

BYLAWS FOR THE INSTITUTE OF BEHAVIORAL SCIENCE
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I. Preamble

The Institute of Behavioral Science (IBS) was founded in 1957 to promote interdisciplinary research by the faculty in the social and behavioral sciences at the University of Colorado Boulder (CU Boulder). The Institute encourages the study of problems of scientific interest to the state, the nation, and beyond, holding as a priority the promotion of research that has societal as well as theoretical and scientific applicability. Through its mission statement (<http://ibs.colorado.edu>), IBS attempts to strengthen interdisciplinary research activity by concentrating on a few, well defined problem areas formally designated as Research Programs, and by providing a high quality research environment in which researchers can pursue those areas.

In addition to its role of fostering research in the behavioral and social sciences, the Institute also serves to disseminate information about research and research findings, as well as to facilitate graduate research training in the behavioral and social sciences. Resources such as office space and computer, bibliographic, and staff support services are offered to Institute researchers.

As a unit of the University of Colorado Boulder, the Institute of Behavioral Science is subject to the Rules of the Regents, the policies of the University, and the IBS Bylaws. Through its Director, the Institute reports to the Vice Chancellor for Research & Innovation.

II. Organizational Structure

The Institute of Behavioral Science is organized into distinct programs of research, which may have specific research centers within them. These units provide the Institute's organizational structure, motivating research plans and strategic imperatives. The Institute will maintain a current organizational chart on its web site that graphically displays its structure and organizational relationships.

A. Research Programs

IBS research is structured around Research Programs, which constitute the basic organization of the Institute. Each program focuses on a specific area of research but programs are designed to have overlap with other programs in order to ensure intra-Institute collaborative projects and related training. This approach enables collaboration between two or more programs in which unique and shared expertise ensures timely and significant research projects. Each Research Program is led by a Program Director (described below in III.D), and has access to administrative support from IBS. Each Program receives an annual allocation of funds to support its specific activities, as specified in the annual IBS budget. Because IBS Research Programs operate analogously to University of Colorado Boulder research Centers, they are subject to campus procedures governing Center authorization and reauthorization. As such the IBS Research Programs – and their affiliated Centers – are evaluated and considered for reauthorization at the time the Institute is reviewed as part of the Academic Review and Planning Advisory Committee (ARPAC) process every seven years, unless special conditions require an evaluation at a shorter time interval.

B. Research Centers

IBS Research Centers are established to provide an opportunity for focused research activities within the context of one of the Institute's Research Programs. A new Center may be proposed at any time, based on a request from a group of IBS Fellows. Following consultation within the appropriate program, a proposed Center must be supported by the Program Director and approved by the IBS Board before it can be put forward for campus authorization. Each Research Center is led by a Center Director (described below in III.E). IBS expects Research Centers to be self-sufficient, understanding that University and Institute resources may be required to establish a new Center, and that in most cases Center administrative operations will require no additional support from core IBS resources beyond those allocated to the parent Research Program. IBS Centers are evaluated and considered for renewal by the IBS Board of Directors at the time the Institute is reviewed as part of the Academic Review and Planning Advisory Committee (ARPAC) process every seven years, unless special conditions require an evaluation at a shorter time interval.

C. IBS Director's Office

The IBS Director's Office provides overall strategic leadership and administrative support to the Institute. In addition to the Director, the Director's Office includes the IBS Administrative Officer and administrative staff. Selected research activities proposed by IBS Fellows and other CU Boulder researchers may be administered within the Director's Office, as a mechanism for starting up new areas of research, or bringing new colleagues into the Institute. It is expected that these selected new activities will develop into a new Center or Program in no more than four years. If the selected new activities do not develop into a Center or Program within four years, they will be terminated.

D. Computing and Research Services Office

The IBS Computing and Research Services Office provides technology support and statistical consultation services to the Institute. It is led by a Director of Computing and Research Services, who is a professional staff member, and who reports to the IBS Director.

III. Administrative Structure

A. Director

As the principal executive officer, the Director is responsible for the overall administration and operation of the Institute. The Director serves as chair of the Board of Directors, sets the agenda for Board meetings, is a non-voting, ex officio member of standing and ad hoc committees, approves project proposals, handles questions of Institute and administrative personnel, hears grievances, and allocates administrative support and office space on an annual basis. It is also the Director's responsibility, on behalf of the Institute, to foster communication and interaction with other Boulder campus departments and institutes and to maintain mutually-productive relationships with them that will advance interdisciplinary research and scholarship within the University.

The Director is a Fellow of the Institute as well as a member of an academic department of the University in which he or she holds tenure. Under most circumstances the Director will be

rostered in IBS; should a Director be named who is not rostered in IBS, that individual's position should be temporarily assigned to the Institute for the duration of his or her term, with tenure remaining in the individual's home academic department. The Director normally has a teaching load of one course per year. The Director's appointment is made by the Chancellor on recommendation of the Board of Directors and the Vice Chancellor for Research & Innovation. The Director's term of office is four years and is renewable. Procedures for considering reappointment of the Director are initiated by the Vice Chancellor for Research & Innovation.

Should the Director have cause to be absent from the Institute for a prolonged period, an interim Acting Director shall be appointed on recommendation of the Director, in consultation with the Board of Directors, to the Vice Chancellor for Research & Innovation.

B. Board of Directors

The Board of Directors serves as the policy-making body of the Institute, and is chaired by the Director of the Institute. It recommends the appointment of the IBS Director and Directors of the Research Programs, establishes and terminates Research Programs and Centers, allocates common funds, establishes policies and procedures and approves the appointment of IBS Fellows. Policies and procedures enacted by the Board of Directors of the Institute are included in the document entitled IBS Policies and Procedures.

The Board of Directors is composed of the Institute Director, the Directors of the Research Programs, the IBS Training Director, and one representative of each of the following groups:

- IBS Research Center Directors
- IBS Research Professors, Senior Research Associates, and Research Associates
- IBS Professional Research Assistants
- IBS Administrative and Computing and Research Services staff
- IBS Fellows who are tenure-track faculty at CU Boulder.

These members are elected by the groups that they represent from a list that contains all members in their group, and serve for two-year terms, which are renewable. In order to ensure continuity, terms of these representatives on the Board are staggered so that there are two new appointments in even-numbered years (i.e., 2017-2018), and three in odd-numbered years (i.e., 2018-2019).

IBS Student affiliates and Post-Docs may also elect one non-voting representative for a one-year term to the IBS Board of Directors.

In addition, the IBS Administrative Officer serves as a non-voting ex-officio member of the Board. The IBS Director may invite others to join any particular meeting based on the topics discussed.

Meetings of the Board are held at least once each month, and are scheduled by the IBS Director. Any IBS Fellow or member of the Board of Directors may submit items for the agenda, which is drawn up by the Director and circulated to the Board in advance. A quorum consists of two-thirds of the members in residence, and a motion carries by a simple majority vote of those present and voting. A written ballot is held at the request of any member.

C. Executive Committee of the Board of Directors

The Executive Committee of the Board of Directors has responsibility for personnel decisions related to faculty who hold professorial rank in the Institute, either as tenure-track faculty rostered wholly or in part in the Institute, or by holding one of the Research Professor ranks. The Executive Committee is composed of the Institute Director and the Directors of each of the Institute's Research Programs. A quorum consists of two-thirds of the members, and a motion carries by a simple majority vote. A written ballot is required for personnel actions. In the case of absence, an absentee ballot is permitted.

D. Research Program Directors

Research at the Institute is conducted under the auspices of a limited number of well-defined Programs of Research, each with a Director who coordinates and promotes research activity by program members. Program Directors are responsible for nominating researchers as IBS Fellows. Program Directors serve as members of the IBS Board of Directors and its Executive Committee throughout the tenure of their program directorship.

Program Directors are appointed by the Chancellor on the recommendation of the IBS Director and the Vice Chancellor for Research & Innovation, in consultation with the Board of Directors and members of the Program, for a term of up to four years; appointments are normally renewable for a second term. Program Directors normally have a 50% teaching reduction from their regular departmental teaching assignment.

E. Research Center Directors

Research Centers in the Institute serve to organize and facilitate research, and are generally more focused than a Research Program. Each Center has a Director who oversees and promotes research activity by Center members.

Center Directors are appointed by the Chancellor on the recommendation of the IBS Director and the Vice Chancellor for Research & Innovation, in consultation with the Board of Directors and members of the Center, for a term of up to four years; appointments are renewable. Center Directors who hold tenure track faculty appointments normally have a one- or two-course teaching reduction from his or her departmental teaching assignment, depending on the size and other characteristics of the Center. Non-tenure track Center Directors may be considered for commensurate support, depending on the size, budget, and other characteristics of the Center.

F. Training Director

The IBS Training Director is responsible for the Institute's training mission, and both coordinates the Institute's relationship with the CU Boulder Graduate School and CU departments, as well as coordinates student courses and other activities that facilitate interdisciplinary research training and professional development for students and post-doctoral researchers at IBS. The Training Director represents student interests and viewpoints to the IBS Board of Directors, and may invite students to attend meetings of the Board of Directors, in consultation with the IBS Director.

The Training Director is appointed by the Chancellor on the recommendation of the IBS Director, the Vice Chancellor for Research & Innovation, and the Dean of the Graduate School, in consultation with the Board of Directors for a term of up to four years; appointments are

renewable. The Training Director normally has a one-course teaching reduction from their departmental teaching assignment.

G. IBS Fellows

IBS Fellows are the research leaders within the Institute, are actively involved with one or more of the IBS Research Programs, and are generally salaried by a research project or as faculty in a campus department. They are drawn from CU Boulder affiliated faculty, research faculty (research professors, senior research associates and research associates), and emeritus faculty. IBS Fellows are nominated by one of the Research Programs, or by the Director, following a presentation about their research to the Institute, and are voted upon by the Board of Directors. IBS Fellows may be Principal Investigators on IBS research grants and contracts. IBS Fellows are expected to be active researchers and to regularly pursue external funding support for their research. The list of IBS Fellows will be reviewed annually by the Executive Committee of the IBS Board of Directors, and suggestions for additions and deletions will be presented to the full Board of Directors for consideration.

H. Post-Doctoral Associates and Fellows

From time to time IBS will employ post-doctoral associates and fellows. Post-doctoral associates and fellows may submit research grant applications and proposals through IBS, generally in partnership with an IBS Fellow.

I. Other Employed Personnel

IBS has other staff who perform a variety of functions in support of the Institute's research mission. They are appointed in accordance with State and University personnel procedures, as funds are available, and are subject to the Rules and Regulations of the Colorado State Personnel System or to the University of Colorado Faculty Handbook as appropriate. All offers of employment for positions rostered at IBS must be approved by the Director.

J. Students

University of Colorado students may become affiliated with IBS when they are employed at IBS or are recommended for affiliation by an IBS Fellow and approved by the Director of IBS and the Program Director with which the Fellow is affiliated. Student affiliates may request a workspace, subject to the space allocation process in the IBS Policies and Procedures.

K. Visiting Faculty

The Institute welcomes visiting faculty from other institutions who wish to spend time at the Institute. Office space and work-related expenditures are arranged by the IBS project or program with which the individual is affiliated, in coordination with the IBS staff responsible for managing office space assignments. Visiting appointments that will last longer than 90 days must be recommended by a Program Director or the IBS Director, and approved by the Board of Directors. Visitors staying for fewer than 90 days may be approved by a Program Director or the IBS Director. All visitor invitations are subject to availability of space and carry no other resource commitments.

IV. Finance and Administration

A. Administrative Budgets

IBS budgets and allocations are prepared and administered by the Director, with the approval of the Board of Directors. Allocation of Institute funds greater than \$5,000 must receive prior Board approval.

B. Research Project Budgets

Budgets for all research project proposals are reviewed by the IBS Director or his or her delegate prior to submission, and must be approved in writing by the Director or the Director's delegate before submission to the CU Office of Contracts and Grants. Arrangements for cost-sharing and for the distribution of the Institute's share of facilities and administrative funds are the responsibility of the Director.

C. Research Project Submission and Administration

Research projects may be submitted to external sponsors through IBS by individuals who are IBS Fellows. Employees who are not IBS Fellows may apply for CU Boulder or external research grants or contracts through IBS with the permission of the IBS Director. An individual who is not currently an employee of CU Boulder may submit a proposal for a research grant or contract through IBS with the permission of the IBS Director, subject to the rules of the University of Colorado Boulder. The Director may give permission for such submissions on a case-by-case basis. The CU Boulder policy on PI eligibility can be found at this location: https://www.colorado.edu/ocg/sites/default/files/attached-files/pi_eligibility_req_03-01-2018.pdf.

Externally- and internally-funded project budgets are administered by individual project directors with the assistance of the IBS administrative staff. Project directors have the responsibility for ensuring that funds are spent appropriately. All offers of employment for positions rostered at IBS must be approved by the Director.

V. Facilities

The Institute of Behavioral Science is located in the IBS Building on the University of Colorado Boulder Campus. Office assignments for IBS faculty, staff, and students are made annually at the beginning of the academic year by the Institute Director. Should space become vacant during the year, its assignment reverts to the Director. Procedures for assigning space are documented in the Institute's Policies and Procedures.

VI. IBS-Rostered Faculty

A. Tenure-Track Faculty

Several tenure-track faculty positions are rostered and budgeted within the Institute of Behavioral Science. These hires are made jointly with academic departments, within which

teaching responsibilities reside. Tenure and promotion decisions for these positions are made jointly by the Institute and the departmental teaching and tenure home.

Persons appointed to IBS-rostered tenure track faculty positions must meet all teaching and research standards of their tenure-home departments, but they have reduced departmental service requirements because of their service responsibilities at IBS. IBS-rostered faculty who hold leadership positions within IBS also have reduced teaching loads. In addition, IBS faculty may be permitted to reduce their teaching obligations substantially when they are leading significant externally-funded research activities. In no case may an IBS-rostered faculty member have an actual teaching load of less than one course per year. IBS-rostered faculty have additional responsibilities to:

- a. carry out interdisciplinary collaborative research relevant to the mission of the program(s) to which they belong;
- b. perform service in both IBS and the department, with the majority of unit-level service normally in IBS;
- c. participate in and further the interdisciplinary activities of IBS; and
- d. actively seek external funding for their research.

Detailed procedures for recruiting, retaining, and promoting tenure track faculty are included in the IBS Policies and Procedures.

B. Research Professor Appointments

The Institute of Behavioral Science may appoint distinguished researchers to the title of Assistant, Associate, or full Research Professor. These appointments may be entirely within the Institute or shared jointly with another campus unit, such as a department or institute. The University of Colorado Boulder establishes the criteria for appointment to these ranks.

Detailed procedures for recruiting, retaining, and promoting research professor track faculty are included in the IBS Policies and Procedures.

VII. Policies and Procedures

IBS will adopt policies and procedures appropriate for administering the Institute. These policies and procedures will be approved by the IBS Board of Directors and published in the IBS Intranet. Significant changes in the policies and procedures will be announced to all IBS personnel in a timely way, by sending an email to all IBS affiliated individuals, and by highlighting them on the IBS Intranet for a period of 90 days.

VIII. Grievance Procedures

IBS will maintain a written policy for the handling of grievances involving IBS personnel. Through this policy, IBS will resolve grievances in a manner that is expeditious, fair, and consistent with the policies of the CU Boulder Campus. This policy will establish a Grievance Panel, drawn from IBS faculty and staff, which will have responsibility for receiving grievances, managing the grievance process, and making a report and recommendation to the

Institute Director, who will review the findings and issue a written decision. If the Institute Director is the grievant or the respondent, the Grievance Panel will report to the Executive Committee, which will review the findings and issue a written decision. Appeals of grievance decisions will be handled by the Vice Chancellor for Research & Innovation.

The University of Colorado Boulder has specific policies that prohibit discrimination and harassment, including sexual harassment, sexual assault, intimate partner abuse, and stalking, which include mandatory reporting requirements. These policies, with definitions and reporting requirements, can be found at this location: <https://www.colorado.edu/ova/mandatory-reporting-policy-cu-boulder>.

IX. Bylaws

A. Adoption Procedure

Following full consideration by the IBS Fellows, the Bylaws will become effective after approval by a two-thirds majority of the IBS Board of Directors (as it is currently constituted under the 1983 Bylaws) and by the Vice Chancellor for Research & Innovation.

B. Amendment Procedure

Amendments to the Bylaws may be submitted by any IBS Fellow at any time. A two-thirds majority vote of the Executive Committee of the Board of Directors is required for adoption, as well as approval by the Vice Chancellor for Research & Innovation.