at funding new projects, comments that suggest ways to improve a proposal are encouraged.

- g. Funding decisions
 - i. The sole criteria for selecting applications to fund shall be the rank of an application, relative to the other applications reviewed within that funding cycle where the first application to be funded shall be the application with the highest rank, the second application to be funded shall be the application with the second highest rank, and so forth.
 - ii. Whether to fund the full requested budget of an application, or some fraction of that budget, shall be determined as part of the funding decision for each application.
- 3. The Decision Memo.
 - a. A Decision Memo communicates to an applicant if their application has been funded or not, the level of funding, and the summarized comments of the reviewers. It should also be communicated that decisions to fund an application, or not, are made by the FRPB based on the merits of each application reviewed during a funding cycle, and that the Chair is acting as the representative of the FRPB.
 - b. If an applicant is not funded, the Decision Memo should encourage the applicant to communicate with the FRPB member representing their unit for consultation when considering a resubmission in a future funding cycle.
 - c. The Chair of the FRPB may edit each Decision Memo for consistency and accuracy.
- 4. Provisions of grants and awards.
 - a. All awards will be obligated for no more than two years from the date of award notification. Funds may be used for expenditures that occur within that two year period only. Any unexpended award funds will be returned to the FRPB upon completion of the project or at the end of the two-year award period. Charges beyond the award limit shall be returned for payment by the originating unit.
 - b. Final reports of grant activity must be provided to the FRPB (via the Office of Sponsored Programs) within 27 months of award notification, or within 90 days of the project's completion (whichever comes first).
 - i. These final reports will be included in the annual report from the FRPB to the Faculty Senate.
 - ii. Failure to submit final reports as required will make applicants ineligible for future internal UNC funding until the report has been received, and may trigger repayment of awarded FRPB funds from external grants received by the applicant.
 - iii. Final reports should include a summary of the objectives achieved, a financial accounting, and a copy of any publication or product that resulted from the grant.
 - iv. Requests for extension of the final report date must be made in writing to the FRPB at least 30 days prior to the due date and must include substantial justification for the extension.
 - c. Grant recipients are expected to include recognition of FRPB funding by the University in any publications or presentations resulting from the grant.
 - d. At the discretion of the Chair, funding for an FRPB grant may be extended by up to six months beyond the initial two year period. A request for extension must be submitted by the PI or artist to the Chair in writing prior to the end of the initial two year funding period.

Article XII: Rules of Procedure -- Selecting the A.M. and Jo Winchester Distinguished Scholar

1. The UNC Distinguished Scholar Award is given to a scholar who has demonstrated continued scholarly activity for at least five years at UNC. The Board recognizes all scholarly and creative activity in an individual's career and these serve as a base for evaluation.
2. In spite of the complexities of judging between the various disciplines, the FRPB has the pleasure to select the most distinguished scholar among many.
3. Solicitation of nominations for Distinguished Scholar.
 - a. Nominations shall be solicited once each year at the start of the fall semester.
 - b. Solicitations shall be announced in such a way as to maximize faculty awareness of the program.
 - c. The process of nomination shall be included in the solicitation.
 - d. Any person who has held a faculty position at UNC for at least five years is eligible to be nominated.
 - e. Recipients of this award shall be ineligible for subsequent nomination for a period of five years from the time of the award.
 - f. Nominations may be made by the faculty person to be considered for the award, or by another member of the UNC faculty, staff, or administration.
 - g. The deadline for submission of nomination materials shall be 5:00 PM on the second Friday in October. All materials shall be submitted to the Office of Sponsored Programs.
 - h. Complete nominations will include the following (not to exceed the capacity of a single two-inch three-ring binder):
 - i. A signed nomination letter which explains why the nominee should be considered for the award;
 - ii. A Curriculum vitae of the person nominated (entries that have been through the peer-review process should be starred);
 - iii. Any other supporting materials deemed appropriate by the nominee.
4. Criteria for the review of nominations for Distinguished Scholar.
 - a. Broad criteria are provided below and should be used along with evidence provided in the nomination materials of the quantity, quality, and impact of the scholarly/creative works of the nominee to the discipline and to society. If the professional activities of a nominee do not fit under these broad headings, their uniqueness of the activities' contributions to the discipline and society should be described sufficiently to convey their impact at the national, regional and/or local level.
 - b. Scholarly Activity at National or International Level (may include but are not limited to):
 - i. Publications and books that are circulated at the national and international level;
 - ii. National and international juried shows, performances and presentation.
 - c. Scholarly Activity at the Regional Level (may include but are not limited to):
 - i. Books and publications in regional journals and libraries;
 - ii. Regional shows, performances and/or presentations.
 - d. Scholarly Activity at the Local Level (may include but are not limited to):
 - i. Local seminars or talks;
 - ii. Local presentations, recitals, performances, shows.

- e. Recognition by peers within a Discipline, Awards, Honors:
 - i. National;
 - ii. Regional;
 - iii. Local.
- f. Editing a Book, Journal or Similar Activities:
 - i. National;
 - ii. Regional;
 - iii. Local.
- g. Serving on Panels or Holding Office:
 - i. National;
 - ii. Regional;
 - iii. Local.
- h. Grants:
 - i. Research Grants – Unrestricted;
 - ii. Contracts.
- i. Other scholarly or creative works.

Article XIII: Amendments

1. Amendments to these bylaws may be adopted at any regular business meeting of the FRPB by a two-thirds vote of the attending voting members of the FRPB, provided the amendments have been presented at the previous meeting in writing.