CHARTER AND BYLAWS

Institute for Digital Research and Education (IDRE)
University of California, Los Angeles
September 21, 2022

1. Name and campus role

The UCLA Institute for Digital Research and Education (IDRE) is an independent, faculty-led organization co-sponsored by UCLA's Office of Research & Creative Activities (ORCA) and the Office of Advanced Research Computing (OARC). IDRE is the campus organization that helps define the vision, direction, oversight, recommendations, and strategic planning initiatives to the campus for advanced digitally enabled research and education. OARC provides expertise in research cyberinfrastructure, application development, training, and consultation on methods and tools supporting compute-intensive and data-driven research. OARC also provides administrative and coordination support for IDRE board meetings, workshops, activities, and governance. ORCA provides input and insight into the overall campus research direction and priorities, and proactively identifies and communicates timely funding opportunities. Funding for IDRE is jointly supported by OARC and ORCA.

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 the 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 encouraging

the development and utilization of emerging approaches at the frontier of digitally enabled research, specifically focused on the areas of Computational Science, Data Science, Information Science, and Digital Scholarship and Creative Activities.

- Cultivate and coalesce campus-wide interdisciplinary interactions in digitally enabled research with cross-cutting activities that bridge the focus areas above.
- Facilitate interactions among researchers, students, and technologists.
- Provide and be an advocate for advanced training for postdoctoral scholars and graduate students in a cross-disciplinary environment.
- Advocate to campus administration for the necessary funding, physical infrastructure, technologist expertise, and related unit-, department-, and campus-level services needed for innovative digitally enabled research.

The Institute operates under the bylaws described below.

4. <u>Terms</u>

a) Institute *or* IDRE: Refers to the Institute for Digital Research and Education
b) Executive Director: Refers to the Executive Director for the Institute
c) Associate Director: Refers to an Associate Director for the Institute
d) Board: Refers to the Board of Advisors for the Institute
e) EC: Refers to the Executive Committee of the Board if one is constituted
f) LC: Refers to the IDRE Leadership Committee
g) OARC: Refers to the Office of Advanced Research Computing
h) ORCA: Refers to the Office of Research & Creative Activities
i) RTGs: Refers to the Research Technology Groups that work within OARC and provide research technology expertise and consultation to the campus community, and engage with campus researchers and external collaborators on sales-and-service and/or grant-funded projects that enable modern methods of data collection, analysis, and data management through specialized applications
j) VCRCA: Refers to the Vice Chancellor for Research & Creative Activities
k) VP, IT: Refers to the Vice Provost, Information Technology
l) Executive Sponsors: the Vice Provost, Information Technology and Vice Chancellor for Research & Creative Activities

5. <u>Executive Director</u>

5.1 Appointment and Review

a) The Executive Director of the Institute is to be appointed by the VCRCA and VP, IT in a manner consistent with rules and standards of directors of institutes on the UCLA campus.

b) The Executive Director must be a member of the Academic Senate.

c) The term of the Executive Director shall be five years; the initial term of appointment can be reduced at the discretion of the VCRCA and VP, IT.

d) The Executive Director is reviewed using the standard review processes for leadership appointments.

e) 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 VCRCA and VP, IT.

5.2 Duties and Responsibilities

a) The Executive Director reports to the VCRCA and VP, IT.

b) The Executive Director chairs the IDRE Board and LC.

c) The Executive Director represents the Institute to UCLA Administration, the Office of Development, donors, foundations, and funding agencies.

d) The Executive Director, in concert with the LC, VCRCA, and VP, IT, identifies an annual budget for the Institute and its activities for approval 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 an annual plan for Institute activities.

g) The Executive Director may name one or more Associate Directors to be in charge of an IDRE activity, initiative, or program. These selections must be ratified by a vote of the Board (see section 10) for a term of up to four years and will be reviewed annually by the Executive Director.

h) The Executive Director will appoint faculty leads of IDRE focus areas. These selections must be ratified by a vote of the Board (see section 10) for a term of up to four years and will be reviewed annually by the Executive Director.

i) The Executive Director, in concert with the LC, works with the VCRCA and VP, IT to help establish a vision and direction for OARC and ORCA staff engaged with research consultation.

j) The Executive Director, in concert with the LC and appointed OARC and ORCA staff, works to ensure collaborations among UCLA faculty, researchers, OARC and ORCA staff, partner entities such as the Library, and partner institutes/centers.

k) The Executive Director and LC, working closely with appointed OARC and ORCA staff, will monitor and target funding opportunities that serve the Institute's mission.

l) The Executive Director, in concert with the LC and with coordination from appointed OARC and ORCA staff, is responsible for preparing an annual report to be distributed to the Deans, the VCR, and the VP, IT.

6. IDRE Board

6.1 Purpose

a) The purpose of the Board 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 LC.

b) The Board will represent researchers in the campus-wide IT governance process. In this capacity, the Board will assist the campus in setting priorities for investment and policy in advanced cyberinfrastructure including information technology.

6.2 Constitution and term

a) The Executive Director will serve as Chair of the Board.

b) Board members are selected by the Executive Director in consultation with the VCR, VP, IT, and Deans.

c) The composition of the Board should reflect the broad interests of the IDRE researchers at UCLA and consist of a representative faculty member from at least 50% of the 16 academic Schools and Divisions.

d) In addition to the Executive Director, the Board must include at least 15 Academic Senate members.

e) The VCR, VP, IT, and LC members not currently serving on the Board are non-voting ex-officio members.

f) The Directors of OARC's RTGs and a representative of the Library will also be non-voting ex-officio members.

g) Members of the Board will serve for three-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.

h) Faculty members, including newly hired ones, can be added either as additional Board members or to replace departing ones, with the agreement of the Executive Director and ratified by a vote of the Board (see section 10).

i) If deemed necessary by the Board, an Executive Committee can be established to serve as a proxy for the full Board to streamline decision-making.
- i) The EC shall include no less than three and no more than seven members, and will be selected based on nominations from the Board. If the number of nominations exceeds seven, then the members will be determined by a vote of the Board (see section 10).
- ii) The EC may choose one member to act as their spokesperson when necessary.
- iii) The EC may be disbanded at the discretion of the Executive Director with approval by a vote of the Board (see section 10).

6.3 Duties and Responsibilities

a) The Executive Director as Chair of the Board, is responsible for coordinating meetings and consultations.
b) The entire Board meets regularly, preferably at least once a quarter.
c) The Board may propose agenda items for Board meetings to the Executive Director.
d) The Board is responsible for approving the priorities and budget plans for the Institute.
e) The Board approves the selection of postdoctoral fellows, students, or visiting scholars receiving monetary or technical support from the Institute.
f) The Board will advise the VCRCA and VP, IT on matters of campus prioritization for investment or matters of policy in the area of advanced cyberinfrastructure and information technology.
g) The Board provides support and guidance to the Executive Director on the general operations and policy of the Institute.
h) The Board will provide support and guidance to 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.
i) Board decisions will be made by a vote of the Board (see section 10).
j) If convened, the EC will:
- i) meet as needed to make decisions on behalf of the full Board such as approving changes in direction and expenditures related to IDRE programs.
- ii) inform the full Board of actions taken between Board meetings.
- iii) make 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 (see 6.3.e.).

7. <u>**Leadership Committee**</u>

7.1 Purpose

a) The purpose of the LC is to work with the Executive Director to develop a plan for the Institute, including strategic initiatives and partnerships; to implement this plan; to help run the Institute; to provide recommendations on educational areas of relevance to IDRE; and to leverage their understanding of University needs and opportunities to provide guidance and direction to the VCRCA and VP, IT on directions for new services, areas for staff development and recruitment, and collaborative initiatives.

7.2 Constitution and term

a) The LC will be led by the Executive Director.
b) The LC will consist of the Executive Director, any Associate Director(s), one OARC Director as chosen by the VP, IT, one ORCA representative as chosen by the VCRCA, and any faculty leads of Institute programs or strategic initiatives.
c) Additional members to the LC can be appointed by the Executive Director and must be ratified by a vote of the Board (see section 10).
d) Membership of the LC will be reviewed annually by the Executive Director and any changes must be ratified by a vote of the Board (see section 10).
e) Representatives from the offices of the Executive Sponsors or other campus partners can be invited to LC meetings as appropriate to address specific agenda items.

7.3 Duties and Responsibilities

a) The LC is responsible for 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 making recommendations to the Board (and its EC if convened) regarding matters of campus prioritization for investment or matters of policy in the area of advanced cyberinfrastructure and information technology.

c) The LC provides guidance to ORCA and OARC leadership relating to the development of partnerships with institutions and organizations, both inside and outside UCLA, that also support digitally enabled research.
d) The LC, in concert with the Executive Director, works with the VCRCA and VP, IT to help establish a vision and direction for appointed OARC and ORCA staff engaged in research consultation.
e) The LC, in concert with the Executive Director and appointed OARC and ORCA staff, works to ensure collaborations among UCLA faculty, researchers, ORCA and OARC staff, partner entities such as the Library, and partner institutes/centers.
f) The LC and the Executive Director, working closely with appointed OARC and ORCA staff, will monitor and target funding opportunities that serve the Institute's mission.
g) The LC is responsible for assisting the Executive Director in preparing an annual report to be distributed to the Deans, the VCRCA, and the VP, IT.

8. <u>Other committees and working groups</u>

8.1. *Ad hoc* committees and working groups

a) The Executive Director with the endorsement of the Board may form *ad hoc* committees for specific purposes or assignments (e.g., reviewing Institute calls for proposals, writing reports for the Institute).
b) 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 Executive Director, the faculty leads of any relevant strategic initiatives, and a vote of the Board (see section 10).

9 <u>Members of the Institute</u>

9.1 Membership

a) There are two categories of membership: members and affiliated members.
   i) ***Members*** comprise all UCLA faculty and emeritus faculty who are demonstrably involved in research in the Institute's program areas and who have expressed an interest in joining the Institute. Members of the Research faculty series may also be members of the Institute.
   ii) ***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 vote of the Board (see section 10).

b) Postdoctoral scholars nominated by an Institute member can become a member for the duration of their appointment.

9.2 Duties and Responsibilities

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

10 <u>Voting</u>

10.1 Voting procedures

a) At the discretion of the Executive Director, voting may be conducted live in a meeting or through electronic means.
   i)   A live vote passes if approved by a simple majority vote of Board members present, given a quorum of at least half the membership.
   ii) An electronic vote passes if approved by a simple majority of those who cast a vote.

11 <u>Amendment of Bylaws</u>

These bylaws may be amended following a proposal made by the Executive Director with the approval of the VCRCA and VP, IT, and ratified by a vote of the Board (see section 10).