

UPCI Policy – Responsibilities of Shared Resource Advisory Committee Members

Each UPCI Shared Resource will have an Advisory Committee of voting members that includes Resource users, other Resource Directors, and, at a minimum, one UPCI Associate Director. The Chair of the Committee must be someone other than the Resource Director or Manager. Ex officio members of the Committee include: the Resource Director, Resource Manager, Associate Director for Research Administration, and the Accountant/Analyst for Shared Resources.

Advisory committee members evaluate the performance of Shared Resource leadership and operations; review the appropriateness of strategies and requests for funds to purchase new equipment; and advise UPCI Administration, including the Associate Director for Research Administration and UPCI Executive Leadership (Associate Directors/Deputy Director), and the UPCI Director on Shared Resource operations.

- Advise Resource leadership and staff, Associate Director for Research Administration, UPCI Executive Leadership, and the UPCI Director on Shared Resource planning and operations as requested
- Review, revise and/or approve Resource 3-year strategic plan
- Review, revise, and/or approve Resource annual progress report
- Approve proposed benchmarks for the Resource Director and Manager for the next year, and determine if the benchmarks for the prior year have been met.
- Attend the annual meeting of the Shared Resource, scheduled between December and February of each fiscal year. Provide feedback on the 'State of the Resource Presentation' prepared by Resource Director and Resource Manager; review results of annual user surveys, provide feed-back to Resource Director/Manager on Shared Resource service with recommendations to improve service if needed; review Shared Resource financials, including budgets and profit/loss statements, and provide suggestions for improving performance; if Shared Resource is longer scientifically or economically justifiable, make recommendation to close the Resource.
 - Note: Chair of the Shared Resource Advisory Committee must prepare, circulate, and submit minutes of the Advisory Committee meeting to the Associate Director for Research Administration and the Resource Director within 14 days of the meeting.