

Bylaws of the Scholarly and Creative Undergraduate Learning Partnership Team (SCULPT)

September 2019

SCULPT Organization and Functions

SCULPT is a faculty-led autonomous entity housed within Academic Affairs at Utah Valley University. The Office of Teaching and Learning supplies administrative and support services for SCULPT as needed. SCULPT is led and directed entirely by faculty volunteers. SCULPT works cooperatively with the Office of Teaching and Learning (OTL), the Office of Engaged Learning (OEL), and Academic Affairs. Funding for SCULPT activities is assigned through the regular PBA process.

SCULPT provides resources to faculty members for developing inquiry-based pedagogy, encourages and recognizes undergraduate research, provides training for faculty in mentoring, advocates for recognition of inquiry-based teaching and learning in the RTP process, and provides information to students and faculty about funding opportunities and other research assistance. Specifically,

1. SCULPT supports, organizes, or leads activities promoting student research and other creative activities by organizing and running the annual Student Showcase (formerly known as Engagement Week), the SCULPT-sponsored Mentoring Learning Circle, and the Mentoring Academy (with the support of OTL).
2. SCULPT organizes and encourages faculty and student participation in Council on Undergraduate Research (CUR) workshops and the local and national UCUR and NCUR conferences.
3. SCULPT maintains a website (uvu.edu/sculpt) with current events, resources, and funding opportunities for faculty and students.
4. SCULPT maintains a membership email list that is used to disseminate information about events and opportunities relevant to undergraduate research. SCULPT works to encourage collaboration, awareness, and skills development between faculty from all areas of campus.
5. SCULPT also provides advice and support to creative and inquiry-related activities across campus, including activities organized by Academic Affairs, OTL, and OEL.

SCULPT Membership

UVU faculty members join SCULPT by requesting that their names be added to the membership and email list by sending a request to sculpt@uvu.edu. Members may renew their membership annually by opting-in. SCULPT members are invited to vote in elections of Advisory Board members and Co-chairs, participate in training activities, join working groups or committees, and participate in Showcase and other student recognition events and conferences. Participation in these activities is not required for SCULPT members, but is encouraged.

Duties and Functions of SCULPT Co-chairs

The leadership of SCULPT consists of three volunteer faculty Co-chairs who serve a three-year term. Following a term as Co-chair, Co-chairs will serve at least one additional year on the SCULPT Advisory Board to help incoming Co-chairs. It is expected that one Co-chair will be elected and at least one remain each year to provide continuity from year to year.

SCULPT Co-chairs may run for election more than once in subsequent terms. There are no term limits for Co-chairs.

The SCULPT Co-chairs meet weekly, as needed. Minutes are recorded, stored, and shared with the Advisory Board or SCULPT membership when appropriate. SCULPT members may request copies of minutes for any Co-chair or Advisory Board meeting.

SCULPT Co-chairs lead in the organization of SCULPT activities and events with the help of the SCULPT Advisory Board.

SCULPT Co-chairs manage SCULPT finances and financial decision-making; the Advisory Board approves all major financial or policy decisions.

SCULPT Co-chairs manage and maintain the membership list and membership communications.

SCULPT Co-chairs who resign before the completion of their term may request a release from their responsibilities. A new Co-chair is nominated by members of the Advisory Board and voted on by all active SCULPT members. The new Co-chair is elected for a full term of three years.

Duties and Functions of the SCULPT Advisory Board

The SCULPT Advisory Board consists of volunteer faculty members elected from among the SCULPT membership and serve for a term of three years. Advisory Board members may run for election for subsequent terms; there are no term limits for Advisory Board members.

The SCULPT Advisory Board meets twice a year, once each semester. Additional meetings may be called if needed. The SCULPT Advisory Board meeting is led by the SCULPT Co-chairs. Minutes are recorded and shared with the SCULPT membership when appropriate. SCULPT members may request copies of minutes for any Advisory Board meeting.

The Advisory Board members organize and lead committees to achieve specific goals or to organize events for SCULPT.

The SCULPT Advisory Board makes or ratifies all major administrative decisions including financial, tactical, managerial, and operational decisions.

SCULPT Advisory Board members who resign may request a release from their responsibilities. New Advisory Board members are nominated from and voted on by all active SCULPT members. The new Advisory Board member serves for a full three-year term.

The duties of SCULPT Advisory Board members include, but are not limited to, serving as chairs or members of SCULPT working groups or committees, assisting Co-chairs in their duties, ratifying Co-

chair decisions, attending SCULPT events, and participating in or advocating for other faculty development and research initiatives.

Elections

Co-chairs are nominated by members of the Advisory Board and voted on by all active SCULPT members, usually in the spring term of the academic year. Elected Co-chairs begin service the following fall term. Upon completion of their term, Co-chairs transition to the SCULPT Advisory Board for one year to help incoming Co-chairs.

Advisory Board members are either prior chairs as described above or are nominated and elected by all active SCULPT members.

Elections are administrated and managed by SCULPT Co-chairs.

Changes to these bylaws must be sent to all Advisory Board members for review and approved by a majority vote of the SCULPT membership.