

BY-LAWS
SCHOLARLY AND CREATIVE ACTIVITY COMMITTEE

Article I – Name

This organization shall be known as the Scholarly and Creative Activity Committee (SCAC).

Article II – Purposes

- A. Promote and encourage scholarly and creative activity at SUNY Oswego, including enhancement of the climate, resources, opportunity, and recognition for faculty, staff, and students conducting scholarly and creative activities and grant development.
- B. Assist the Associate Provost for Research Development and Administration and the Student Office of Research and Creative Activities (ORCA) Director and act as an advisory committee for these offices.
- C. Advise the President and Provost in matters relating to scholarly and creative activity and assist them in the process of rewarding and supporting the scholarly and creative activity and grant development of faculty, staff, and students.

Article III – Membership

A. Composition

Since there are many types of scholarly and creative activities expressive of different areas of study, the committee should have a large and diverse membership.

- 1. Every spring the Provost's office solicits nominations from faculty interested in serving on SCAC (and other committees). Persons wishing to serve on SCAC should inform the Provost's office by responding to the solicitation. From the list provided by the Provost's office, the Chairperson of SCAC will select before the first week of September at least one (1) person from every academic department (including the library) that has a person interested in serving as a member.
- 2. The basis of selection will be prior excellence of service on the committee, experience in scholarly or creative activity or research, and/or potential to benefit the committee.
- 3. Chairs of departments not represented may be notified to see if they can find someone interested in serving. There shall be no more than three (3) members from any academic department. Non-academic staff and part-time faculty may also serve on SCAC.
- 4. Student members of SCAC are nominated by Student SCAC Subcommittee (see Article V.C). Student members must be approved by the full SCAC.
- 5. Members with three (3) consecutive unexcused absences at SCAC (full or subcommittee) meetings or with a total of four (4) unexcused absences during the year will lose their SCAC membership.

B. *Ex Officio* Members

Ex Officio Members include:

- Associate Provost for Research Development and Administration,
- Student ORCA Director.

C. Vacancies

If a member resigns from the committee during the year, that person may recommend a replacement. If none is recommended, the Chair of the department may recommend a replacement. The Chair of SCAC will appoint the replacement.

D. Officers

A Chairperson or co-Chairs will be elected by the full SCAC at the last meeting during the spring semester. The term will start at the end of the meeting. The task of taking minutes will rotate through the membership or be taken care of by the Chair.

E. Chairperson Duties

Duties of the Chairperson of SCAC include:

- Scheduling, calling meetings and setting and distributing a tentative agenda;
- Running the meetings and ensuring minutes are taken;
- Fielding questions from the administration and faculty;
- Meeting with the administration as needed;
- Taking policy questions from the administration or others back to the committee for resolution and taking suggestions from the committee to the administration;
- Making sure that awards deliberations are made in a timely manner and meet the criteria of these bylaws and Appendix A;
- Leading campus grant application review meetings and working with *Ex Officios* to provide written feedback for applicants;
- Creating a schedule for the next year's events, grant deadlines, and meetings using the universal schedule as a guide;
- Writing letters to SCAC members acknowledging their service on the committee;
- Submitting an annual report to the Provost and to the President.

Article IV – Meetings

When classes are in session, regular meetings will be held on the second Wednesday of each month at 8:00 a.m. The meeting will be scheduled on the first Wednesday of the month if the regular meeting falls during an academic break. If needed, additional meetings may be called by the Chairperson with at least one (1) week's notice. When classes are not in session, the

chairperson shall consult with the current or previous year's Advisory Committee *via* e-mail and then may create a temporary subcommittee or meet with the administration to attend to time-sensitive business. Any such business will be taken back to the full committee for discussion when classes resume.

Article V – Standing Subcommittees

A. Membership on Standing Subcommittees

All members of SCAC (with the exception of the Chairperson and *Ex Officio* members) must serve on at least one (1) standing subcommittee. They will make their preferences known to the Chair at the first meeting in September. The Chairperson will make the assignments, placing members no lower than their second choices. The assignments will be based on a balance of subcommittee size and the perceived value of the member to that subcommittee. Each standing subcommittee will elect its own chairperson, who will be responsible for calling meetings, having minutes taken, and reporting activities/updates at full SCAC meetings.

B. Quest and Publicity Subcommittee

The Quest and Publicity Subcommittee is responsible for advising the person running Quest. The subcommittee is also encouraged to identify new ways to attract students and others who would benefit from attending Quest. The subcommittee will meet, advise, and guide the Student ORCA Director. The subcommittee will oversee the process of approval for Student Travel Grants. The subcommittee is responsible for advertising award opportunities, Quest, and other SCAC programs and promoting scholarly, creative, and research activities on campus for the benefit of the campus community and the reputation of SUNY Oswego.

C. Student Scholarly and Creative Activity Subcommittee

The Student Scholarly and Creative Activity Subcommittee is responsible for advising the Student ORCA Director and finding ways to encourage scholarly and creative activity and research among students. The subcommittee will develop procedures for determining student awards and choose student award recipients (including the Helen Bohmer Daly Memorial Research Award, Student SCA grants, Student Mini-Grants, and Undergraduate Research Assistantships.) The subcommittee will recommend to SCAC eligible and willing to serve student members of SCAC from the pool of successful applicants for student grants/awards. One (1) undergraduate and one (1) graduate student will be sought.

D. SCAC Advisory Subcommittee

The SCAC Advisory Subcommittee will advise the Provost and the Associate Provost for Research Development and Administration when the whole SCAC is unavailable or when the *Ex Officio* member(s) or administration wants to meet with a small group. The subcommittee will discuss questions posed by full SCAC. It is responsible for proposing the updates for SCAC bylaws, procedures, and guidelines. It is responsible for making recommendations to campus administration on possible Provost's and President's Awards for Scholarly and Creative Activity and award recipients after thoroughly examining and discussing the material submitted with the nominations.

E. Other Subcommittees

Other subcommittees may be formed by SCAC as deemed necessary.

Article VI – Awards and Grants

A. General Policy

The following is the policy of SCAC in helping campus administration determine award and grant winners:

- Only on-time submissions by eligible applicants will be considered.
- All deliberations and results of deliberations will remain confidential to the committee.
- The principles for SCAC funding decisions will be followed (Appendix A).
- Campus administration will determine and announce winners.
- An applicant must provide any additional information requested by SCAC within one (1) week of the request.
- Recipients will be announced at the official award ceremony held during the Fall Academic Affairs Retreat.
- Other awards may be added without revising the bylaws as long as they follow the principles of the procedures listed below.

B. Provost's and President's Awards

- The SCAC Advisory Subcommittee advises the Provost and the President on:
 - the Provost's Award for Scholarly and Creative Activity,
 - the Provost's Award for Mentoring in Scholarly and Creative Activity, and
 - the President's Award for Scholarly and Creative Activity.This list may be increased or decreased at the discretion of the Provost or the President
- The SCAC Advisory Subcommittee Chair will solicit help from two previous winners of each award for the review process.
- Nominees will be reviewed by the subcommittee using guidelines developed and approved by SCAC.
- Recommendations will be made to the Provost and to the President.

C. Faculty Grants

- All SCAC members are expected to be involved with deliberations on Faculty Grants unless they or a related person are applying for an award.
- Members may not submit scores/assessments for applicant colleagues from their own departments.
- Proposals will be reviewed and ranked by the committee using guidelines developed and approved by SCAC. Written evaluations will be prepared for applicants and recommendations will be made to the Provost. Applicants will be provided with feedback.
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D. Student Grants

- Proposals will be reviewed by the Student Scholarly and Creative Activity

Committee using guidelines developed by the subcommittee and approved by SCAC.

- Recommendations will be made to the Chair of SCAC and the Provost.
- Applicants will be provided with feedback.

Article VII – Approval and Amendments

Any amendments to these by-laws will become effective upon affirmative votes from two thirds (2/3) of the voting members of SCAC. Any member unable to vote in person may vote by sending an email to the Chairperson. A vote to amend these by-laws may be taken only after the amendments have been discussed in at least two (2) meetings.

The adoption of or amendment to any appendices to these by-laws, or any other SCAC documents other than the by-laws, will become effective immediately upon receiving a majority of affirmative votes at the meeting in which the quorum of the entire membership is present. A quorum is present if at least fifty percent (50%) of the voting members of SCAC are present.

Updated on May 3rd, 2023

Appendix A Principles for SCAC Funding Decisions

1. Junior faculty will be given priority when funding decisions are made.

Applications are reviewed with faculty experience in mind. SCAC will continue to focus on quality first, and will rank proposals in various tiers. Information provided to the Provost's Office will clearly identify proposals submitted by junior faculty.

2. SCAC will be sensitive to the varying needs across disciplines and implement guidelines that are flexible.

While programs may have different goals, within those goals, the types of expenses for accomplishing SCA need to be as flexible as possible (equipment, consumables, travel, student salaries, *etc.*). The needs should be strongly justified (at the application stage) and accountability maintained (*via* reporting). Interdisciplinary activities will receive equal treatment.

3. SCAC encourages involving students in the range of work and experiences related to scholarly and creative activities.

Some funding programs already have student-oriented goals, such as student awards/grants and the Faculty-Student Challenge Grant. Other grant programs do not *require* student involvement (*e.g.*, the Faculty SCA Grant and Faculty Mini-Grants) but generate opportunities for faculty to share their research and experiences with students. As appropriate, SCAC encourages faculty to engage students in the process and experiences resulting from Oswego-funded research and creative activities.

4. SCAC funds are intended to generate long-term productivity and competitiveness for the award recipients.

a. Dissemination of one's work among peers in the discipline is the mark of professional productivity, and SCAC funding is designed to support that goal by helping recipients to

create the content for dissemination. Recipients of SCAC funds will be accountable for publicly disseminating work produced via peer-reviewed papers, invited talks or presentations, exhibits, curated shows, sponsored partnerships, external grant applications, *etc.*

b. The criteria used in the review of applications for SCAC funds are designed according to rigorous professional standards. The review process provides feedback to applicants to help strengthen their work and future external grant applications.

5. SCAC will promote inclusivity across the disciplines.

Over time, it is our aim to achieve a wide distribution of funds across disciplines by inviting faculty in all departments to apply for SCAC funds, participate in the SCAC, and voice their discipline-specific needs.

Updated on May 3rd, 2023

Appendix B

Principles for Participation in SCA Grant Review

- 1. SCAC members are asked to self-identify any potential conflicts of interest.**
- 2. SCAC members do not participate in the written evaluation of grant applications submitted from one's department.**
- 3. SCAC members do not participate in the written evaluation of applications for one's own students or direct collaborators (even if from other departments).**
- 4. SCAC members, who are in the same department as a SCA grant applicant, may not vote but may choose to participate in the review meeting to share their expertise if asked a direct question and comfortable in contributing to the discussion.** As non-experts in the field are primarily responsible for evaluating applications, a SCAC member who is an expert in the particular field may bring a unique perspective on a grant under discussion.
- 5. SCAC members who are applicants are excluded from the review process of the grant category to which they applied.** A SCAC member who is also a SCA grant applicant or co-applicant cannot participate in the review process, including the evaluation and discussion, of ANY grant in the specific category of applications to which they applied, or *via* students, or *via* a direct collaboration.

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