Scientific Technical Services Leadership and Advisory Council

The Scientific Technical Services (STS) Advisory Council (STS Council) helps support and facilitate the mission of STS at Western Washington University by representing the stakeholders, advocating for STS, providing oversight to STS, and establishing and reviewing STS policies.

Membership

The STS Council shall consist of ten required voting members, ten elective voting members, and one non-voting member.

Required members

- One faculty member each from the Departments of Biology, Chemistry, Engineering and Design, Environmental Sciences, Geology, and Physics appointed by each Department Chair.
- A representative of Behavioral Neuroscience (BNS) appointed by the BNS Director.
- One member of AMSEC, appointed by the AMSEC Director.
- Two staff members from STS, to represent the Shops and Instrument Center, appointed by the STS Director.

Elective members

- A representative of Shannon Point Marine Center (SPMC) appointed by the SPMC Director.
- One faculty member each from CBE, CFPA, CHSS, CSE, Fairhaven College, Graduate School, Huxley College, Library, and Woodring College appointed by the corresponding Dean in consultation with the College faculty governance group (if applicable).

Non-voting member

- The STS Director

Faculty serving on STS Council are tenured or tenure track. Faculty membership on the STS Council will be two years, with six consecutive years as the limit.

Council Chair: The Council Chair shall be elected from among the faculty on the STS Council at the last meeting of the spring quarter. The term shall be for one year and is renewable by the STS Council for up to six consecutive years. The Council Chair will be compensated with a course release or equivalent compensation in the summer.

Director: The STS Director is a half---time, 12---month position, appointed by the Vice Provost for Research. The STS Director will be reviewed annually by the Vice Provost for Research with input from the Council Chair and STS Council.

Ad-hoc committees: The Council Chair or STS Director may form ad-hoc groups focused on particular issues as needed.

Reportage

The STS Council meets during the academic quarter at least monthly. Minutes of the STS Council are forwarded to the Vice Provost for Research within two weeks of the meeting. Quarterly, the Council Chair and STS Director will meet separately with the Vice Provost for Research.

Charge

STS Council

The STS Council shall represent the user community and support STS through the following:

Advocacy

- Aim to facilitate campus---wide discussions with respect to instrument acquisition.
- Participate in development of external partnerships to increase resources available to STS users and to broaden the impact of the service, instrumentation, and fabrication capabilities of STS.
- Enhance the visibility of STS.
- Advocate and enhance STS' commitment to diversity, equity, access and inclusion.
- Create and maintain an environment that promotes diversity, equity, access, and inclusion.

Strategic Development

- Develop and maintain a list of prioritized goals for STS.
- Advise the STS Director on strategic planning and assessment.
- Advise the STS Director on acquisition of major scientific instrumentation.
- Provide recommendations on resource decisions including, but not limited to, new instrument purchases, instrument maintenance, retirement of older instrumentation, new proposals for funding, and donated instrument acceptance.

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STS Program Oversight

- Develop and review policies related to the functioning of the STS Council and usage polices for STS-managed scientific and technical resources.
- Provide recommendations regarding access to STS resources and help the STS Director resolve user concerns as needed.
- Provide at least one annual forum to hear and address faculty, staff, student, and other STS users' needs and opportunities as they relate to STS, and concerns associated with STS access and services.
- Provide input for the STS Director's annual review following the standard evaluation approach for directors.

STS Council Chair

The Council Chair will serve as the coordinator of council meetings and as meeting parliamentarian. Specific responsibilities include:

- Secure STS Council member appointments from the Dean, Department Chair or Director, as described in Membership.
- Meet with the STS Director before the beginning of the academic year to develop an initial agenda for the year as well as quarterly to assess progress.
- Organize STS Council meetings and set STS Council monthly meeting agendas.
- Manage user concerns related to STS with STS Council input.
- Provide input for the STS Director's annual review following the standard evaluation approach for directors.
- Advocate and enhance STS' commitment to diversity, equity, access and inclusion.
- Create and maintain an environment that promotes diversity, equity, access, and inclusion.

STS Director

It is the responsibility of the STS Director to oversee all aspects of STS, including:

- Oversee, manage, and support the operations of all STS core facilities.
- Support and manage STS personnel.
- Act as budget authority for STS.
- In collaboration with the STS Council, define and implement strategic goals and provide overall strategic leadership to the program.

- Meet with the STS Council Chair at the beginning of the academic year, and regularly throughout the year, to develop an initial agenda and to assess progress toward strategic goals.
- Provide regular updates (at least quarterly) to the STS Council, attend and participate in STS Council meetings, and respond to STS Council requests and constituent concerns.
- Advocate for STS and help to secure internal and external support, including the identification and sharing of relevant funding opportunities, coordinating support and participation for proposal writing, and collaborating with internal and external stakeholders.
- Work with University Advancement and other university fundraising bodies in support of STS.
- In collaboration with the STS Council, develop and implement STS policies, such as those involving instrument access, user training, and fee structure.
- For the purpose of advocacy, ensure the collection of statistics on the use and impact of STS, including specifics for organizations, departments or units, classes, and grants that use STS services.
- Prepare an annual report to the Vice Provost for Research in consultation with the STS Council, to be submitted fall quarter.
- Maintain and increase the user base for STS by ensuring campus visibility for STS services.
- Advocate and enhance STS' commitment to diversity, equity, access and inclusion.
- Create and maintain an environment that promotes diversity, equity, access, and inclusion.

Revisions to this document

Changes to this document can be proposed by the STS Director, Council Chair or other STS Council members and require the approval of the Vice Provost for Research and consultation and approval of the STS Council by 2/3 agreement.