

**College of Arts and Humanities**  
A&H Research and Creative Activities Committee

- I. The purpose of the A&H Research and Creative Activities Committee is to provide peer review and evaluation of faculty proposals related to funding or support for research, scholarship, and creative activities. The Committee will also assist with drafting proposals. It is the duty of the Committee to remain objective and fairly consider all proposals, providing an unbiased and neutral evaluation. Examples of peer review might include applications for competitive awards (e.g., NEH Summer Stipends) and proposals for intramural funding (e.g., College support for internally funded research awards). While the primary purpose is to facilitate the peer-review of proposals, the committee may at its discretion advise the Dean and the Chairs Council regarding College priorities and strategic opportunities for advancing research and creative activities.
- II. The Research and Creative Activities Committee shall consist of three full-time faculty from the College. The Committee will be elected by the faculty of the College after a general call for nominations. The results of the ballot shall be interpreted to insure at least one member is from the Arts and at least one member is from the Humanities. The first year there will be two 2-year appointments and one 1-year appointment. Subsequent appointments will be for two years.
- III. The Committee will elect a Chair at its first meeting of each academic year. The Chair will be responsible for communicating the results of any decision to the Dean.
- IV. At its first meeting, the Committee will adopt procedures for evaluating and ranking proposals. As appropriate, the Committee should adopt procedures similar to those used by the relevant campus funding source or external agency. The exact processes will be left to the committee to decide, but may include, for example, holistic scoring, a point system, or ranking. As appropriate, these should be included in any call for proposals. In its report to the Dean, the Committee should indicate the method used to arrive at its conclusions.
- V. Normally, the Dean's Office will screen applicants prior to review by the Committee, excluding any applicants who are ineligible. Typically, the Dean will accept the Committee's recommendations, but upon agreement with the Chair of the Committee, may elect to return decisions for further consideration.
- VI. Committee members are permitted to apply for grants and competitions that may be reviewed by the committee—indeed they are encouraged to do so. In this case, the faculty member shall not review his or her own proposal. It is the duty of the Committee to fairly adjudicate these situations and to not unfairly disadvantage any faculty member.

*Reviewed by A&H Chairs Council, August 14, 2017*  
*Adopted with modifications by Dean, August 21, 2017*