

**UNIVERSITY OF HOUSTON
TEXAS INSTITUTE FOR MEASUREMENT, EVALUATION, AND STATISTICS
(TIMES)**

BYLAWS

I. AUTHORIZATION

The University of Houston Texas Institute for Measurement, Evaluation, and Statistics is a multidisciplinary research institute authorized by the University of Houston's Research Council and the University of Houston's Vice President for Research.

II. PURPOSES AND OBJECTIVES

The primary purposes of the Texas Institute for Measurement, Evaluation, and Statistics are to advance knowledge about, and to improve the behavioral, psychological, educational and developmental outcomes of children and adults through the application and development of high quality, cutting-edge research methods, and the delivery of state-of-the art research and statistical support services. In addition, TIMES' broader mission is to promote, develop, and advance statistical knowledge and its application in research and decision making, and to establish a university-based resource in measurement, evaluation, and statistics for faculty and administrators. In light of this broader mission, in addition to conducting primary research, TIMES provides essential research support services in four major areas. These include the design of advanced quasi-experimental studies, such as those used for researching developmental and educational questions in natural settings (e.g., such as children in classrooms), as well as the design of more traditional "true" experimental studies. Secondly, TIMES specializes in the application of advanced statistical models for (a) measuring longitudinal outcomes (e.g., student growth), (b) predicting risk and failure (e.g., predicting poor student outcomes at the earliest possible point in development), (c) measuring key constructs and their impact on desired outcomes (e.g., assessing the importance of teacher behaviors in advancing student achievement), and (d) modeling institutional effectiveness (e.g., evaluating the efficacy of school wide reform efforts). Third, TIMES is a leader in the use of advanced psychometric models and technology tools to create research instruments. Finally, TIMES supports the primary data collection efforts of researchers and educators through (a) automated data entry, (b) electronic data storage, (c) computerized data management, and (d) essential reporting services.

III. GOVERNANCE

Operational and technical responsibility lies with the TIMES Director, who is appointed by and reports, both administratively and financially, to the University of Houston Vice President for Research. The TIMES Director serves at the pleasure of the University of Houston Vice President for Research and may be replaced by that official. A Scientific Advisory Board, composed of both university representatives as well as external scientists from government, industry, and other educational institutions advises the Director and the University's Vice President for Research on the overall direction of the institute's research programs and major initiatives that the institute may undertake.

The TIMES Scientific Advisory Board consists of the Deans of University of Houston Colleges and Schools with faculty who are members of the institute and external representatives nominated by the TIMES Director and approved by the University's Vice President for Research. At least fifty percent (50%) of the members of the Scientific Advisory Board will be external to the University of Houston.

IV. ORGANIZATIONAL STRUCTURE

The Director of TIMES oversees administrative, research, and educational operations and has responsibility for implementing the goals of TIMES and the management of the institute's equipment and facilities. The Director will appoint an Associate Director for Research, an Associate Director for Administration and Finance, and an Associate Director for Research Services, and Coordinators of Research Programs, Educational Activities, and External Relationships. These officers of the institute are appointed by the Director, and must be Members of TIMES. Together these individuals constitute the institute's Administration Committee. An individual may serve in more than one capacity, but will retain only a single vote in all voting.

Administration Committee: This committee is responsible for assisting the TIMES Director in all aspects of management and implementation of research programs, facilities, finances, and outreach functions. The Director allocates resources (human, physical, and monetary) based on recommendations from this committee and with input from the TIMES Scientific Advisory Board. The Committee is composed of the following officers of the institute:

Associate Director for Research: Oversees the development and implementation of the institute's research programs, advises the Director on the allocation of resources; on the development and revision of institute policies related to research, on recruiting Members, Associate Members, and research assistants; and in the review and evaluation of research results.

Associate Director for Administration and Finance: Responsible for managing the physical resources to assure safety, protect equipment, and insure accessibility and optimal use. Manages fee structures and scheduling for facilities, services, and support of both internal and external groups. Under the supervision of the TIMES Director, oversees the budgets and financial affairs of the institute. Insures that the institute conforms to all university rules and regulations relating to personnel, property, and financial accounts.

Associate Director for Research Services: Responsible for managing TIMES personnel and services within the Research Services Division. Assists the TIMES Director and Associate Director for Administration and Finance in determining fee structures for research services, and scheduling for research service facilities and services in support of both internal and external groups.

Coordinators of Research Programs: The TIMES Director appoints individuals to coordinate research activities that are programmatically related. These coordinators oversee research programs in their assigned area and advise the Director and Associate Director for Research on research priorities and on the allocation of resources to research groups. The coordinators are charged with responsibility for enhancing the synergy between individual research programs in

related areas and serve as advocates for specific research activities that compete for the institute's resources.

Coordinator of Educational Activities: Coordinates seminars, symposia and workshops hosted by the institute. Identifies partnership opportunities and oversees educational outreach for graduate and undergraduate programs, programs for elementary, middle school and high school students and teachers, and special functions to assist in recruitment and retention activities.

Coordinator of External Relationships: Works with members of the institute and others to identify productive collaborative research opportunities with industry, national laboratories, and other educational organizations. Recommends to the TIMES Director external members for the TIMES Advisory Board. Identifies student opportunities for participation in research outside the university, but under the auspices of TIMES. Oversees TIMES' Intellectual Property and Technology Transfer Program.

V. MEMBERSHIP

Institute membership in TIMES is open to all University of Houston faculty through application to and approval by the Director. Associate Membership is open to all non-faculty research staff of the University of Houston through application to and approval by the Director. Before an individual can be accepted for Membership in TIMES, a Dean of that individual's college must have agreed to participation of individuals from his/her College. Any Dean signing the proposal for establishment of TIMES, either at the time of its original submission to the University of Houston's Research Council, or subsequent to that time, is considered to have authorized the participation in TIMES of faculty and/or research staff from that Dean's College. It is the responsibility of the TIMES Director to maintain on file with the Vice President for Research, or his/her designee, an amended signature page documenting that all active TIMES Members have been so authorized for participation.

Members and Associate Members may withdraw from the institute at any time, subject to agreement on the transition or termination of any active research programs within the institute for which they are Principal Investigator. The TIMES Director may terminate either Institute Members or Associate Members who have played no active role in the institute's research programs for a period of two years or more. Such termination may be appealed to the University's Vice President for Research.

Associate Membership is also open to individuals from other academic institutions, government laboratories, and private industry, who may, or may not be resident within TIMES for specified time periods. Associate Members must apply to and be accepted by the TIMES Director. At the time of their application, prospective Associate Members (or their sponsors) may be required to provide funding to offset the cost of the use of facilities, equipment, and staff during their time in residence at the TIMES. Associate Members will have no role in the administration of the institute.

Institute Members may submit research proposals for external funding through the institute in research areas approved by the Director. In this case, the proposer(s) and the TIMES

Director will agree on the allocation of indirect cost recoveries, taking into account the relative contributions of the institute, college, and department to the proposed research program. The TIMES Director may also allocate institute resources to members who submit internal proposals. These awards are based on recommendations from the Associate Director for Research and the Administration Committee, past performance, and the quality of research plans. If deemed advisable by the Director, such internal proposals will be subjected to peer review from within or without TIMES and/or the University of Houston.

Other centers, institutes, or laboratories, formal or informal, at the University of Houston may seek affiliation with TIMES in order to jointly carry out research and/or seek external funding for such research. Agreements describing the terms of the affiliation must be developed, approved by the TIMES Director, and approved by the University's Vice President for Research.

VI. PATENTS, INTELLECTUAL PROPERTY AND COPYRIGHTS

All TIMES research personnel (faculty, research staff, postdoctoral fellows, graduate and undergraduate students, technicians, and all other employees) with direct access to knowledge and information generated by research conducted under the auspices of the institute must comply with disclosure requirements as defined in the current UH Faculty Handbook and the UH System Board of Regents Intellectual Property Policy. Disclosure of technology developed as a result of research sponsored in part or in full by TIMES must also be reported in writing to the Director either before or simultaneously with submission to the UH Division of Research Office of Intellectual Property Management.

VII. USE OF EQUIPMENT, FACILITIES, AND INTELLECTUAL PROPERTY

Members and Associate Members are granted access to equipment and facilities that are under the control of the institute through application to the appropriate Research Program Coordinator, recommendation of the Administration Committee and Associate Directors for Research and Research Services, and approval of the TIMES Director. Such access may be requested through proposals for internal or external funding that have been reviewed by these same institute officers. The TIMES Director may require that an agreement for cost reimbursement be developed if equipment maintenance, facilities modification, facilities use, or staff use is necessary for the conduct of the proposed research.

Members and Associate Members who wish to utilize resources of the institute for consulting and service (internal or external) must obtain the approval of the TIMES Director. The TIMES Director may require that an agreement for cost reimbursement be developed if equipment maintenance, facilities modification, facilities use, or staff use is necessary for the conduct of the proposed consulting or research. In all such cases the Member or Associate Member must abide by the university's relevant policies.

VIII. FINANCIAL ACCOUNTABILITY

Financial accountability rests with the Vice President for Research and the TIMES Director, with assistance from the Associate Director for Administration and Finance and the Administrative Committee.

IX. REPORTING

TIMES will produce and submit an annual report of its activities, including a financial statement, to its members, the TIMES Scientific Advisory Board, the Vice President for Research, and the university's Research Council by October 1 each year.

X. MODIFICATION OF BYLAWS

The bylaws may be modified with the approval of the TIMES Director upon the recommendation of the Administrative Committee, the TIMES Advisory Board, the Vice President for Research, and/or the TIMES Director. Any modifications must be approved by the University's Vice President for Research before they become effective.