

## Research Committee Guidelines

The mission of UNICON's Research Committee is to discover new knowledge and innovative practices in university-based executive education and the industry category. We do this by commissioning and distributing research on important strategic themes for the UNICON membership. Committee responsibilities include:

1. Identify a stream of meaningful research topics, with inputs from the membership, and create RFPs for a selection of these topics
2. Identify third party research partners, and present research proposals to the board for approval
3. Monitor all work done by third-party partners (contract – working with Executive Director – through completion of final product)
4. Manage project budget, progress and quality
5. Present research results to the members in a timely and effective manner
6. Work with the Executive Director, to provide the UNICON board with a committee report at each Board meeting
7. Co-chair(s) to work effectively with other Research Committee members to ensure they are actively involved and participative
8. Co-chairs to maintain appropriate membership staffing for their respective committee

### Research Committee Membership

The Research Committee will be headed by a board member as chair and or co-chair selected by the chair of the UNICON Board. It is also recommended there be an off-board co-chair to support the committee. Research Committee members will represent a cross-section of UNICON member institutions and persons with research interests and capability.

### Research Committee Membership and Requirements

Members may be recommended to the Chair (or Co-Chair) or volunteer based on their research interests. When openings are available, the Chair will review candidates from the UNICON membership and an invitation will be sent to the nominee. The term for serving on the Research Committee is “open,” due to the nature of research projects. The Committee will manage a variable membership level that will provide it with the staffing required to accomplish its goals. Members will serve terms that are: congruent with the length of their assigned project(s), that meet their continuing interests, and are determined at the discretion of the Committee Chair.

### Policy and Guidelines

1. When published, research will be branded as UNICON’s content.
2. Where an independent researcher is involved, he/she may publish with an acknowledgement of UNICON’s sponsorship.

3. Usable products resulting from research will be free to members and sold to non-members when appropriate. If a researcher is involved in the development of the research, they will be free to publish scholarly material and any revenues derived will be apportioned between UNICON and the researcher, based on a written agreement in advance of the research.

The committee will not authorize research without Board approval. Approval can be secured at a Board meeting, during a conference call, or by email ballot.