

CHARTER OF THE WAYNE STATE UNIVERSITY SCHOOL OF MEDICINE RESEARCH DEVELOPMENT COMMITTEE

MISSION

The Research Development Committee serves in an advisory capacity to the Dean on matters pertaining to research strategies, initiatives, and innovation that promote the research and research education at the Medical School including recommendations for infrastructural improvements. The committee also reviews the Faculty Research Excellence Award nominations and makes recommendations to the Faculty Affairs & Professional Development.

COMPOSITION

Composition: The Research Development Committee will be composed of 15 members and a Chairperson. Twelve of the members will be drawn from the faculty ranks and preferably include 5 Full Professors, 4 Associate Professors and 3 Assistant Professors. Every effort will be made to represent all research-intensive departments. Achieving a balance of clinical and basic science faculty on the committee will be a high priority as will representation from women and underrepresented minorities. However, these preferences will not serve as a basis for rejecting a given candidate who will contribute significantly to the Committee. Three committee members will be trainees, at least one of which will be a graduate student and one a postdoctoral fellow.

Terms of Membership: Membership on the Research Development Committee will be for a 3-year term for faculty members and a 1-year term for trainees. Renewal will be considered at the end of a term based on an individual's desire to serve an additional term and an assessment of the individual's past contributions to the committee. In assessing contribution, attendance at committee meetings will be considered. Renewal of membership will be considered if 2/3 or more of committee meetings were attended over the previous term. Likewise, contributions to committee responsibilities will be considered (e.g. Review of Faculty Research Awards; Medical Student Research Distinction). Renewal of membership will require approval from the School of Medicine Executive Committee before the candidate is presented to the Faculty Senate for final approval via secret ballot.

Service will be limited to two consecutive terms, but individuals may be nominated to serve again after at least one term off the Committee.

Chairperson: The Chairperson will preside all meetings of the committee. The Chairperson will serve a 3-year term; however, if a suitable replacement is not available, the term of the Chairperson may be renewed, if a simple majority of the standing members of the Committee nominate the Chairperson for renewal. The nomination must be approved by the School of Medicine Executive Committee. A given individual will not serve for more than 6 consecutive years as Chairperson of the Research Development Committee.

Nomination: The Committee ensures that all research-intensive departments in the School of Medicine are represented. When a faculty member chooses to end their service on the committee at the end of a term, the host department will be given the opportunity to nominate a new member to the committee. Standing members of the Committee may also make nominations to fill vacancies. Nominations for trainee members will be obtained from a general announcement sent to each research-intensive Department in the School of Medicine, graduate student email lists, and to the WSU Postdoctoral Association where applicable vacancy exists. The announcement will be sent out to the department(s) as vacancies occur. Nominees will be initially reviewed by the Committee, and forwarded to the School of Medicine Executive Committee for final approval.

Operations: The Committee meets on the 4th Friday of every month. The Committee will follow Robert's Rules of Order, including recording of meeting minutes by Committee members based on a rotating schedule. Once approved, meeting minutes will be forwarded to the SOM Executive Committee for review and public posting. A quorum (defined as more than 50% of members) must be present to hold any vote. When a quorum is not present, voting will be tabled until the next meeting or held via email when decisions require more prompt action. All

committee members including trainees will have full voting rights, and a simple majority will be required to approve all motions, except where noted below. Exceptions in which one or more members may need to be excluded from voting on a specific issue must be motioned, seconded, discussed and decided before voting on the issue proper. In these cases, a 2/3 majority vote of the quorum on exclusion is required.

Revision to the charter: Amendments may be brought forth by any Committee member, motioned, seconded, discussed and will require a 2/3 majority vote of quorum to be incorporated.

Approved by SOM Executive Committee: 02/23/2023