

**RESEARCH POLICY COMMITTEE
(RPC)**

SOUTHERN ILLINOIS UNIVERSITY
SCHOOL OF MEDICINE

OPERATING PAPER

Original operating Paper adopted by action of the Research Policy Committee, effective January 11, 1993. Revised June 14, 2004, November 13, 2006 and November 12, 2007.

PREAMBLE

Research is a core component of the mission of the School of Medicine. The Research Policy Committee formulates policies and recommendations on issues that directly or indirectly impact the research efforts of the faculty. The committee functions include evaluating and reporting on school policies or actions that may be detrimental to research at SIUSOM and recommending appropriate alternatives or modifications, evaluating the need for policy changes to improve the environment for conducting research at SIUSOM, and considering concerns raised by faculty, administrators, and staff on all matters pertaining to research at SIUSOM.

BYLAWS OF THE COMMITTEE

ARTICLE I. Name and Purposes

Section 1. This committee will operate under the title, the Research Policy Committee, hereinafter referred to as the RPC.

Section 2. The RPC is organized for the purpose of developing and recommending policy to the Dean, Executive Committee or other appropriate parties pertaining to all matters relevant to research at the School of Medicine.

ARTICLE II. Membership

Section 1. The RPC shall be comprised of up to 15 members of the faculty. Its composition should reflect the diversity of the School's research community and should include both clinical and basic science researchers. Therefore, maintaining appropriate representation should be considered when nominations for membership are made.

ex officio members

Associate Dean for Research and Faculty Affairs (ADRFA)
Director of Clinical Research Development
Chair of the Central Research Committee (CRC)

Section 2. All members of the committee shall be appointed by the Dean based on recommendations of the Faculty Council of the School of Medicine. Each year, after discussions with the committee, the RPC chair will forward a list of recommended members (in addition to those stipulated by this operating paper to be represented by ex officio members) to the Chair of the Committee on Committees.

Section 3. The normal term for a voting member shall be three years, with one [OR] up to two additional successive term(s) allowed. The terms will be staggered to maintain continuity. Terms may also be adjusted to accommodate particular circumstances such as the election of a member as Chair or Vice-Chair.

Section 4. Regular members shall have the right to vote on all RPC resolutions and to participate in all activities of the committee. The Chair shall only vote when it is necessary to break a tie, except as provided in Article VI, Section 1. Ex officio members may participate in all activities of the Committee except voting.

Section 5. In its May meeting, the RPC will identify members who will be leaving the committee, review its composition, and produce a list of recommendations for new members that will be submitted to the chair of the Faculty Council Committee on Committees.

ARTICLE III. Officers and Organization

Section 1. The RPC shall be directed by a Chairperson. This individual is responsible for setting agendas, running the meetings, appointing *ad hoc* committees, and shall serve on the Executive Committee on behalf of the RPC. The Chair will also represent the RPC on the CRC Allocations Committee and the Laboratory Space Utilization Committee. There shall also be a Vice-Chair who will preside over meetings in the absence of the Chair. The Chair and Vice-Chair will each serve for two-year terms, with consecutive terms allowed.

Section 2. Prior to the expiration of the term or resignation of either chair or vice-chair, the RPC will elect new officer(s), and forward their name(s) to the Chair of the Faculty Council Committee on Committees.

Section 3. The RPC may establish standing or *ad hoc* subcommittees for various purposes. The Chair and members of these groups shall be appointed by the Chair and may include non-members of the RPC.

ARTICLE IV. Meetings

Section 1. The RPC shall meet monthly on the second Monday of the month. Meetings shall be open to all School personnel. Special meetings of the committee may be convened by the Chair. Subcommittees will meet as scheduled by their respective subcommittee Chairs.

Section 2. The use of written proxies is encouraged when members cannot attend, and written proxies are required for voting. Notification of the use of a proxy shall be made to the Chair in advance of the meeting. Proxies may be emailed to the chair prior to the meeting and such notice will be considered a written proxy. If a member misses three consecutive RPC meetings without written proxies the Chair may forward a request to the Chair of the Committee on Committees that the Faculty Council remove said member and recommend a replacement.

Section 3. A simple majority of the appointed voting members (including the Chair and/or Vice-Chair) shall constitute a quorum authorized to transact any business that requires a vote by the RPC. Likewise, a simple majority of its members shall constitute a quorum for a subcommittee.

Section 4. A simple majority vote at a meeting shall carry a motion, except any motion to amend or alter this Operating Paper, which shall be in accordance with Article VI of this document.

Section 5. Agendas governing the meetings of the committee and its various subcommittees will be developed by the appropriate chairs. Members may submit items for the agenda to the appropriate Chair. Items for the agenda shall be submitted in advance of the meeting at which they are to be considered.

Section 6. Official minutes will be taken at all meetings of the RPC. They will be distributed to all members prior to the next regularly scheduled meeting of the group and approved or amended at that meeting. These minutes will be posted to the School's intranet and made available to all faculty.

Section 7. A report of the committee's annual accomplishments will be prepared in advance of the May meeting.

ARTICLE V. Functions and Duties

Section 1. The committee will review, investigate, and develop policies or make recommendations regarding specific research-related issues germane to the School's central research units, other faculty committees, departments, and other entities as deemed appropriate and will determine the relationship of these issues to the School's research effort.

Section 2. It will be the responsibility of the committee to review and make recommendations pertaining to institutional guidelines, rules, and personnel policies related to the scientific integrity of all research conducted at the School.

Section 3. The committee shall contribute to strategic planning related to research at the institution.

Section 4. The committee will assist in developing priorities for the expenditure of institutional resources related to the School's research mission.

Section 5. The committee will provide oversight to the operations of the Central Research Committee (CRC).

Section 6. When required, the committee will undertake evaluations of the Office of the Associate Dean for Research Affairs (ADRFA), including the policies advanced and implemented by the ADRFA and the performance of the various units that report to that office.

ARTICLE VI. Amendments or Alterations of the Operating Paper

Section 1. Recommendations for amendments or alterations to the Operating Paper of the RPC shall be presented at a scheduled meeting of the committee. Approval requires a two-thirds majority of the voting membership of the RPC. The Chair and/or presiding Vice-Chair may also vote on operating paper amendments.