

George Mason University  
Bylaws – Faculty Advisory Board for Research Policy Development

**I. Name**

The Faculty Advisory Board for Research Policy Development (the Board).

**II. Purpose**

The Board provides guidance related to policy development and refinement to the Office of Research (OR) both as primary researchers on campus and as those who advise research-engaged students at the undergraduate and graduate levels.

Through regular communication and interaction, the Board provides input on all emerging policies and policy updates related to research.

**III. Authority**

The Board has advisory responsibility only. The Board operates independently of the George Mason University Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and Institutional Conflict of Interest (COI) Committee. The Board provides a mechanism to enhance communication and provide opportunities for advice and feedback on proposed policies related to research developed for the university by OR, compliance committees, and other offices. This Board will evaluate and provide advice on issues related to emerging policies and policy updates intended to ensure research compliance and/or enhance research programs. Reports from this Board may be brought to the Faculty Senate, IRB, IACUC, COI committee, Institutional Official, and other university offices and officials for formal action. Board reports are presented to OR for distribution to the appropriate office or committee.

**IV. Objectives**

1. Enhance communication between the faculty and OR, compliance committees, and other offices promulgating policies related to research;
2. Advise and make recommendations to OR, compliance committees, and other offices on policy issues;
3. Serve as advocates for the campus community to assure the highest quality policies and services related to research, compliance committees, and other offices;
4. Provide input, comments, and advice on development and updates of research policies and procedures ;
5. Provide support and advice to the OR, compliance committees, and other offices in resolving issues that have raised faculty concerns related to research.

**V. Members**

The membership will include:

1. A majority of tenured or tenure track faculty members;
2. At least one faculty member recommended from the George Mason University Faculty Senate;

3. The Associate Vice President for Research Development, Integrity and Assurance (ex officio);
4. Other members as appropriate to ensure adequate review and guidance; members may include non-tenure track faculty, staff, and students.

#### **VI. Appointments**

The Vice President for Research will appoint members after consultation with the Deans, Directors, and Faculty Senate. Student government and other student organizations may also be consulted for graduate student membership to the board. Members will be appointed for renewable two year terms.

#### **VII. Meetings**

The Board shall meet as needed, but at least once per calendar year. The Associate Vice President for Research Development, Integrity and Assurance will serve as the non-voting chair during these meetings. The business of the Board will primarily be conducted through e-mail and other electronic mechanisms as needed between meetings so as not to delay.

#### **VIII. Procedures for Board meetings and actions**

1. Any member of the Board may provide action items and proposed policy and procedure updates to the OR.
2. The OR shall prepare, or cause to be prepared, an agenda for each meeting that shall be furnished to each member of the Board or will provide items through e-mail to the board for review.
3. Meetings of the Board will generally be informal with resolutions discussed and acted upon. Voting on advice and reports may occur either electronically or at convened Board meetings and adopted by a simple majority vote of members in attendance or participating.

The OR shall also distribute policies, procedures, news, and action items for comment and advice electronically.

#### **IX. Minutes**

The OR will prepare the Board minutes of each meeting. The minutes will include attendance of the previous board meeting and details of actions taken at the board meeting and business conducted electronically between board meetings. Meeting minutes will be recorded and archived in a location accessible to all Board members and selected stakeholders.

#### **X. Bylaw amendments**

Amendments to these Bylaws may be proposed by any member of the Board. The amendment may be adopted by a 2/3 vote of the membership with previous notice in the form of announcement at a previous meeting and distribution in the minutes of that meeting.

#### **XI. Parliamentary Authority**

The current edition of Robert's Rules of Order (Revised) will govern in all procedural matters not covered in these By-Laws.

Approved