

### **Roles and Responsibilities of Undergraduate Research Council Associates**

Council associates provide assistance in supporting the work of the undergraduate research program (URP) with the goal of increasing undergraduate student participation in research experiences in all colleges on campus, providing them with a variety of mentored research opportunities and encouraging and supporting faculty involvement in undergraduate research. They serve as a resource in providing a disciplinary- and College-specific perspective on issues related to promoting and implementing undergraduate research. Eligible members are full time tenure/tenure-track faculty and academic staff members (instructional and non-instructional). Council associates do not vote, and there is no limit on the number of Associates from each College/discipline/campus unit.

**Grant work:** Council associates help review proposals for grant programs administered by URP.

**Student conference participation and other presentation opportunities:**

Council associate members help provide feedback on conference abstracts and student presentations.

**Council meeting and communication:** Council associates attend regularly scheduled (approximately once a semester) council meetings as their schedules permit and communicate with URP Director, Associate Director(s), and other administrative staff to facilitate and promote the work of the Undergraduate Research Program. They are expected to serve as a resource for the program and its administrative staff as representatives of their disciplines.

### **Process for Recruiting Council Associates of Undergraduate Research**

All who are interested in becoming a Council Associate are asked to contact the URP Director. Current Council Members and Associates are welcomed to provide suggestions for nominations. The Director will schedule a brief meeting to ensure the potential candidate understands the expectations of a Council Associate before the candidacy is finalized. The Director will contact those who remain inactive for 2 years and confirm the Associates' continued interest and commitment to be involved with the Undergraduate Research Council.