

Huron



Centre for Undergraduate
Research Learning

CURL Structure and Governance

(September 2016; revised June 2018)

1. Overview

CURL operates as a sub-group of the Faculty of Arts and Social Sciences at Huron. The CURL budget comes from the budget of the Dean of FASS. The CURL Faculty Director makes regular reports to Dean and to the FASS Committee.

2. CURL Associates

CURL Associates are responsible for supporting and participating in CURL initiatives and activities. The application includes a written statement of interest indicating past activities in undergraduate research learning (if applicable), and intent for future activities in undergraduate research learning. The application form for Associate status is available at huronresearch.ca/curl/about and is accepted and reviewed by the Steering Committee on a rolling basis.

There are four groups of CURL Associates: Faculty, Staff, Students and Community Partners. All Associates have access to CURL resources, including meeting space, and are invited to attend the Annual General Meeting and participate regularly in CURL-sponsored activities (workshops, symposia, guest lectures, etc.).

All current FASS faculty members are eligible to apply for **Faculty Associate** status. Faculty membership will continue as long as the faculty member holds a teaching contract at Huron, or the faculty member indicates they wish to terminate their membership in CURL. Faculty Associates will agree to serve as potential faculty mentors for student research projects, and are eligible to apply for available CURL funding opportunities.

All current Huron students enrolled in a FASS program are eligible to apply for a CURL membership as a **Student Associate**. Student membership will continue as long as the student is a registered student in a Huron degree program, or the student indicates they wish to terminate their membership in CURL. Student Associates will have priority access to CURL meeting

space, and are eligible to apply for CURL Fellowships, travel bursaries and any other student funding available within CURL.

Staff members who have identified a connection between CURL and their responsibilities at Huron are eligible to join as **Staff Associates**. Staff Associates can support student fellowship projects as consultants and are eligible to apply for funding opportunities as co-applicants with CURL Faculty Associates. Staff Associates should negotiate participation in CURL with their supervisor prior to submitting an application to become an Associate. Staff membership will continue as long as the staff member holds a contract at Huron, or the staff member indicates they wish to terminate their membership in CURL.

Community Partner Associates hold a two year membership, and support undergraduate research learning in collaboration with a Faculty Associate. Community Partner Associates support opportunities to combine knowledge with action and community engagement. They are connected to undergraduate research projects when research topics are of practical relevance to the community, and/ or are carried out in community settings, or in partnership with other universities.

3. Steering Committee

The CURL Steering Committee is charged with managing the strategic directions of CURL and vetting Associate applications. The Steering Committee will consist of:

- CURL Faculty Director, elected from the current tenured Faculty Associate membership by all CURL Associates to serve a negotiable term;
- three FASS faculty members elected to serve a 2 or 3-year term by CURL Faculty and Staff Associates from the group of CURL Faculty Associates;
- one Student Representative, elective to serve a 1-year term, elected from the group of CURL Student Associates (election will be arranged by HUCSC annually);
- the Coordinator, Teaching & Research, and
- one Library representative (designated by the Director of Library and Learning Services).

Faculty Associates who sit on the Steering Committee (with the exception of the Faculty Associate appointed to the Awards Committee, see below) are welcome to serve as mentors to Student Fellowship winners and to apply for available funding opportunities during their term on the committee. In order to maintain diversity of opinions and perspectives within the Steering Committee, at least one member of the Steering Committee should be drawn from Faculty Associates from Humanities-based disciplines and at least one member of the Steering Committee should be drawn from Faculty Associates from Social Sciences-based disciplines.

4. Awards Committee

The Awards Committee is a sub-committee of the CURL Steering Committee. It is responsible for the adjudication of CURL funding opportunities (e.g. fellowships, travel bursaries, etc.). Members of the Awards Committee are not eligible to serve as Faculty mentors to students holding CURL Fellowships, and are not eligible to apply for funding opportunities. The committee consists of:

- CURL Faculty Director
- One Faculty Associate currently sitting on the Steering Committee, appointed annually by the Faculty Director
- Coordinator, Teaching & Research
- Library Representative on the CURL Steering Committee.

5. Faculty Director

The CURL Faculty Director is responsible for ensuring the smooth operation of CURL programming and activities. The CURL Steering Committee (in consultation with the CURL Associate Members) will determine the broad direction of CURL and the Faculty Director (with assistance and support from the Steering Committee) will be responsible for developing tactics in order to execute the strategic direction of CURL. The Faculty Director will also be responsible for chairing the Steering Committee and holding elections for membership to the Steering Committee as required. The Faculty Director is responsible for holding the Annual General Meeting and organizing regular meetings of the Steering Committee.

As Chair of the Steering Committee, the Faculty Director is also responsible for any funding disbursed by CURL, and ensuring that all funding is appropriately accounted for according to Huron institutional policy.

The Faculty Director must be a tenured member of FASS, and will be elected from the current membership of CURL Associates to serve a negotiable term. The CURL Faculty Director will report to the Dean of FASS and will make regular reports to FASS Committee on behalf of CURL.