

SECTION II

CENTER MEMBERSHIP AND ADMINISTRATION

This section presents information on the membership nomination process and on membership levels, responsibilities, and privileges for undergraduate students, pre-doctoral students, post-doctoral fellows, faculty, and affiliated individuals. It also describes the governance and committee structure of the Center for Cognitive Sciences (CCS).

General Membership Information

All members of CCS at any level are enrolled in the CCS listserv, which distributes weekly calendar and announcements. All members are invited to attend public CCS events. Finally, all members are encouraged to list their association with CCS on their CV.

Applications for Center Membership

Applications membership for CCS can be submitted at any time. In addition, each academic year a formal call for membership nominations will be made during Fall and Spring semesters.

Membership applications are submitted to the Center Coordinator, and completed applications are forwarded to the Membership Committee. Applications are reviewed by the Membership Committee, which then brings its recommendations to the Executive Council for approval. In evaluating a candidate, we look for evidence that the individual is productively active in research related to the interests of the Center. We consider existing participation in Center activities and relevant collaboration with Center members, as well as the potential for future involvement and collaboration. The Membership Committee recommends that individuals enter as an Affiliate Member to sample the Center's program. If after a period of participation as an Affiliate Member the Center meets their needs and interests, Affiliate Members then apply to become Members. Exceptions are made by a vote of the Executive Council. The "upgrade" of membership from Affiliate to Member status requires a new application, including letters of recommendation.

Undergraduate Memberships

Undergraduate Affiliate

Approved by the Executive Council; subject to annual review.

Undergraduate Affiliates may be degree candidates in any University department or program.

Undergraduate Affiliates are typically engaged in training and research in the topics of research of the Center. Undergraduate Affiliates may participate in all Center programs: orientation, colloquia, training meetings, research group meetings, informal discussions, and research day.

To be considered for Affiliate status, undergraduate students should submit the following materials:

- An academic transcript, and a CV as possible

- A statement of interest including current and anticipated involvement with the Center and its members
- Letter of endorsement from one Faculty Member of the Center, emphasizing the student's research experience(s)/interest(s).

Predoctoral Memberships

Predoctoral Affiliate

Approved by the Executive Council; subject to annual review.

Predoctoral Affiliates may be Ph.D. candidates in any University department or program.

Predoctoral Affiliates are typically engaged in training and research in the topics of research of the Center. Undergraduate Affiliates may participate in all Center programs: orientation, colloquia, training meetings, research group meetings, informal discussions, and research day.

Obligations of Predoctoral Affiliates include participation in, or attendance at, some Center activities as well as responding to requests for information.

To be considered for Affiliate status, pre-doctoral students should submit the following materials:

- A curriculum vitae
- A statement of interest including current and anticipated involvement with the Center and its members
- Letters of endorsement from two Faculty Members of the Center

Predoctoral Member

Approved by the Executive Council; subject to yearly review.

Predoctoral Members must be Ph.D. candidates in a program of research of interest to the Center.

Predoctoral Members contribute significantly to the community of scholars that makes up the Center. They are expected to spend a substantial amount of time at the Center and:

- Participate in center committees
- Contribute to training and research activities
- Participate in basic Center functions – journal clubs, colloquia, retreats, special conferences, fall reception, Spring Research Day

- When requested, contribute materials for research, training, grant renewals, continuation grants, and progress reports

Predocctoral Members are encouraged to apply for CCS office space (awarded as available) and may receive research support. Such support may include research and travel allotments (through the mini-grant program), supplies, equipment usage, laboratory facilities, and publication costs as budget and space limitations permit.

To be considered for Membership, pre-doctoral students should submit the following materials:

- A curriculum vitae
- A statement of interest including current and anticipated involvement with the Center and its members
- Letter of endorsement from two Faculty Members of the Center

Postdoctoral Memberships

Postdoctoral Affiliate

Approved by the Executive Council, subject to annual review.

Postdoctoral Affiliates must have a Ph.D. or other advanced degree or training in a field of importance and interest to the Center.

Postdoctoral Affiliates are invited to participate in all Center programs: orientation, colloquia, training meetings, research group meetings, informal discussion, and research day.

Obligations of Postdoctoral Affiliates include participation in, or attendance at, some Center activities as well as responding to requests for information.

To be considered for Postdoctoral Affiliate status, postdoctoral fellows must submit the following materials for nomination:

- A curriculum vitae
- A statement of interest including current and anticipated involvement with the Center and its members
- Letter of endorsement from two Faculty Members of the Center

Postdoctoral Member

Approved by the Executive Council; subject to annual review.

Postdoctoral Associates must have a Ph.D. or other advanced degree or training in a field of importance and interest to the Center. They receive support from other grant sources that should service their primary research needs.

Postdoctoral Members contribute significantly to the community of scholars that makes up the Center. They are expected to spend a substantial amount of time at the Center and:

- Participate in center committees
- Contribute to training and research activities
- Participate in basic Center functions – journal clubs, colloquia, retreats, special conferences, fall reception, Spring Research Day
- When requested, contribute materials for research, training, grant renewals, continuation grants, and progress reports

Postdoctoral Members are encouraged to apply for CCS office space (awarded as available) and may receive research support. Such support may include supplies, equipment usage, laboratory facilities, and publication costs as budget and space limitations permit.

To be considered for Membership, post-doctoral fellows should submit the following materials:

- A curriculum vitae
- A statement of interest including current and anticipated involvement with the Center and its members
- Letter of endorsement from two Faculty Members of the Center

Faculty Memberships

Faculty Affiliate

Approved by the Executive Council; subject to annual review.

Faculty Affiliates have substantive interests in the topics of research of the Center. They may be:

- Faculty at the University of Minnesota who wish to participate selectively in Center activities but who have limited time, interest, or research programs
- Faculty potentially eligible for other classes of Center membership who wish to “try out” the mutual benefits of Center participation
- Faculty visiting the University of Minnesota and faculty from area institutions who wish to participate in Center activities

Faculty Affiliates are invited to participate in all Center programs: orientation, colloquia, training meetings, research group meetings, informal discussion, and research day.

Obligations of Faculty Affiliates include participation in, or attendance at, some Center activities as well as responding to requests for information.

To be considered for Affiliate status, faculty should submit the following materials:

- A curriculum vitae
- A statement of interest including current and anticipated involvement with the Center and its members
- Letter of endorsement from two Faculty Members of the Center

Member

Approved by the Executive Council; subject to long-term review.

Faculty Members are faculty active in research of interest to the Center. Full faculty members are approved by a two-thirds vote of the current Executive Council Members.

Obligations of Faculty Membership include:

- Specialized and interdisciplinary research in Center laboratories
- Involvement with outside colloquium speakers, including preparation sessions and informal discussion hours with the visiting scholars
- Training meetings, which seek to provide familiarity with activities important to professional careers (scientific ethics, teaching, grant proposal writing, etc.)
- Contribute to the intellectual life of the Center by participating in colloquia, retreats, special conferences, Fall Retreats, and Spring Research Day
- Help with the training functions of the Center by being available to the students (this includes making laboratories available)
- Assist with the preparation of grant applications, renewals, and progress reports
- Service on Executive Council and/or CCS committees, as elected or appointed

Faculty Members benefits include voting in Executive Council elections and any other vote put to the CCS membership. Faculty Members are encouraged to apply for CCS office or laboratory space (awarded as available) and may receive research support. Such support may include supplies, equipment usage, laboratory facilities, and publication costs as budget and space limitations permit.

To be considered for Membership, faculty should submit the following materials for nomination:

- A curriculum vitae
- A statement of interest including current and anticipated involvement with the Center and its members
- Letter of endorsement from two Faculty Members of the Center, at least one of whom is a current Executive Council member.

Affiliated Memberships

Affiliated Scientist

Ph.D. Cognitive Scientists in local industry whose expertise contributes to the Center, and who participate in some Center functions may be invited by the Executive Council to be Affiliated Scientists.

Visiting Scientist

The Center nominates and invites scientists whose work is of special interest to the Center to visit for periods of research and collaboration.

Friends of the Center

Those who are interested in the Center for Cognitive Sciences and do not currently wish to apply for membership are invited to become connected as Friends of the Center. Friends of the Center are welcome at most Center events, and can receive the weekly Center calendar and announcements through the “non-member” CCS listserv.

Executive Council

The Executive Council is the decision-making body of the Center. It determines the Center’s programs, policies, and decides on Center membership. Individuals or committees of the Executive Council coordinate specific programs and committees, such as Training, Facilities, Colloquia and Seminars, Special Programs Development, and Orientation/Retreats.

Obligations of Executive Council Membership include:

- Actively participate in the governance of the Center. Such participation includes attending faculty meetings, and chairing committee functions.
- Contribute to the intellectual life of the Center by participating in colloquia, retreats, and special conferences.
- Help with the training functions of the Center by being available to the students. (This includes making laboratories available)
- Assist with the preparation of grant applications, renewals, and progress reports.

All members shall be informed about impending issues but only Executive Council Members in residence shall vote.

The Executive Council of the Center shall consist of vote-holding Members and ex officio positions, for a total of no more than 17 individuals. An individual may serve on the Council in dual roles (i.e. as an elected member and as the chair of a committee). In such a case, the

individual retain his or her vote as an elected Member, while also providing reports and counsel as the chair of the committee.

The Executive Council shall contain no more than 11 vote-holding Members total as follows. The Director, the Associate Director; six faculty members elected from the Full Membership; two pre-doctoral student representatives elected by the student membership; and one post-doctoral fellow representative elected by the post-doctoral membership.

The following individuals will hold ex officio positions in the Executive Council: the Director of Graduate Studies (DGS) of the Cognitive Science Ph.D. Program; the Executive Editor of the journal *Cognitive Critique*; the Principal Investigator of the Cognitive Science T32 Training Grant; and the Chairs of the three standing committees (Space and Research, Education and Curriculum, and Membership).

The Coordinator of the Center will serve as Executive Secretary and will have no vote.

It is expected that the Executive Council will be representative of the disciplines which comprise CCS.

Faculty member election:

The six elected faculty members serve 3-year terms except for the first election in which terms of 1, 2 and 3 years will be randomly assigned to the elected members (in groups of two) so that the times of electing new members will be staggered. Elected faculty members have a term limit of two consecutive terms (six years). Elections shall be conducted in April of each year by sending an email with a ballot including all eligible Faculty Members to the Faculty Membership. Members will return the ballot with their top three candidates rank-ordered to the Coordinator, who will tally votes.

Pre-doctoral member election:

Pre-doctoral members elect two student representatives each year to the Executive Council. Elections shall be conducted in April of each year. The Predoctoral membership will receive a ballot listing all eligible Predoctoral Members. Members will return the ballot with their top three candidates rank-ordered to the current representative(s), who will tally votes.

Post-doctoral member election:

Center postdoctoral members elect one postdoctoral representative each year. Elections shall be conducted in April of each year. The Postdoctoral membership will receive a ballot listing all eligible Postdoctoral Members. Members will return the ballot with their top three candidates rank-ordered to the current representative(s), who will tally votes.

Director of the Center

The Director of the Center is nominated and selected by the Executive Council. Directors serve 3-year terms (renewable) at the discretion of the Executive Council and the appropriate

University administrative approval. Once appointed, the Director appoints an Associate Director from the Full Membership of the Center.

Committees

There are standing committees and ad hoc committees.

Standing Committees

There are three standing committees: (a) Membership committee, (b) Space and Research committee, and (c) Education and Curriculum committee. The Chairs of these committees are appointed by the Director from the Faculty Membership of the Center and are thereby members of the Executive Council. Each committee consists of at least four members, including the Chair and one student representative. Non-student members of the committees are selected by the respective Chairs from the Center membership; student members are selected by the student body. The student member of the Membership Committee participates in policy discussions of the committee but does not review membership applications. The committees make recommendations to the Director and the Executive Council.

Ad hoc Committees

These are formed as needed based on recommendations of the Executive Council to the Director. Chairs of the committees are appointed by the Director.

Coordinator of the Center

The Center Coordinator is a University staff position. The Coordinator works closely with and reports to the Director. This position provides administrative, intellectual, and program support to Center activities; manages policy execution in all areas of Center work, including grant proposal coordination, the internal and external fellowship programs, events programming, focused research groups, community outreach, and media contact; assists the Director in developing priorities and seeking external funding; represents the Center within the University, as needed; acts as liaison with affiliated institutions, foundations, and sponsors, as well as office staff; and helps create a lively intellectual environment for all involved. The Coordinator is selected following the rules dictated by Human Resources Management of the University.