

# Maryland Population Research Center

## GOVERNANCE STRUCTURE

### **Center Name:**

The Maryland Population Research Center.

### **Center Membership:**

**Faculty Associate** members are UMD faculty with demonstrated interest in population research and who participate in Center activities. All Faculty Associates have voting privileges at Center meetings. Membership is for a three-year period and is renewable. To become a member of the Center (and to renew membership), interested faculty will submit an on-line request and current curriculum vitae to the Center Director. Following a preliminary screening, the Director will forward new and renewal applications to the Executive Committee for review. Membership approval and renewal will be by majority vote. Faculty Associates who retire from the University may request continued Faculty Associate status with MPRC. Annually, the MPRC Director will review MPRC Faculty Associate participation. Two criteria are used to evaluate ongoing Faculty Associate status:

- 1) conformity with the Active Scientist designation of NICHD's Population Dynamics Branch;
- 2) participation in MPRC activities.

Specifically,

1. According to NICHD's Population Dynamics Branch, the current definition of an "active scientist" is any researcher who has:

- A) functioned as a PI or Co-I on a PDB research grant within the previous three years; AND
- B) has published in a population-related journal during the previous three years.

*This definition will be updated as NICHD updates its criteria for active scientists*

2. MPRC involvement includes such activities as:

- A) Participating in an active research grant administered through MPRC or participating in a grant application through MPRC;
- B) being awarded an MPRC Seed Grant;
- C) serving on an MPRC committee
- D) contributing to the MPRC Working Papers series;
- E) attendance at MPRC seminars.

At the discretion of the Director, unsuccessful Faculty Associate applicants and inactive Faculty may be given Faculty Affiliate status (see below)."

**Faculty Affiliate** members are of two types, external or internal. External Faculty Affiliates do not hold appointments at the University of Maryland, College Park and may have a primary appointment at other academic, research, or governmental institutions. Internal Faculty Affiliates hold a primary appointment within a UMCP unit. Faculty Affiliates have an established interest in population research and have demonstrated involvement in a collaborative relationship with an MPRC Faculty Associate. Faculty Affiliate membership is for an annual period and is renewable at the discretion of the MPRC Director. To become an affiliate member of the Center, interested candidates will submit an on-line request, including the name of at least one Faculty Associate with whom he or she intends to work, and a current curriculum vitae to the Center Director.

In the case of unsuccessful new and renewal applications for Faculty Associate membership, and for Faculty Associates who are deemed by the MPRC Director on annual review to be inactive, Faculty Affiliate status may be proposed to the applicant or former Faculty Associate for a one-year period renewable at the discretion of the MPRC Director. Faculty Affiliate status may be upgraded to full Faculty Associate status following re-application (CV and statement) and review and majority approval by the Executive Committee.

Access to core services by Faculty Affiliates is based on demonstrated need for developing or engaging in collaborative research with a Center Faculty Associate. Faculty Affiliates are not eligible to vote in Center meetings or serve on committees related to Center governance.

### **Membership Expectations:**

Faculty Associates are expected, above all, to engage in high quality population-related research. This includes publishing in the major demographic and population journals, becoming a member and participating in the Population Association of America, and submitting external grant proposals to the major demographic funding agencies. Members should be actively involved in ongoing Center activities. These activities include presenting their research at seminars and workshops, mentoring junior faculty with interests in demography, assisting graduate students with their population research, contributing to the infrastructure development of the Center by working with the computing core, enhancing data access, promoting center activities, and contributing to external grant-writing.

### **Center Director and Associate Director:**

Center Executive Committee will nominate and submit a recommendation to the Dean of Behavioral and Social Sciences for the **Center Director**. The Dean will appoint the Director for a five-year term. Once appointed, the Director will appoint an **Associate Director** from among the other Executive Committee members (see below). The Director and Associate Director will decide on the length of term served by the Associate Director. The Director and Associate Director will not be from the same departments, except by the unanimous approval of the Executive Committee<sup>3</sup>.

### **Duties of the Center Director:**

- Approve the Center Budget for each academic year;
- May reallocate Center funds without the approval of the Executive Committee (up to 7 ½% of total Center Budget in each academic year);
- Oversee the search and hiring of Center staff in accordance with approved budget;
- Evaluate the performance of Center staff;
- Represent the Center at events on and off campus;
- Report to campus administrative offices state offices, and other agencies as needed;
- Prepare and submit proposals for infrastructure support for the Center.

### **Duties of the Associate Director:**

- Assist the Center Director in day-to-day decision-making;
- In the absence of the Director, will represent the Center at events on and off campus.

### **Executive Committee:**

The Executive Committee comprises at least eight Faculty Associates including the Director and Associate Director, two members each from the Departments of Economics and Sociology, one member from any department that has six or more Faculty Associate members, and two At-Large members. At-Large members are faculty associates who are affiliated with any department that does

not have department representation. This mechanism will be used to ensure adequate representation across Schools and Colleges in the MPRC. Executive Committee members must have university rank of Associate Professor (including Associate Research Professor) or above, except by unanimous approval by the current Executive Committee members. Every three years, the composition of the Executive Committee will be reviewed. At that time, if any department has six or more Faculty Associate members, a position will be added to the Executive Committee to represent that department. If a department reaches 12 Faculty Associates, the Executive Committee will consider adding a 2<sup>nd</sup> representative from that department. If a department membership falls below these criterion levels, the Executive Committee will consider removing a representative. If the composition of the Executive Committee leads to a tie vote, the Director will make the final decision. The Administrative Core Coordinator is an *ex officio* member of the Executive Committee.

### **Election Process:**

New representatives for open positions on the Committee will be elected each August. Faculty Associates from the unit(s) with a vacancy will nominate and send the name of their selected candidate to the MPRC Director. The Director will present the slate of candidates to the Faculty Associates for approval at the Fall Semester Center Meeting. Executive Committee members will serve a two-year term. Committee members cannot serve more than two consecutive terms. Terms of office will run from September 1 through August 31.

### **Duties of Executive Committee:**

The Executive Committee will conduct as much business as possible via email and will meet as needed throughout the academic year to:

- Review and approve applications and renewal applications for Faculty Associate membership;
- Set guidelines and review proposals for the Seed Grant Program;
- Call Center meetings and other meetings as needed;
- Appoint sub-committees as needed;
- Perform other duties as needed.

### **Center Meetings:**

A Center meeting for all Faculty Associates will be scheduled **early in each semester**. At this time, the Director of the Center will report on Center activities, finances, and strategic planning. Executive Committee Members will be elected at the fall center meeting.

**Advisory Board:** The Center shall have an **advisory board** that includes the Vice President for Research, Dean of Behavioral and Social Sciences, the Dean of the School of Public Health, the Chairs of the Economics Department and the Sociology Department. The advisory board will receive annual progress reports and newsletters from the Center. This advisory board will provide oversight, guidance, and assistance in generating internal and external support for the Center. The advisory board will meet *biennially* to review Center activities and future plans. Additional members may be added to this advisory board as needed.

*Updates approved by Executive Committee November 5, 2018*