

Roles and Responsibilities of Undergraduate Research Council Voting Members

Council members have responsibility for supporting the work of the undergraduate research program (URP) with the goal of increasing undergraduate student participation in research experiences in all four colleges on campus, providing them with a variety of mentored research opportunities and encouraging and supporting faculty involvement in undergraduate research. They are tasked with providing disciplinary- and College-specific perspectives on issues related to promoting and implementing undergraduate research. Eligible members are full time tenure/tenure-track faculty members. Up to 4 members serve to represent each College (not including URP administrative staff).

Grant work: Council members review proposals for grant programs administered by URP.

Student conference participation and other presentation opportunities:

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

Council meeting and communication: Council members attend regularly scheduled (approximately once a semester) council meetings 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 respective Colleges and disciplines. They vote on various issues/matters brought up to and by the Council.

Process for Nominating and Selecting Council Members of Undergraduate Research

1. Appointments are for three years with a possibility to seek re-nomination for an unlimited number of terms. Council Members who wish to seek re-nomination should consult with the Director prior to the end of their term in the Spring semester or latest by the end of May.
2. Members who cannot complete their current terms, and those who do not wish to seek re-nomination at the end of their terms should notify the Director as soon as possible so that replacement candidate(s) can be identified without delay. Outgoing members are strongly encouraged to suggest replacement candidate(s). The Director compiles a list of vacancies and potential candidates from each College, and shares this information with the entire Council at the end of each academic year (late May to early June).
3. Candidates who wish to be nominated as Council Members should write a one page letter of interest with brief descriptions of his/her record of undergraduate research mentoring or equivalent experience in mentoring and/or other involvement with the Undergraduate Research Program at UW-W or other institutions.
4. Candidates' information is shared with the entire Council at the end of each academic year. Discussion about the candidate(s), if requested by Council Members, will be conducted electronically. A vote is conducted on-line in early summer (around June). All Council Members are eligible to vote. The candidate with the highest number of votes for each position wins.