

CHARTER AND BYLAWS

Institute for Digital Research and Education (IDRE)
University of California, Los Angeles
November 4, 2019

1. Name and campus role

The Institute for Digital Research and Education is an independent, faculty-led organization co-sponsored by UCLA's Office of the Vice Chancellor for Research (OVCR) and the Office of Information Technology (OIT). IDRE is recognized as the campus organization that provides vision, direction, oversight, recommendations, and strategic planning to the campus for advanced digitally enabled research and education, and related campus services. OIT provides a significant commitment of administrative, technical, and operational staff support, financial resources and accounting, as well as a vision for technical services; and the OVCR provides supplemental financial resources, input on overall campus research directions and priorities, and timely information of federal and private funding opportunities.

2. Mission and Vision

The vision of IDRE is "to make UCLA a world leader in the innovative use, application, and development of computational, data, and information sciences, and digital technologies that drive cultural and societal change."

With this goal in mind, the mission of IDRE is "to lead a campus-wide effort on innovative research and education on the use and development of advanced cyberinfrastructure methods, tools, and services. This involves bringing together researchers working in domain areas, computational, data, and information sciences, and digital scholarship and creative activities."

3. Goals

IDRE's specific goals include the following:

- Advance the pursuit of academic excellence and innovation by developing and utilizing emerging approaches at the frontier of digitally enabled research.
- Cultivate and coalesce interdisciplinary interactions in digitally enabled research across the entire campus.
- Facilitate interactions between researchers, between students, and technologists.
- Provide and be an advocate for advanced training for post-doctoral scholars and graduate students in a cross-disciplinary environment.

- Advocate to the campus administration for the necessary support, physical infrastructure, technologist expertise, and related services needed for innovative digitally enabled research.

The Institute operates under the bylaws described below.

4. Terms

- Institute: Refers to the Institute for Digital Research and Education
- Executive Director: Refers to the Executive Director of the Institute for Digital Research and Education
- Associate Director: Refers to an appointed Associate Director for the Institute
- Board: Refers to the Board of Advisors for the Institute
- EC: Refers to the Executive Committee of the Board
- LC: Refers to the IDRE Leadership Committee
- OIT: Refers to the Office of Information Technology
- OVCR: Refers to the Office of the Vice Chancellor for Research
- RTG: Refers to the Research Technology Group
- VCR: Refers to the Vice Chancellor for Research
- VP-IT: Refers to the Vice Provost, Information Technology

5. Executive Director

5.1 Appointment and Review

- The Executive Director of the Institute is to be appointed by the VCR and VP-IT in a manner consistent with rules and standards of directors of Institutes on the UCLA campus.
- The Executive Director must be a member of the Academic Senate.
- The term of the Executive Director shall be five years; the initial term of appointment can be reduced at the discretion of the VCR and VP-IT
- The Executive Director is reviewed using the standard review processes for leadership appointments.
- The Institute and its Executive Director are subject to the rules and standards for Institutes on the UCLA campus, including regular review of the Institute by the VCR and VP-IT.

5.2 Duties and Responsibilities

- The Executive Director reports to the VCR and VP-IT.
- The Executive Director chairs the IDRE Board and LC.

- c) The Executive Director represents the Institute to the UCLA Administration, the Office of Development, donors, foundations and funding agencies.
- d) The Executive Director, in concert with the LC, VCR, and VP-IT, is to develop an annual budget for the Institute and its activities which shall be approved by the IDRE Board.
- e) The Executive Director manages the operations and expenditures of the Institute, in consultation with the Board.
- f) The Executive Director, in concert with the LC, formulates a plan for Institute activities for each year.
- g) The Executive Director may name one or more Associate Directors to be in charge of an IDRE activity, initiative, or program. This selection must be ratified by a simple majority of the Board.
- h) The Executive Director, in concert with the LC, works with the Director of the RTG to set priorities and a vision for the RTG.
- i) The Executive Director, in concert with the LC, works with the Director of the RTG on RTG staffing that facilitates collaborations among UCLA faculty, researchers, partner entities such as the Library, and partner Institutes/Centers as well as between UCLA researchers and RTG members.
- j) The Executive Director and the LC work with the Executive Committee (see 6.2) to periodically review the RTG to ensure that the RTG staff, services, and other resources are being allocated wisely.
- k) The Executive Director and LC, working closely the OVCR and RTG, will monitor and target funding opportunities for Institute members and RTG senior staff that serve the Institute's mission.
- l) The Executive Director, in concert with the LC and the Director of the RTG, is responsible for preparing an annual report to be distributed to the Deans, the VCR, and the VP-IT.

6. IDRE Board and Executive Committee

6.1 Purpose

- a) The purpose of the Board and its Executive Committee is to approve the vision and operations of the Institute, including the budget. The Board shall also provide advice to the Executive Director and the Leadership Committee. The Board should also assist the campus in setting priorities for investment and policy in advanced cyberinfrastructure including information technology. It should reflect the broad interests of the IDRE researchers at UCLA.

6.2 Constitution and term

- a) The Chair of the Board will be the Executive Director.
- b) Board members are selected from the Members (see 9.1.b).

- c) Board members are selected by the Executive Director in consultation with the VCR and VP-IT.
- d) In addition to the Executive Director, there shall include at least 15 members of the Board who are academic senate members.
- e) The VCR, VP-IT, and LC members are non-voting ex-officio members.
- f) The Director of the RTG and a representative of the Library will also be members.
- g) The Board shall consist of a representative faculty member from at least 50% of the 16 academic Schools and Divisions, with the goal to having as having as broad a faculty representation as possible.
- h) Members of the Board will serve for two-year terms to provide continuity in successful operations. They may serve for additional terms with the approval of the Executive Director and a majority of the Board.
- i) Faculty members, including newly hired ones, can be added either as additional members or as the replacement of departing ones, only with the agreement of the Executive Director and a strong consensus of the Board as determined by the Executive Director.
- j) A subset of the Board, no less than four and no more than six, shall serve as the Executive Committee of the Board.
- k) This EC members will be selected based on nominations from the Board. If the number of nominations exceed six, then the members will be determined by a vote.
- l) The EC may choose one member to act as their Spokesperson when necessary.

6.3 Duties and Responsibilities

- a) The Executive Director is Chair of the Board, and is responsible for coordinating meetings and consultations.
- b) The entire Board meets regularly, preferably at least once a quarter.
- c) The Board is responsible for approving the priorities and budget plans for the Institute.
- d) The Board will advise the VCR and VP-IT on matters of campus prioritization for investment or matters of policy in the area of advanced cyberinfrastructure and information technology.
- e) The Board advises the Executive Director on the general operations and policy of the Institute.
- f) The Board will advise the Executive Director and the LC on the selection of seminars, conferences, workshops to be sponsored by the Institute, or to be otherwise associated with the Institute.
- g) Board decisions other than membership will be made by consensus, with a quorum of at least half the membership. A positive vote of less than 50% percent of those who vote shall not be considered a consensus.

- h) The EC will meet more regularly as needed with the LC to approve changes in direction and expenditures of IDRE programs and IDRE RTG services.
- i) The EC is responsible for the approval of the selection of Postdoctoral Fellows, and students or visiting scholars receiving monetary or technical support from the Institute.
- j) The EC is responsible for informing the full Board of actions taken between Board meetings.
- k) The EC is responsible for making recommendations to the full Board regarding matters of campus prioritization for investment or matters of policy in the area of advanced cyberinfrastructure and information technology.

7. Leadership Committee

7.1 Purpose

- a) The purpose of the Leadership Committee is to work with the Executive Director in developing a plan for the activities, including strategic initiatives and partnerships for the Institute; to implement this plan and to help run the Institute; to provide recommendations on educational areas of relevance to IDRE; and to advise the IDRE RTG regarding directions for new services, and hiring and alignment of staffing for the activities and initiatives.

7.2 Constitution

- a) The Leadership Committee will be led by the Executive Director and will consist of the Executive Director, any Associate Director(s), the Director of the RTG, and any faculty leads of Institute programs or strategic initiatives
- b) Faculty leads are appointed by the Executive Director and must be approved by the Board.
- c) Additional members to the LC can be appointed by the Executive Director with approval of the Board.
- d) Faculty leads and additional members will serve terms of four years and can be renewed for additional terms.

7.3 Duties

- a) The Leadership Committee is responsible for leading cross-cutting activities that fall within Institute strategic initiatives, including identifying and soliciting participation from relevant faculty, developing and implementing plans for selection of seminars, conferences, visiting scholars, and workshops to be sponsored by the Institute, or to be otherwise associated with the Institute.
- b) The LC is responsible for working with the Director of the RTG to develop partnerships with Institutions and Organizations both inside and outside UCLA that also support digitally enabled research.

- c) The LC is responsible for making recommendations to the EC and full Board regarding matters of campus prioritization for investment or matters of policy in the area of advanced cyberinfrastructure and information technology.
- d) The LC is responsible for working with the Director of the RTG on RTG staffing that facilitates collaborations between UCLA faculty and researchers and between UCLA researchers and RTG members and which supports the operations of the IDRE activities.
- e) The LC is responsible for working with the Director of the RTG to set priorities and a vision for the RTG.
- f) The LC and the EC periodically review the RTG to ensure that the RTG staff, services, and other resources are being allocated wisely.
- g) The LC working closely the OVCR and RTG, will monitor and target funding opportunities for Institute members and RTG senior staff that serve the Institute's mission.
- h) The LC is responsible for assisting the Executive Director in preparing an annual report to be distributed to the Deans, the VCR, and the VP-IT.

8 Other committees and working groups

8.1 *Ad Hoc* Committees

- a) The Executive Director with the endorsement of the Executive Board may form *ad hoc* committees for specific purposes or assignments (e.g., reviewing Institute calls for proposals, writing reports for the Institute).

8.2 Working Groups

- a) Working or topical groups may be proposed by an Institute member who will serve as the working group leader. The title of the group must be approved by the Director, Leads of relevant strategic initiatives, and a 2/3 majority of the Board.

9 Members of the Institute

9.1 Membership

- a) There are two classes of membership, members and affiliated members.
- b) **Members** comprise all UCLA faculty and emeritus faculty who are demonstrably involved in active research in computational, data, and information sciences, as well as digital technologies; and who express an interest in joining the institute. Members of the Research faculty series may also be members of the Institute.
- c) **Affiliated members** are chosen from faculty or staff at outside institutions including private organizations who are nominated by a current member. Approval is granted by the Executive Director and a majority of the Board.

- d) Post-doctoral scholars nominated by an Institute member can become a member for the duration of their appointment.

9.2 Duties and Responsibilities

- a) Members who use Institute services provided by the RTG, who receive direct monetary support, or technical support should acknowledge their affiliation and the support in all publications, books, articles, talks using in the address line, "Institute for Digital Research and Education."

10 Amendment of Bylaws

These bylaws may be amended following a proposal made by the Executive Director with a consensus of the Board, and the approval of the Executive Director, VCR, and VP-IT.