

BYLAWS OF THE RESEARCH AND CREATIVE ACTIVITIES (RCA) ADVISORY GROUP

The Research and Creative Activities (RCA) Advisory Group assists in establishing the infrastructure and mechanisms to enhance research, scholarship, and creative activities at Northeastern Illinois University. The RCA Advisory Group is composed of representatives from across the university who engage in or interface with the conduct and administration of research, scholarship, and creative activities. Members of the RCA Advisory Group serve as liaisons to the broader NEIU community, and bring a full breadth of input to the Research and Creative Activities enterprise at NEIU. The RCA Advisory Group reports to the Dean of the College of Graduate Studies and Research.

The group supports all research, scholarship and creative activities across the university, at both the undergraduate and graduate levels.

BYLAWS

I. Membership.

1. The core membership of the RCA Advisory Group shall include the Dean of the College of Graduate Studies and Research (CGSR), who serves as its Chair, the Director of the Office of Research and Sponsored Programs (ORSP), the Chair of the Institutional Review Board (IRB), and the Chair of the Advisory Committee on Faculty Awards (ACFA). Seven at-large positions will be filled by faculty appointees nominated by the Dean of each of the three colleges and the library. The at-large positions will be distributed as follows: College of Arts and Sciences (3), Goodwin College of Education (2), College of Business and Management (1), Library (1). Each college/library will also nominate an alternate for each of the at-large positions to ensure adequate representation. The vice-chair of ACFA and the vice-chair of IRB will serve as alternates on the core membership. The most recent Bernard J. Brommel Distinguished Research Professor will be invited to serve on the RCA Advisory Group. Two student members working on mentored research and/or creative activities, one graduate student and one undergraduate student, will be appointed by the CGSR Dean to serve on the advisory group. Efforts will be made to include at least one member on the RCA Advisory Group who has expertise in the following RCA domains: STEM disciplines, social sciences, humanities, fine arts, business, education, and libraries.
2. The Associate Dean of CGSR, the Associate Vice President of the Center for College Access and Success (CCAS) and the Director of Corporate and Foundation Relations shall serve as non-voting, ex-officio members.
3. The term of office for nominated at-large positions shall be three years. The student members will serve a one-year term, renewable for one additional one-year term. Terms of at-large positions will be staggered. Faculty shall be nominated for at-large positions in May, for the term of office to begin the following August.
4. The CGSR Dean may appoint a member from the appropriate constituency to: (a) fill an opening not filled after the nomination/appointment process; (b) temporarily replace members on sabbatical/educational leave; or (c) replace inactive members.

5. Members will make reasonable efforts to attend every meeting and must inform the Chair in advance of any planned absence. If a member has more than three unexcused absences during an academic year, the member is deemed inactive and may be replaced with an alternate at the discretion of the Chair of the RCA Advisory Group. Alternates are encouraged to attend all the meetings of the RCA Advisory Group to remain abreast of current discussions, but are not obligated to attend, and are not subject to the 3 absences rule.

II. Meetings

1. The RCA Advisory Group shall meet once a month during the academic year.
2. Additional meetings may be called by the CGSR Dean.

III. Subcommittees

1. Subcommittees comprising members of the RCA Advisory Group will be formed on an as-needed basis to perform special functions. Subcommittees will meet as often as necessary to perform their function and will submit their findings to the CGSR Dean and the RCA Advisory Group.

IV. Changes to the Bylaws

1. These Bylaws may be amended at a regular or special meeting of the RCA Advisory Group. Prior notice of the proposed bylaw change should be included on the meeting agenda and the agenda distributed to the membership at least four (4) business days prior to the date of the meeting.
2. These bylaws may be amended by a vote of a two-thirds majority of the RCA Advisory Group voting membership present.