

APPENDIX D.3

Chair of the Research Committee for the UAB Faculty Senate

Job Description

1. Serves as Chair of the Research Committee for the UAB Faculty Senate from September 1 through August 31 [1 year term]
2. Performs the duties assigned to the Faculty Senate Standing Committee Chairs ([general chair duties](#))
3. Represents the Faculty Senate on appropriate committees that are related to UAB Research Administration
 - Serves as a representative for the Faculty Senate on the Council for Center Directors
 - Serves as representative for the Faculty Senate at the monthly deans research meetings hosted by the VP for Research (meets monthly).
 - Serves as a representative for search committees for Senior Administration offices that have research oversight (meets monthly).

TIME REQUIRED: 6 hours per month
4. Receives, reviews, and prepares documents related to the Standing Committee
 - Reviews matters and recommends policy pertaining to research and to the research environment and the dissemination of research knowledge
 - Receives reports from the UAB President and Provost regarding impending decisions pertaining to research and the environment of research and the dissemination of research knowledge
 - Reviews the activities of university committees such as IRB, IACUC, UABRF, OGC, University Compliance, and Radiation Safety and keeps faculty abreast of changes and modifications to policy and processes regarding research

- Solicits comments and suggestions from research faculty and communicates faculty concerns to the Council for Center Directors for resolution or advice
- Receives, reviews, and prepares reports for the Faculty Senate Executive Committee and the Faculty Senate related to concerns within the interests of the Standing Committee

TIME REQUIRED: 2-4 hours per month

5. Coordinates with the Faculty Development Committee to manage the UAB Faculty Development Grant program following the guidelines provided by the Graduate School

TIME REQUIRED: 4-6 hours per month

Research Committee Chair Duties first approved by the Executive Committee on July 27, 2016 in compliance with amendments to Senate Constitution and Bylaws to form separate Research Committee.

LAST REVIEWED: August 2023