POLICIES AND PROCEDURES
OF THE COLLEGE OF FINE ARTS RESEARCH COMMITTEE

Membership and Organization

1. Membership:
The membership of the College of Fine Arts Research Committee will consist of two faculty members on regular appointment from each school within the college as appointed by the dean with the approval of the College Council. No faculty member may serve concurrently on both school and college research committees.

2. Length of Term:
Members will serve two-year terms. No member will serve more than two consecutive terms. A member who has served two consecutive terms may be appointed to the committee one year after completion of the second consecutive term.

3. Staggered Term:
Membership terms will be staggered so that half the committee, i.e. one representative from each school, will be replaced with new appointments (or reappointments) each spring.

4. Chairperson:
The committee will be chaired by and advisory to the dean of the college or his/her representative. The chairperson will be responsible for establishing the agenda, conducting meetings, handling correspondence on behalf of the committee, and forwarding decisions to appropriate review committees.

5. Quorum:
Four members of the committee with at least one representative from each school will constitute a quorum.

6. Valid Action of the Committee:
A vote in favor of or against a proposal by at least four members will be the valid action of the committee. Members who cannot be present may submit a vote in writing to the committee chairperson.
Functions and Responsibilities

1. To promote research activity in the college by:
   a. encouraging eligible faculty in the college to apply for internal and external grants in support of their research and for research awards sponsored by the college and university.
   b. providing information in a timely manner to college faculty concerning deadlines for submission of internal research proposals and applications.
   c. providing information to college faculty concerning relevant agencies from which to seek external funding for research.
   d. assisting faculty if requested in writing effective grant proposals prior to submission.

2. To select annual recipients of the College Outstanding Researcher and Research Initiative Awards.

3. To submit nominations from the college for the University Outstanding Researcher and Research Initiative Awards.

4. To recommend to the dean rankings of proposals for University Research Grants.

5. To review proposals for Small Grants prior to faculty submission to ORSP and to suggest improvements to proposal authors in order to maximize funding potential.

Policies and Procedures

1. Selection of recipients for College Outstanding Researcher and Research Initiative Awards:

   The awards will be granted annually in recognition of scholarly and creative productivity by faculty with a significant research record and those just beginning their research. The committee will review faculty applications for the awards and select up to three recipients for each award annually. Names of each year’s recipients and abstracts of their current research projects should be published each spring, and a reception will be held each spring honoring the previous year’s recipients. Awards stipends will be $1000 for Outstanding College Researcher and $500 for Research Initiative.
2. College nominations for University Outstanding Researcher and Research Initiative Awards:

The committee will review nominations for the awards and submit recommendations to the dean. Up to three nominations from the college for Outstanding Researcher and up to five for Research Initiative Awards will be submitted annually.

3. Rankings of proposals for University Research Grants:

The committee will evaluate proposals according to the following criteria, which are identical to those used for the same process by research committees at the university and school levels:

a. Quality of the Proposal. The proposal must clearly define the research problem and describe the methodology that will be used to investigate the problem.
b. Impact of the proposed research on the field of study.
c. Breadth and depth of the proposed research. The proposed research should be or be part of a significant project, not a “one-shot” effort.
d. Potential for the proposal to lead to the development of a significant external proposal and to the acquisition of funding.
e.* Applicant’s past record for seeking external research funding.
f.* Applicant’s past research record as determined by scholarly publications, presentations, and receipt of external funding.

Some of these criteria are not suitable for individuals who are in the classification reserved for faculty in their first three years and should not be used. These are marked by an asterisk (*).

Rankings of proposals by the school research committees, as well as summaries of their reasoning behind each ranking, will be communicated to the dean prior to the college committee’s review. These school rankings and summaries should also be made available to members of the College Research Committee, who should not, however, in any way be bound by the school’s evaluations.

The committee will rank the proposals in two classifications. The first classification is composed of those individuals who are in the first three years of their academic careers. The second classification consists of the remaining eligible proposals. Each classification will be evaluated in accordance with the appropriate criteria and a separate rank list will be formed. The proposals will be ranked according to a numerical evaluation based on a 10-point scale. A rating of 10 indicates the highest approved rating, and a 1 indicates the lowest. In case of a tie, the committee will break the tie and arrive at an explicit rank ordering.
The committee’s evaluation will consist of a rank ordering of the proposals from all schools in the form of a single list for each of the two classifications of the proposals ranked in descending order of their merit. Proposals submitted by faculty members serving on the college committee will be evaluated by the dean. The rankings will be submitted to the dean, along with a brief summary of the committee’s reasoning for each ranking; the dean will report the decisions of the college committee to the appropriate school directors.


Although no official evaluation is required by the university, Small Grant proposals may be reviewed by the committee and suggestions for improvement made to proposal authors in order to maximize funding potential.