

**BYLAWS OF THE
UNIVERSITY COMMITTEE ON RESEARCH AWARDS PROGRAM
OF THE CITY UNIVERSITY OF NEW YORK**

Article I NAME: PROFESSIONAL STAFF CONGRESS-CITY UNIVERSITY OF
NEW YORK (PSC-CUNY) RESEARCH AWARD PROGRAM

The Professional Staff Congress-City University of New York Research Award Program is

- (1) Established pursuant to Article 25 of the contractual agreement between the Professional Staff Congress (PSC) and the City University of New York (CUNY), hereafter referred to as “the contract. The agreement establishes the funding base, the scope and the governance of this program.
- (2) Funded by the New York State tax levy operating budget of CUNY pursuant to the New York State Office of Management and Budget directive.

Article II PURPOSE

The purpose of the PSC-CUNY Research Award Program is

- (1) To enhance the role of the City University of New York as a research institution, and
- (2) To further the professional growth and development of the CUNY Instructional Staff, in particular junior members of the faculty, and
- (3) To support research in the Humanities, Interdisciplinary Studies, the Physical and Natural Sciences, and the Social Sciences, and activities in the Creative Arts.

Article III ELIGIBILITY

- (1) Full-time members of the Instructional Staff who are on the regular university payroll processed through the office of the Controller of the City or State of New York are eligible to apply for PSC-CUNY Awards. Members on approved leave are also eligible.
- (2) Retired members of the Instructional Staff are not eligible to apply for PSC-CUNY Awards.
- (3) Members of the University Committee on Research Awards (UCRA) are not eligible to apply for PSC-CUNY Awards.

Article IV QUALIFYING PROJECTS

- (1) Projects will be evaluated on originality, significance and the ability of the applicant to perform the work successfully and to publish, perform or display the results. While the program gives preference to junior faculty, publications, performances or displays resulting from prior PSC-CUNY grants and efforts to obtain external funding will be viewed favorably in making awards.
- (2) Projects involving curriculum development, institutional studies or evaluation (as distinguished from research related to curriculum development, institutional studies or evaluation) will not be qualified for awards in accordance with the terms of the contract.
- (3) The Executive Committee of the University Committee on Research Awards will make the final decision as to eligibility of projects in accordance with the terms of contract.

Article V UNIVERSITY COMMITTEE ON RESEARCH AWARDS

- (1) Members are appointed from the faculty to the UCRA by the Chancellor.
 - (a) All candidates for membership on the UCRA are screened by the University Faculty Senate and those it deems to be highly qualified in their academic disciplines and experienced in obtaining and managing research or creative arts grants or contracts are recommended to the Chancellor for appointment.

(b) The UCRA shall be composed of representatives from the Arts and Humanities, Interdisciplinary Studies, Life and Earth Sciences, Physical Sciences, Social Sciences, the professional schools, and a representative of the non-classroom professional staff. Faculty representing areas related to research in curriculum development, improvement in teaching, adaptation of standard educational techniques to special clientele or the relationship between technical or occupational training and the liberal arts curriculum, shall also be included on the UCRA.

(c) UCRA Members shall serve terms of three years. Terms are staggered so that one-third of the Committee is appointed each year. Terms begin on September 1st of each academic year. Notification of any vacancy shall be given to the chair.

(d) UCRA members shall be organized into the divisions of Arts and Humanities, Interdisciplinary Studies, Life and Earth Sciences, Physical Sciences and Social Sciences.

(2) The chair of the UCRA is appointed by the Chancellor after the candidates for that position are screened by the University Faculty Senate.

(3) The Chancellor shall designate such University personnel as required for the financial administration of the program fund.

(4) The duties of the University Committee on Research Awards shall be

(a) To communicate policies, procedures and guidelines to all members of the Instructional Staff.

(b) To make awards based on Review Panel Reports.

(c) To caucus by division to elect Division Representatives to the Executive Committee.

(d) To establish review panels and assign them to the divisions.

- (e) To assign Liaisons to review panels based on the academic disciplines of the liaisons.
 - (f) To ensure that Review Panels adhere to the policies of the PSC-CUNY Research Award Program.
 - (g) To allocate funds provided by the contract among the Divisions.
 - (h) To oversee the financial administration of the research funds.
 - (i) To establish subcommittees as needed.
- (5) Regular meetings shall be held in the fall prior to the proposal review process and in the spring following the proposal review process. Special meetings may be called by the Chair, the Executive Committee, or by petition of three members.
- (a) The Members shall caucus by division at the fall meeting and shall elect a Chair and a Vice-Chair of each division who shall constitute the division's representation on the UCRA executive Committee, except that the Interdisciplinary Studies Division Vice-Chair shall be an alternate to the Chair of that Division.
 - (b) The Divisional Reports shall be reviewed and the awards shall be made at the spring meeting. The reports of the Chair and of the Executive Committee and a report on the financial administration of the program funds shall be sent to the members prior to the spring meeting and shall be presented at the meeting.
 - (c) A majority of the members shall constitute a quorum.
 - (d) Items may be placed on the agenda by the Chair, the Executive Committee, or by petition of three members.
 - (e) In the absence of the Chair, the Vice-Chair elected by the Executive Committee shall preside.
 - (f) The secretary elected by the Executive Committee shall be responsible for minutes of the UCRA meetings.

- (g) The Chair shall be an Ex-Officio Member of all committees.

Article VI THE DIVISIONS OF
THE UNIVERSITY COMMITTEE ON RESEARCH AWARDS

- (1) The Divisions of the UCRA shall be Arts and Humanities, Interdisciplinary Studies, Life and Earth Sciences, Physical Sciences, and Social Sciences.

- (2) Each division shall caucus during the fall meeting of the UCRA to elect a Chair and Vice-Chair for the division to serve for a term of one year. The term shall begin upon election. The Division Chair and Vice-Chair shall be members of the Executive Committee, except that in the Interdisciplinary Studies Division only the Chair shall vote. The Vice-Chair shall be an alternate to the Chair.

- (3) Each division shall meet as early as possible in the Spring to determine the allocation of funds among the review panels.

Article VII MEMBERS OF THE UCRA

- (1) The duties of the members of the UCRA are
 - (a) To appoint Review Panel Members and Review Panel Chairs.

 - (b) To serve as liaisons and link the Review Panel to the UCRA.

 - (c) To ensure that the Review Panels function effectively, meet reporting deadlines, and stay within administrative budget limitations.

 - (d) To review the panels' recommendations and ensure that all proposals are judged and ranked according to the established criteria.

 - (e) To obtain reviews for proposals written by Review Panel Members.

- (f) To recommend funding based on Review Panel rankings and comments at the divisional meetings.
- (g) To approve deadline and award extensions and budget modifications.
- (h) To ensure that Review Panel deliberations remain confidential.
- (i) To perform other related duties as needed.

Article VIII REVIEW PANELS OF THE UCRA

- (1) The duties of the Review Panels shall be to review proposals for their scholarly and creative merit, to make recommendations for awards, and to administer the review process within the guidelines established by the UCRA.
- (2) Panel members shall be appointed from the full-time CUNY Instructional Staff by the Liaison responsible for the panel. A panel shall consist of a minimum of two persons with expertise in the discipline represented by that panel.
 - (a) Department Chairs, Graduate Center Program Executive Officers and Executive Pay Plan Staff are not eligible to serve as panel members.
 - (b) Panel members shall serve a term of one academic year or more at the discretion of the Liaison.
 - (c) Panel members are eligible to apply for awards.
- (3) Each panel shall have a chair. The liaison may serve as chair or may appoint the chair from among panel members. The duties of the panel chair shall be
 - (a) To allocate work among Panel Members
 - (b) To ensure that Panel Reports are received by the Liaison in time for the divisional meeting.
 - (c) To explain and discuss review panel recommendations upon request of the Executive Committee.

- (d) To submit the Review Panel Report.

Article IX EXECUTIVE COMMITTEE OF
THE UNIVERSITY COMMITTEE ON RESEARCH AWARDS

(1) The Executive Committee shall consist of the Chair of the UCRA and the Chairs and the Vice-Chairs of the Divisions of Arts and Humanities, Interdisciplinary Studies, Life and Earth Sciences, Physical Sciences and Social Sciences. The Vice-Chair of the Interdisciplinary Studies Division shall not vote except in the absence of the Chair of that division. The Chair of the UCRA shall not vote. No proxy shall be permitted.

(2) The Executive Committee shall act as the ongoing governing body of the University Committee on Research Awards and shall also

- (a) Establish policies, procedures and guidelines for the application and approval of research awards.

- (b) Develop application and award procedures.

- (c) Receive a report of the status of the contingency funds at each meeting and an annual statement of income, expenditures and administrative costs of the program funds, or as requested.

- (d) Review the recommendations of the divisions on awards and report to the UCRA for its final approval.

- (e) Make a report to the UCRA at each meeting.

- (f) Serve as a review panel for awards outside the regular funding cycle.

- (g) Develop and approve an annual budget for the use of available program funds.

- (h) Elect by ballot from among its members a Vice-Chair, who shall preside over meetings of the UCRA and the Executive Committee in the absence of the Chair, and a secretary, who shall be responsible for minutes of meetings of the UCRA and the Executive Committee.

- (3) The Executive Committee shall meet regularly according to a calendar established at its first Fall meeting.
 - (a) Special meetings may be called by the Chair, or at the request of three members of the Committee.
 - (b) Five members of the Executive Committee shall constitute a quorum.

Article X CONFIDENTIALITY

- (1) All panel deliberations are confidential. Proposal reviews and proceedings are privileged communications. Evaluations must be signed by reviewers although reviewer's names shall remain confidential. Reports are prepared only for the use of the UCRA and its staff.
 - (a) Access to grant application reviews or to other UCRA information authorized by law will be furnished upon written request to the Chair of the UCRA to the extent permitted by law.
 - (b) Names of persons on review panels will be furnished to applicants upon written request to the Chair of the UCRA within ten working days after the review process has been completed and awards have been announced.
 - (c) Reviewers, Panel Members, Committee Members and Staff will not reveal the contents of UCRA or panel deliberations in response to direct inquiries that involve privileged proceedings information.

Article XI REQUESTS FOR RECONSIDERATION OF PROPOSAL REVIEWS

- (1) Only those who believe that the decision on their award applications was the result of misapplication or improper application of UCRA policies or procedures may request that the review process be reconsidered. Prior to such a request applicants must request and receive the reviews from their award applications. Such persons are encouraged to seek resolution informally with the appropriate panel liaison member before requesting a formal re-review.

(2) A request for reconsideration of an award application must be submitted in writing to the Chair of the UCRA. It must include a description of claim, reference to pertinent UCRA policies or procedures, data or technical information that supports the claim, and a statement of the result anticipated and/or the remedy sought as a result of a formal reevaluation. Requests shall be filed in writing to the UCRA Chair no later than forty-five days after notice of the UCRA decision. An award will not be made until the UCRA review is completed.

(3) The UCRA Chair shall appoint a representative who shall

(a) Review the panel reviews, the applicant's claim(s) and other facts pertinent to the claim.

(b) Secure assistance from legal or other advisors, as appropriate.

(c) Coordinate with any administrative office as Appropriate.

(d) Submit a written recommendation to the UCRA Chair that shall include a description of the claim, reference to the pertinent policies or procedures, and a statement of the factual areas of agreement and disagreement.

(4) The UCRA Chair shall submit the written recommendation to the Executive Committee at its first regular meeting after receiving the written report. A decision shall be made by the Executive Committee at the meeting.

(5) Acting on that decision, the Chair of the UCRA shall prepare a written response to the interested party within ten days after the Executive Committee decision unless the request has been dismissed or withdrawn, or the specific circumstances of the inquiry require a longer review period.

(6) Decisions of the Executive Committee shall be final.

(7) Any other concern about the policies or procedures of the UCRA shall be addressed to the Chair in writing for consideration by the Executive Committee.

Article XII AN AWARD MADE TO A FACULTY MEMBER
SUBJECT TO DISCIPLINARY CHARGES

Where an award has been made to a faculty member subject to disciplinary charges or subsequently brought up on disciplinary charges which seek to terminate the employee, the award shall be held in abeyance during the disciplinary proceedings and the award period extended accordingly.

Article XIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all proceedings of the University Committee on Research Awards, its Executive Committee, Divisions and Review Panels, in all cases to which they are applicable and in which they are not inconsistent with this document and any special rules the UCRA may adopt.

Article XIV AMENDMENTS

This document may be amended at the regular fall or spring meetings of the UCRA or at a special meeting, by a two-thirds vote of those present and voting provided that ten days notice of the proposed amendment has been given in writing to the members.

This document supercedes all previous documents pertaining to policy, procedure, and governance of the PSC-CUNY Research Award Program except the PSC-CUNY contractual agreement.

Adopted by the
University Committee on Research Awards
May 31, 1991
Revised May 22, 1992

