

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER  
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S)** that authored or sponsored this proposal:  
Office of Student Research

**TOPIC:**  
Create an Advisory Committee for the Office of Student Research

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The purpose of this proposal is to create an Advisory Committee for the Office of Student Research. As the Office of Student Research continues to expand its programs and initiatives, a formalized advisory committee is needed. Currently, many decisions regarding funding of student research and travel grants, faculty mentoring awards, and other OSR programs are made by an ad hoc committee, called the Student Research Advisory Council. Currently, the committee members are invited to serve on the committee each year by the OSR director. Now that the OSR is a well-established office at Longwood, a formalized advisory committee should be formed to advise on decisions regarding student research and travel grants, faculty excellence in mentoring awards, and other OSR initiatives and to serve as a liaisons with colleges and campus partners.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

We propose to create a new committee description to be listed in the FPPM as follows:

**ADVISORY COMMITTEE FOR THE OFFICE OF STUDENT RESEARCH**

1. **Purpose and Duties:** Advise on decisions regarding student research and travel grants, faculty excellence in mentoring awards, and other OSR initiatives. Serve

as a liaison with colleges and campus partners.

2. **Membership:** Director, Office of Student Research (OSR); Director of Perspectives on Research in Science and Mathematics (PRISM) program; Director of Undergraduate Research Apprentice Program; 1 faculty representative from the Longwood Senior Thesis committee; 1 faculty representative from the Student Showcase Organizing committee; 1 faculty representative from the *Incite* Faculty Advisory Board; 1 representative from the Greenwood Library; 1 representative from the College of Graduate and Professional Studies.
3. **Ex-Officio Members:** None
4. **Tenure Restrictions:** None
5. **Departmental Restrictions:** None
6. **College Restrictions:** None
7. **Other Restrictions:** There should be at least one member from each of the following disciplines on the committee: Arts and Humanities; Social Sciences; and STEM (Science, Technology, Engineering, and Mathematics).
8. **Term of Office:** One year, eligible for re-appointment
9. **Method of Selection:** Appointed by the Director of OSR in consultation with the PVPAA
10. **Chair:** Director of Office of Student Research
11. **Reporting route:** To the PVPAA

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

Through the creation of the Advisory Committee for the Office of Student Research, the OSR will have a formalized group of faculty who will advise on decisions regarding student funding, faculty awards, and other OSR initiatives. Now that the OSR is a well-established office, an advisory committee is necessary for managing and advising current and future student research programs.

**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Date submitted to other administration:

Action(s) Taken:

Administrator: \_\_\_\_\_

Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors: