

Materials Characterization Core Advisory Committee

CHARGE

The Materials Characterization Core (MCC) at Drexel University facilitates discovery and innovation by serving Drexel University and its academic, industry and national laboratory partners through support of and access to advanced instrumentation, training, expertise and analysis.

The Materials Characterization Core Advisory Committee (the “Committee”) is charged by the Executive Vice Provost for Research (EVPR), comprised of Drexel faculty, staff and users, with the express purpose of advising the MCC Director of Operations and the EVPR to help the facility develop and meet its strategic, financial and operational goals.

The Committee’s responsibilities include:

- Identifying and advocating for current and future research needs of the MCC’s stakeholders (faculty, users and staff) and partners (external academic and industrial users).
- Promoting stewardship of MCC resources including compliance with internal and external policies and regulations.
- Assisting with the development and achievement of a Strategic Plan for the MCC.
- Assisting with the production on a MCC Annual Report for the EVPR.
- Reviewing and making recommendations to the EVPR on internal proposals for Major Research Instrumentation and other internal funding competitions that impact the MCC mission.
- Making recommendations for addition or discontinuation of MCC instrumentation or peripheral components.
- Promoting facility usage by identifying business development and sponsored research opportunities.

LEADERSHIP

- The Committee Chair is selected by the EVPR with input from the committee, facility staff, and university community. A committee member can serve as Chair for no more than three consecutive year terms.
- If the Chair resigns in mid-term, the EVPR will select a new Chair from among the active members or university community.

MEMBERSHIP

- The Committee shall be comprised of at least 6 and not more than 12 active members and *ex-officio* members including the MCC Director of Operations.
- The Committee should be comprised of faculty members, including tenured, tenure-track and non-tenure-track faculty, and at least one student user. The student member should have been an active user of the MCC for at least two years prior to serving.
- Members are appointed by the EVPR annually for one-year terms.
- Members should represent users from diverse but relevant academic disciplines.
- In the event that a committee member resigns before the expiration of the term, the Committee Chair can choose one of three options 1) nominate a member from the alternates from the previous cycle, if applicable, 2) open a new member selection process, or 3) allow the position to remain vacant until the next annual selection period. A replacement member appointed through options 1 or 2 serves the remainder of the term that was vacated. A member appointed to fill a vacancy may be nominated for appointment to a new term if there is an opening.

ATTENDANCE

- Committee members are expected to inform the Chair in advance of any absences. It is recommended that notice of absence be given as early as possible to provide the Chair with the opportunity to cancel or reschedule a meeting for which low attendance is expected.
- Three consecutive absences, for which the Chair did not receive prior notice, will be considered as a resignation from the Committee.
- Members who have an approved leave of absence from the University may petition the Committee for a leave of absence as well. In such cases, the Committee will recommend a temporary replacement for appointment during the term of the leave.

ORGANIZATION

- The Committee as a whole will determine meeting times and frequencies, nominally once per quarter scheduled at a time to maximize member attendance. More frequent meetings may be scheduled as needed.

- Organizational support including but not limited to scheduling, conference room reservation, catering, and communications will be provided by the Office of Research.
- Persons who are not members of the Committee may be invited to join *ad hoc* to bring special expertise to the deliberations or to expand the Committee's attention and information on certain issues. *Ad hoc* participants may also serve on task forces or sub-committees formed by the EVPR, Chair or designee.
- The Committee will strive to develop decisions by consensus; however, substantive matters will be determined by a majority vote. A quorum of committee members must be present for a vote; a quorum will consist of a simple majority of the Committee roster.