

University Resources Committee (URC)

1. Charge

The Committee shall serve to review, to analyze, and to offer recommendations to the President on all budgetary plans, proposals, and priorities, both current and future, affecting the University.

The Committee shall be responsible for maintaining a level of awareness of budgetary matters throughout the University that will encourage the development of informed opinions and the articulation and discussion of issues.

- a. The Committee shall review, analyze and make recommendations regarding the allocation of University resources for the coming fiscal year and for long-range plans developed by the administration or by other duly constituted committees.
- b. The Committee will conduct its business in closed session. The Committee will, however, host University-wide forums as necessary and appropriate to allow the Committee to hear the concerns and priorities of the University community.
- c. The Committee shall, at appropriate points during the preparation of the University budget, report in written form to the President its analysis and its policy recommendations concerning the allocation of resources within the University.

2. Membership

There shall be six faculty members, five administrators as ex-officio members, five students appointed by their respective elected representative governing body in consultation with the Provost, and two staff members appointed by the Staff Advisory Committee in consultation with the Provost. The administrators include the Provost; Executive Vice President for Planning; Executive Vice President for Finance and Administration; the Dean of the Faculty; and the Dean of Medicine and Biological Sciences. The student members shall include two each from The College and the Graduate School and one from the Medical School. Student members appointed to the Committee may not concurrently serve as Officers of their respective governing body (the Undergraduate Council of Students, the Graduate Council and the Medical Student Senate, respectively).

The Provost is the Chair ex officio. The Vice Chair shall be a Faculty member in his/her second year of service on the Committee. Normally the Vice Chair shall be elected by the Committee at the start of the term of new members.

3. Term of Office

Faculty member terms shall be three years. Graduate and undergraduate student member terms shall be two years and the medical student term shall be one year. Staff terms shall be two years.

Terms of office shall normally begin on March 1 following the election held or appointment process conducted in the preceding winter.

4. Method of Election

- a. Each year a ballot will be prepared with two positions with two faculty members per position for election by electronic ballot by the Faculty. Candidates for each slate are to be chosen by the Committee on Nominations in consultation with the Provost after seeking nominations from the voting faculty. The candidate on each slate with the majority of the votes will serve on URC; the other candidate will serve as an alternate, as appropriate. Candidates should be representative of the divisions of knowledge in the university and diversity in the Faculty. Upon the expiration of his or her term, a member shall not be eligible for reelection until one year has elapsed, except that those persons elected for terms of one year or less may be candidates to succeed themselves.
- b. Chairs of academic divisions and departments, and faculty members holding appointments as administrative officers are not eligible for elected membership on the

Committee. Members of the faculty elected to the Committee may not concurrently serve as members of the FEC.

- c. Undergraduate Students. On or about February 15, the Undergraduate Council of Students shall hold a ballot election available to all full-time undergraduate students.
 - i. The ballot shall be prepared by the Undergraduate Council of Students with the approval of the Provost. The number of candidates shall be at least twice the number of open positions.
 - ii. The positions shall be designated for candidates available to serve a two-year term.
 - iii. The nominees receiving the greatest number of votes will be elected. In the event of a tie, a run-off election by ballot will be held to determine the winner.
 - iv. Students elected to the Committee may not concurrently serve as members of the Undergraduate Council of Students.
 - v. In the event of a vacancy, the remainder of the vacant term shall be filled by means of a ballot, prepared in the manner provided above. A vacancy that occurs within the final semester of the member's term of office shall not be filled.
- d. Graduate Students. On or about February 15 of the year in which a vacancy occurs, the Graduate Student Council shall hold a ballot election available to all full time graduate students.
 - i. The ballot will be prepared by the Graduate Student Council with the approval of the Provost. It shall contain the names of at least two full time graduate students, each of whom shall have completed not less than two semesters of graduate work at Brown.
 - ii. The candidate receiving a plurality will be elected. In the event of a tie vote, a run-off election by ballot will be held to determine the winner.
 - iii. Students elected to the Committee may not concurrently serve as members of the Graduate Student Council.
 - iv. In the event of a vacancy, a special election shall be held, in the manner prescribed above. The graduate student so elected shall serve until the second meeting following March 1.
- e. Medical Students. On or about February 15 of the year in which a vacancy occurs, the Medical Student Senate shall hold a ballot election available to all full time students in the School of Medicine.
 - i. The ballot will be prepared by the Medical Student Senate with the approval of the Provost. It shall contain the names of at least two full time students in the School of Medicine each of whom shall have completed not less than two semesters in the School of Medicine at Brown.
 - ii. The candidate receiving a plurality will be elected. In the event of a tie vote, a run-off election by ballot will be held to determine the winner.
 - iii. Students elected to the Committee may not concurrently serve as members of the Medical Student Senate.
 - iv. In the event of a vacancy, a special election shall be held, in the manner prescribed above. The Medical student so elected shall serve until the second meeting following March 1.

5. Operation of the Committee

The following outlines proposed operations and schedule for the committee:

- a. The Committee will meet from September through May.
- b. The Committee's work will begin each academic year with an orientation on the short and long-term budget picture for the University that will present the most significant parameters affecting the University's budget, important changes in the University's financial situation since the committee last met, and assumptions regarding future budget

variables (including tuition, indirect cost recovery rates, Development projections, changes in projects costs, etc.)

- c. The Committee will hear reports from senior administrative officers about the current budgetary framework as well as short and long-term issues facing specific major budgetary units. The Committee will also hear recommendations from senior administrative officers about proposed new initiatives in their respective areas of the operation and oversight.
- d. The Committee may form or appoint ad hoc subcommittees to further investigate specific issues or proposals.
- e. After the presentations from the senior academic officers and after holding any necessary University-wide forums, the Committee will engage in a series of deliberative meetings about the University's short and long-term budget priorities.
- f. The committee will make an annual report to the President of its recommendations on the University priorities, and other reports as the Committee deems necessary.