UNIVERSITY RESEARCH COUNCIL

BACKGROUND

A University Research Advisory Committee was initially organized in December 1979 to review policies, practices and strategic aspects of the University research mission with the goal of facilitating continued growth in this sector. The committee was re-organized in 1989 under the Vice President for Research and was given its present name.

In 2013, the committee was restructured by the Associate Provost for Research to focus on strategic issues and its membership defined as the Associate Deans of Research, the Director of the Hollings Cancer Center, the Chief Research Informatics Officer, the Director of the South Carolina Clinical and Translational Research Institute (Associate Provost for Clinical and Translational Science), two at-large members and the Chair of the Standing Operations Subcommittee.

CLASSIFICATION - This is a University Standing Committee.

FORMAL CHARGES

As an advisory body for the Institution, the University Research Council has responsibility to recommend and prioritize initiatives and mechanisms to develop, promote and administer the strategic research mission of the University in order to nurture discovery and knowledge application for the benefit of society and promote sustained growth of a dynamic and innovative research enterprise.

A standing subcommittee (see appendix), consisting of faculty from across campus, is appointed by the Council to address specific operational items and provide an additional platform for faculty input. Other subcommittees may be appointed by the council to meet its charge and address specific items as necessary.

Specific responsibilities of the University Research Council include:

1. Monitor the overall research environment of the University including conducting needs assessments for research administration, new technologies, cores and/or centers;

2. Promote awareness of research initiatives and resources;

3. Provide a forum for discussion of new research initiatives, including hearing proposals for major new instrumentation, new cores or centers;

4. Recommend new initiatives to achieve strategic research goals;

MEMBERSHIP

The Associate Provost for Research serves as the Chair of the Council. Permanent members include the Associate Deans for Research from the Colleges of Dental Medicine, Graduate Studies, Health Professions, Medicine, Nursing and Pharmacy as well as the Director of the Hollings Cancer Center, the Chief Research Informatics Officer, the Director of the South Carolina Clinical and Translational Research Institute (Associate Provost for Clinical and Translational Science), two at-large members and the Chair of the Operations Subcommittee.
The two at-large members are appointed by the Associate Provost for Research.

If the Associate Provost for Clinical and Translational Science and the Director of the South Carolina Clinical and Translational Research Institute are not the same individuals then both will hold appointments on the University Research Council.

**TERMS OF MEMBERSHIP**

The Associate Deans of Research, the Director of the Hollings Cancer Center, the Chief Research Informatics Officer and the Director of the South Carolina Clinical and Translational Research Institute (Associate Provost for Clinical and Translational Science) are permanent members.

The at-large members will serve two-year terms, renewable once for a further two years.

**FREQUENCY OF MEETINGS**

The council will meet once per quarter or more often as needed as called by the Chair or voting members.

**MEETING AGENDA AND SUPPORTING MATERIALS**

A written agenda with appropriate documents will be distributed to each member prior to each meeting.

**COMMITTEE MINUTES**

Minutes for each meeting will be recorded and maintained by the Office of the Associate Provost.

**STAFF SUPPORT**

Direct staff assistance to the council shall be provided by the Office of the Associate Provost.

**AMENDMENT TO CHARTER**

Should any amendment to the Charter be required, the Associate Provost for Research shall review and approve revisions.

**THIS UNIVERSITY COMMITTEE/COUNCIL CHARTER IS EFFECTIVE AS OF SEPTEMBER 1, 2013.**

\[Signature\]

Stephen M. Lanier, Ph.D.
Associate Provost for Research

\[Signature\]

Mark S. Sothmann, Ph.D.
Vice President for Academic Affairs & Provost
Interim President
APPENDIX

UNIVERSITY RESEARCH COUNCIL – OPERATIONS SUB-COMMITTEE

CHARGES

Reporting to the University Research Council, the function of this standing sub-committee is to provide recommendations regarding the support and administration of research operations and to provide an additional forum for faculty input into the overall research environment of the University.

Specific responsibilities include:

1. Organize periodic review of all research resources at the University and make recommendations to a) optimize alignment and integration among research cores, b) remove redundancy between cores and c) ensure that researchers have access to new technology.

2. Administer research cores that are directly supported by the Office of the Associate Provost by conducting annual reviews to a) ensure that such cores are managed efficiently and are serving research needs, b) assure adequate resource allocation for operations, continuing education of core staff and new technology acquisition, and c) review budget requests submitted by cores and make recommendations for funding to the Associate Provost for Research.

3. Hear initial proposals from the faculty for major new instrumentation, new cores or centers.

4. Review requests for matching bridge funding from colleges and make recommendations for funding to the Associate Provost for Research.

MEMBERSHIP

There shall be a minimum of ten (10) members with voting privileges representing all colleges and major research interests within the institution. These members will be active researchers at the levels of both junior and senior faculty rank. Non-voting ex-officio members may also be appointed. The Chair of the committee is appointed by the Associate Provost for Research and is a member of the University Research Council.

MEMBERSHIP APPOINTMENT

Members are appointed by the Associate Provost for Research.

TERMS OF MEMBERSHIP

Members shall serve two-year terms which may have one renewal. Ex officio members shall serve as long as they hold the designated office. Appointments shall be staggered, with no more than half the membership changing in a year to ensure continuity.

FREQUENCY OF MEETINGS
The operations sub-committee will meet quarterly or more often as needed as called by the Chair.

**MEETING AGENDA AND SUPPORTING MATERIALS**

A written agenda with appropriate documents will be distributed to each member prior to each meeting.

**COMMITTEE MINUTES**

Minutes for each meeting will be recorded and maintained by the Office of the Associate Provost.

**STAFF SUPPORT**

Direct staff assistance to the council shall be provided by the Office of the Associate Provost.