

Terms of Reference

Research Staff Appointment Committee (RSAC)

FAO Version 2.4
October 25, 2022

1) Purpose

The Research Staff Appointment Committee (RSAC) oversees the appointment of all research staff and 5-year reviews of research staff with continuing appointments. The 5-year reviews are usually done along with the Unit external review.

2) Membership

The RSAC is chaired by the Dean of Faculty Affairs (DFA). Voting members include the DFA, the Provost, the Chair of the Faculty Assembly, and member(s) appointed by the DFA if they are specifically appointed as voting members. The Academic-HR Section at the Faculty Affairs Office (FAO) serves as the secretariat to RSAC. A panel of research specialists or faculty members may be called upon as non-voting members on an as-needed basis. In case one or more RSAC members have a real, potential, or perceived conflict of interest, they should recuse themselves from deliberations regarding relevant candidates.

3) Responsibilities

1. Review, consider, and decide upon, proposals to grant research staff a continuing appointment (Science and Technology Associates, Technician, Staff Scientist, and Senior Staff Scientist).
2. Review each continuing research staff appointment at least every five years, assess the achievements and future plans, and make determinations regarding salary and appointment change.
3. Examine applications and decide on changes of appointment from Postdoctoral Scholar to Staff Scientist.
4. Examine applications and decide on changes of appointment from Staff Scientist to Senior Staff Scientist.
5. Others
 - a. Establish and review periodically Terms of Reference and membership of the RSAC, and the procedures and the criteria in the RSAC Handbook.
 - b. Execute any other researcher-related tasks including but not limited to research staff appointments which requires RSAC's review upon DFA's request.
 - c. When requested, serve as an advisory board to the DFA regarding STA and Dean's Research Group members.

4) Committee Procedures:

- a) Meetings should be held every month, unless there are no cases to consider. Cases should be planned for at least 6 months prior to the candidate's contract termination/renewal. A meeting has a quorum when at least 3 voting members are present. The RSAC reaches decisions and conclusions by consensus or by a simple majority.
- b) The RSAC Secretariat should distribute an agenda and materials one week in advance of the next meeting. Meeting notes are taken by the RSAC Secretariat, distributed to RSAC members, and archived in the FAO.
- c) The committee procedures and criteria for the review are detailed in the RSAC Handbook.

5) Amendments/Cancellation:

Any amendment, revision, or cancellation of the Terms of Reference shall be approved through OIST's Document Management System ("DMS") by the same approvers and consultations of the DMS of the Terms of Reference.

6) Supplementary Provision: Effective Date.

The effective date of the Terms of Reference shall be October 18, 2022.