**Draft 8-31-2-16**

**EXECUTIVE COMMITTEE CHARGES FOR 2016-2017**

John Armstrong, Chair

Fred Chiou, Liaison

RESEARCH, SCHOLARSHIP AND PROFESSIONAL GROWTH

***PPM 1-13, Article 5, Section 4.7: The Committee on Research, Scholarship and Professional***

***Growth shall recommend policies on research, scholarship, teaching loads, instructional and***

***faculty development and faculty productivity. It shall facilitate faculty in obtaining grants,***

***travel funds, physical facilities, etc., to collaborative research and scholarly activities.***

1. Continue to issue requests for proposals (RFPs) for Research and Instructional Improvement Grants, and Hemingway Vitality, Excellence and Collaborative awards, and review the proposals in a timely manner.

2. Continue to coordinate deadlines for submission of proposals with the chairs of the Institutional Review Board and the Animal Care and Use Committee.

3. Review and update as needed the proposal guidelines. Clarify and report the criteria for

awarding the grant. Explore ways to simplify the process and broaden the criteria.

4. Provide feedback to authors why proposals were not funded.

5. Continue efforts to publicize the committee’s activities. Seek ways to broaden participation

campus wide including adjunct faculty. Explore opportunities to disseminate information about the funded projects, including workshops, in order to provide consistent information and feedback to potential applicants.

6. Work with the Teaching, Learning and Assessment Committee to find non-monetary ways to

promote and recognize faculty research and scholarship.

7. Work with the Teaching, Learning and Assessment Committee to help faculty identify new

methods of scholarship.

8. Keep in communication and continue to cooperate and coordinate with OUR (Office of Undergraduate Research), CCEL (Center for Community Engaged Learning), Hall family, and ARCC (Academic Resources and Computing Committee), attempting to avoid (or minimize) overlap on the funding categories with ARCC/Dee Family Technology grant.

9. Streamline the proposal for submission and review process.