Proposed CACDS Bylaws

UNIVERSITY OF HOUSTON
Center for Advanced Computing and Data Systems (CACDS)

BYLAWS

I. AUTHORIZATION

The University of Houston Center for Advanced Computing and Data Systems (CACDS) is authorized by the University of Houston's Vice Chancellor and Vice President for Research and Technology Transfer (VC/VP).

II. PURPOSES AND OBJECTIVES

The primary purposes of the CACDS are to provide access to high performance computing and data storage resources along with expert training, consulting, and technical support services. Training will be offered for entry level, moderate, and high level use, and domain experts will provide consulting on research design and production. CACDS may assist in the development and/or execution of supported research activities.

III. GOVERNANCE

Operational and technical responsibility lies with the CACDS Director, who is appointed by and reports, both administratively and financially, to the VC/VP. Deputy Directors may also be appointed by the Director in consultation with the VC/VP. The CACDS Deputy Directors serve at the pleasure of the Director. The Internal Advisory Committee (IAC) will contain three representatives appointed by the VC/VP, plus other university faculty and administrators with appropriate expertise. Additional members of the Internal Advisory Committee will be appointed by the Director in consultation with the VC/VP. An external Advisory Board comprised of industrial and government representatives with expertise in managing and using high performance computing and data storage will be appointed by the VC/VP in consultation with the Director. The IAC and EAB will advise the Director and the VC/VP on the overall direction of the Center's programs and major initiatives.
IV. ORGANIZATIONAL STRUCTURE

The Director of CACDS oversees administrative, computing, consulting, and training operations, and will be responsible for implementing the goals of CACDS and for management of the center's equipment, facilities, and staff. The Director may appoint Associate Directors and staff to assist with defined activities of the Center.

V. MEMBERSHIP AND AFFILIATION

Access to CACDS resources is open to all currently active University of Houston faculty, staff, and students by applying and receiving approval from the Director. The Director shall establish a process and may establish a committee for evaluating allocation and service requests. UH Membership confers utilization of center resources and does not imply any responsibility beyond those stated in user policies and guidelines. The procedure for gaining membership or affiliation with the Center can be found on the CACDS website.

It is expected that faculty Members of the Center will include in their grant budgets line items for computing and data resources and/or training on their use. Such budgetary lines may be used to gain increased priority of access to the resources and training, and PIs may request consulting services to develop an appropriate scope and cost analyses.

UH Members may withdraw from the center at any time, subject to agreement on the transition or termination of any active programs within the center for which they are Principal Investigator or have primary responsibility. UH Members will be reviewed annually by the Director and inactive accounts may be terminated. Access can be restored by following the initial process.

Center Affiliation is open to individuals and groups from other academic institutions, government laboratories, and private industry. Center Affiliates must apply to and be accepted by the CACDS Director. At the time of application, prospective Affiliates (or their sponsors) may be required to provide funding to offset the cost of facilities, equipment, and staff utilized. Center Affiliates will have no role in the administration and/or governance of the center.

UH Members and Center Affiliates may submit grant proposals for external funding through the center with the Director's approval. In this case, the proposer(s) and the CACDS Director will agree on the allocation of indirect cost credit, taking into account the relative contributions of the center, college, and department to the proposed research program.
VI. ACCESS AND USE OF EQUIPMENT AND SERVICES

UH Members and Center Affiliates are granted access to center equipment and services by applying and receiving approval from the Director. The Director may appoint a committee to evaluate applications. It will be possible for UH Members and Center Affiliates to apply for and obtain larger allocations and/or prioritized access to the facilities or services, at the discretion of the Director. Details on the procedure for applying for access can be found on the CACDS website.

Access to resources for research will be provided through a tiered mechanism. The specific details regarding allocations will be defined in a separate document available via the CACDS web site. This document will be reviewed annually by the Director, in consultation with the IAC.

- Standard allocations will be available after completion and approval of a web-based application.
- Intermediate allocations will require the submission of a proposal and will be made at the discretion of the Director.
- Large allocations will be evaluated by a committee that will meet quarterly. Recommendations by the committee will be provided to the Director who will make final decisions on resource allocations. A proposal is required which specifically outlines how the requested resources will support existing or future funded research.

VIII. FINANCIAL ACCOUNTABILITY

Financial accountability rests with the CACDS Director with assistance from the Division of Research.

CACDS will produce an annual report of its activities, in accordance with the UH MAPP, including a financial statement. The report will be submitted to the CACDS IAC, the VC/VP, and will be posted on the CACDS website.

IX. INTELLECTUAL PROPERTY AND COPYRIGHTS

All intellectual property and copyrights developed by members and/or employees of the University of Houston while working for the Center shall be managed within the University’s guidelines and policies on intellectual property. All CACDS 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 center must
comply with disclosure requirements as defined in the current UH Faculty Handbook and the UH System Board of Regents Policy on Intellectual Policy. Disclosure of technology developed as a result of research sponsored in part or in full by CACDS must also be reported in writing to the Director either before, or simultaneously, with submission to the UH Office of Intellectual Property Management.

X.  PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order shall govern the parliamentary processes of the Center in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Center may adopt.

XI.  MODIFICATION OF BYLAWS

The CACDS Director gives final approval to recommendations for amendments to these bylaws. Proposed amendments to the bylaws shall be submitted in writing to the Director along with the rationale for offering the amendment. A favorable vote of two-thirds of the IAC membership and approval of the Director and VC/VP shall be required for the adoption of an amendment.