

BCOE Research Consortium Committee Bylaws

Revised, October 2019

Purpose

The Research Consortium is a faculty-driven organization providing support to BCOE faculty and graduate students for the conceptualization, design, implementation, data gathering, data analysis, dissemination, and impact of research studies. The purpose of the Bagwell College of Education (BCOE) Research Consortium Committee (RCC) is to expand the scope and impact of research and scholarship activities within the BCOE by facilitating a culture of research within the College and supporting faculty, especially junior faculty, along with graduate students, in scholarship.

Key Beliefs

1. The research consortium is a faculty-driven initiative that promotes a positive and collaborative culture of research in the college.
2. Research is part of the tenure and promotion process and informs our practice as educators.
3. The changing nature of research requires on-going learning in methods and writing.
4. A community of scholars and scholar-practitioners should be encouraged and supported through resources, professional learning activities, and spaces to promote collaboration.

The RCC will liaise with other individuals and units both inside and outside of BCOE to advance the research and scholarly creativity and productivity of faculty and graduate students; and provide a foundation for the continued enhancement of a culture of research for all BCOE programs.

Objectives

- a) Support the BCOE vision and goals for strategic planning as it relates to research and creative activity.
- b) Support faculty and graduate student research needs for methodological, writing, publication, library, and grant expertise.
- c) Create and implement professional development to promote knowledge and commitment to high quality research among faculty, staff, and students.
- d) Promote faculty and graduate student success in research and creative activity.
- e) Enhance faculty connectivity regarding research endeavors.
- f) Partner with B-12 school sites and public/private institutions.
- g) Promote the infusion of research-driven practices in teaching and outreach.
- h) Serve as a source of information on resources related to research and creative activity.
- i) Continue to develop research infrastructure for the BCOE.

Meetings

The Research Consortium Committee should hold open meetings as often as deemed appropriate by the committee membership with a minimum of one meeting per month. The chair of the Committee shall call each meeting. Any other member of the Committee can request a meeting by contacting the chair. Meetings are open to faculty and graduate students in general. Meeting minutes will be recorded and made available upon request.

Members

- a) The Research Consortium Committee should be composed of one voting representative from each academic department. If a member resigns and/or is no longer able to perform membership duties, a newly designated member shall fill the vacant position created from that unit.
- b) Each faculty member shall be nominated by that academic department and serve a minimum term of 2 years. Terms shall be staggered to ensure continuity of representation.
- c) Additional non-voting members may participate at will.

Election of Chair

- a) The voting members shall elect the incoming chair from the elected department representatives at the last meeting of the previous academic year, typically April. The chair of the Research Consortium Committee must have served on the committee the previous year and is selected by majority vote of the department representatives. The chair's term will be a minimum of one year with an option to renew for a second year.
- b) In the event that the chair is on leave or is unable to complete their service, an interim chair or co-chairs will be selected from among the department representatives and elected by the voting members.

Additional Members

Additional non-voting members will include Research Consortium consultants such as methodologists, editor-in-residence, grant manager, and graduate education librarian

Duties of Key MembersRCC Chair Duties:

1. Serve a minimum 1-year term (fall and spring) with the option to serve a second year
2. Establish meeting agendas
3. Represent the RCC at appropriate meetings and events
4. Liaise between the leadership team and the RCC
5. Maintain RCC website
6. Manage RCC services requests
7. Coordinate RCC Write Day activities with committee members
8. Supervise graduate assistants

9. Seek funding for needed resources including graduate assistantships
10. Serve as central point of communication for the BCOE and RCC activities
11. Preside over RCC meetings
12. Respond to external requests on behalf of the RCC
13. Support the function of RCC consultants
14. Schedule key meetings and events
15. Coordinate documentation and payment between Dean's office and consultants
16. Serve the RCC according to the RCC bylaws

Quantitative Consultant Duties:

1. Serve a 3-year term (fall and spring)
2. Support the committee in conducting a needs assessment to ascertain faculty development needs and interests
3. Offer workshops for faculty and students on quantitative research methodologies (2 per semester)
4. Offer one-on-one assistance to faculty and graduate students on quantitative research methodologies
5. Collaborate with the Editor-in-Residence to review the methodology section of faculty's manuscripts and provide feedback, as requested
6. Establish a learning community focused on quantitative research methodology
7. Support authors by providing general advisement on publication strategies
8. Collaborate with Qualitative Research Methodologist-in-Residence and the Editor-in-Residence on manuscript reviews and workshop development
9. Maintain a collection of physical and digital quantitative methods resources available to faculty and graduate students

Preferred Qualifications:

- Tenured-track graduate faculty status as a BCOE faculty member
- Credentials to teach quantitative research methods (at least 18 graduate credit hours in quantitative methods)
- Established record of scholarly work
- Established record of effective collaboration

Qualitative Consultant Duties:

1. Serve a 3-year term (fall and spring)
2. Support the committee in conducting a needs assessment to ascertain faculty development needs and interests
3. Offer workshops for faculty and students on qualitative research methodologies (2 per semester)

4. Offer one-on-one assistance to faculty and graduate students on qualitative research methodologies
5. Collaborate with the Editor-in-Residence to review the methodology section of faculty's manuscripts and provide feedback, as requested
6. Establish a learning community focused on qualitative research methodology
7. Support authors by providing general advisement on publication strategies
8. Collaborate with Quantitative Research Methodologist-in-Residence and the Editor-in-Residence on manuscript reviews and workshop development
9. Maintain a collection of physical and digital qualitative methods resources available to faculty and graduate students

Preferred Qualifications:

- Tenured-track graduate faculty status as a BCOE faculty member
- Credentials to teach qualitative research methods (at least 18 graduate credit hours in qualitative methods)
- Established record of scholarly work
- Established record of effective collaboration

Editor-in-Residence

Support is prioritized to BCOE faculty but may open to those students who seek support in having original work published by a peer reviewed journal or accepted by a peer reviewed conference. A faculty advisor must request consultation hours on behalf of the student.

The tasks expected of the editor-in-residence include:

1. Serve a 3-year term (fall and spring)
2. Support the committee in ascertaining faculty development needs and interests related to dissemination of scholarly work
3. Offer workshops or facilitate writing groups for authors (faculty or students) related to dissemination of scholarly work (2 per semester)
4. Review BCOE faculty manuscripts and conference proposals to offer one-on-one guidance to faculty
5. Establish a learning community focused on dissemination of scholarly work
6. Support authors by providing advisement on publication strategies
7. Collaborate with Methodologists-in-Residence, Grants Specialist, and Graduate Librarian on manuscript reviews and workshop development
8. Maintain a collection of physical and digital resources on disseminating scholarly work that is available to faculty and graduate students
9. Attend Research Consortium Committee meetings

Required Qualifications:

- Experience as an editor or associate editor for a peer-reviewed education journal
- Established record of scholarly work

Preferred Qualifications

- Associate or full professor at the time of appointment
- Full graduate faculty status
- Experience in education conference program leadership
- Experience as a peer-reviewer for education journals
- Established record of effective collaboration

Additional Key Partners

- Associate Dean of Research (or equivalent)
- Associate Dean of Graduate Studies (or equivalent)

RCC Voting Faculty Representative Approval of Bylaws

DocuSigned by: <i>Prachel Grines</i> 93B4AF1D804542B...	October 29, 2019	SMGE
Chair signature <i>[Signature]</i> 91D1559DCC464A2...	Date October 29, 2019	Department Department
Member signature <i>Katie Bennett</i> 0ED308906510414...	Date October 29, 2019	Department Inclusive Education
Member signature <i>Matthew L. Wilson Ph.D.</i> 3769F65FB7E144D...	Date October 29, 2019	Department ITEC
Member signature <i>Solynn An</i> 58A82C78C2FE4B0...	Date October 29, 2019	Department EECE
Member signature	Date	Department

Appendices

Call for a BCOE Research Consortium Editor-in-Residence

The Research Consortium Committee (RCC) seeks one editorial consultant to support BCOE faculty beginning in the [term] [year] semester. Interested applicants should send a current CV and letter of interest detailing how he/she meets the qualifications to [chair email] by [date].

Compensation will be negotiated with the Dean. *

Workload Required of the Editor-in-Residence:

The workload of the Editor-in-Residence should be equivalent to 20% of a typical workload per semester. Support is prioritized to BCOE faculty but may open up those students who seek support in having original work published by a peer reviewed journal or accepted by a peer reviewed conference. A faculty advisor must request consultation hours on behalf of the student.

The tasks expected include:

1. Serve a 3-year term (fall and spring)
2. Support the committee in ascertaining faculty development needs and interests related to dissemination of scholarly work
3. Offer workshops or facilitate writing groups for authors (faculty or students) related to dissemination of scholarly work (2 per semester)
4. Review BCOE faculty manuscripts and conference proposals to offer one-on-one guidance to faculty
5. Establish a learning community focused on dissemination of scholarly work
6. Support to authors by providing advisement on publication strategies
7. Collaborate with Methodologists-in-Residence, Grants Specialist, and Graduate Librarian on manuscript reviews and workshop development
8. Maintain a collection of physical and digital resources related to dissemination of scholarly work that is available to faculty and graduate students
9. Attend Research Consortium Committee meetings

Required qualifications include:

- Experience as editor or associate editor for a peer-reviewed education journal
- Established record of scholarly work

Preferred qualifications include:

- Associate or full professor at the time of appointment
- Full graduate faculty status
- Experience in education conference program leadership
- Experience as a peer-reviewer for education journals
- Established record of effective collaboration

***Note.** The consultant will not write any manuscripts for faculty or students but will provide guidance and feedback in the process. Due to contracted compensation, the consultant forfeits any claim to authorship on manuscripts and proposals supported through the Research Consortium.

Call for a BCOE Research Consortium Quantitative Methodologist-in-Residence

Tasks expected of the Quantitative Methodologist-in-Residence include:

1. Serve a 3-year term (fall and spring)
2. Support the committee in conducting a needs assessment to ascertain faculty development needs and interests
3. Offer workshops for faculty and students on quantitative research methodologies (2 per semester)
4. Offer one-on-one assistance to faculty and graduate students on quantitative research methodologies
5. Collaborate with Editor-in-Residence to review the methodology section of faculty's manuscripts and provide feedback, as requested
6. Establish a learning community focused on quantitative research methodology
7. Support authors by providing general advisement on publication strategies
8. Collaborate with Qualitative Research Methodologist-in-Residence and the Editor-in-Residence on manuscript reviews and workshop development
9. Maintain a collection of physical and digital quantitative methods resources available to faculty and graduate students

Preferred Qualifications:

- Tenured-track graduate faculty status as a BCOE faculty member
- Credentials to teach quantitative research methods (at least 18 graduate credit hours in quantitative methods)
- Established record of scholarly work
- Established record of effective collaboration

Additional points of interest: The Quantitative Research Methodologists-in-Residence...

- should NOT be asked to write papers or analyze data for faculty unless the faculty plans to share authorship.
- cannot be compensated for advising on/participating in his/her own research during any Research Consortium activities. Unique situations may be submitted to RCC for review.
- abide by and advise according to all IRB rules of confidentiality and ethics.

Application materials to submit:

1. Letter of intent that:
 - a. concisely highlights experience(s) in a similar capacity
 - b. discusses how you meet the preferred qualifications
 - c. addresses your availability to fulfill the job tasks
2. Current Curriculum Vitae

*Please submit materials to [RCC chair email] by [date]. Within one business day of submission, you should get a reply email indicating that your application materials were received.

Call for a BCOE Research Consortium Qualitative Methodologist-in-Residence

Tasks expected of the Qualitative Methodologist-in-Residence include:

1. Serve a 3-year term (fall and spring)
2. Support the committee in conducting a needs assessment to ascertain faculty development needs and interests
3. Offer workshops for faculty and students on qualitative research methodologies (2 per semester)
4. Offer one-on-one assistance to faculty and graduate students on qualitative research methodologies
5. Collaborate with the Editor-in-Residence to review the methodology section of faculty's manuscripts and provide feedback, as requested
6. Establish a learning community focused on qualitative research methodology
7. Support authors by providing general advisement on publication strategies
8. Collaborate with the Quantitative Methodologist-in-Residence and the Editor-in-Residence on manuscript reviews and workshop development
9. Maintain a collection of physical and digital qualitative methods resources available to faculty and graduate students

Preferred Qualifications:

- Tenured-track graduate faculty status as a BCOE faculty member
- Credentials to teach qualitative research methods (at least 18 graduate credit hours in qualitative methods)
- Established record of scholarly work
- Established record of effective collaboration

Additional points of interest: The Qualitative Research Methodologists-in-Residence...

- should NOT be asked to write papers or analyze data for faculty unless the faculty plans to share authorship.
- cannot be compensated for advising on/participating in his/her own research during any Research Consortium activities. Unique situations may be submitted to RCC for review.
- abide by and advise according to all IRB rules of confidentiality and ethics.

Application materials to submit:

3. Letter of intent that:
 - a. concisely highlights experience(s) in a similar capacity
 - b. discusses how you meet the preferred qualifications
 - c. addresses your availability to fulfill the job tasks
4. Current Curriculum Vitae

*Please submit materials to [RCC chair email] by [date]. Within one business day of submission, you should get a reply email indicating that your application materials were received.