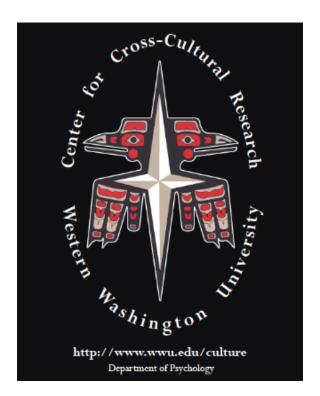Western Washington University

Center for Cross-Cultural Research
(CCCR)

Bylaws

Last Approved: March 14, 2023

Article 1: Center for Cross-Cultural Research (CCCR) Mission Statement

The Center for Cross-Cultural Research is a collaborative intellectual space that provides opportunities for the professional growth of WWU faculty, staff, and students who are culturally-oriented, research-focused, and psychologically-grounded.

As core values, we are:

Culturally-oriented
We are committed to understanding the relationship between culture and psychological processes. Although the term "cross-cultural" implies a comparative focus, we examine culture's varied and universal influence as a dynamic system based on people's shared meanings and understandings of the world.

Research-focused
As a research center, we strive to contribute to the understanding of cultural processes through systematic observation. We recognize and encourage the many different methodological practices that foster greater understanding of culture and acknowledge that effective cultural research is relational and reciprocal.

Psychologically-grounded
We maintain our commitment to the Center's founding goals by examining cultural processes principally within the disciplinary lens of psychology. We focus on the various mental processes that occur within and between people's understanding of themselves and others

Article 2: CCCR Membership

2.1 Associates of the Center

- Eligibility
    - WWU faculty or staff with interest or experience in research related to culture
    - Prospective Associates shall complete an Associate Profile (available on the CCCR website or via the CCCR Director) to be used for recording membership and publishing to the CCCR website
- Expectations
    - Regularly attending CCCR research meetings, speaker series events (research talk, workshop, individual meetings), and other Center-sponsored events
    - Supporting CCCR research projects
        - Initiating Associate-Led Collaborative Research Projects
        - Involvement within Associate-Led Collaborative Research Projects and Director-Led Collaborative Research Projects as appropriate
        - Initiating Individual Research Projects
        - Sponsoring student research experiences
    - Supporting CCCR cultural outreach activities (via attendance, participation, etc.)

- Evaluation
    - At the start of each academic year, Associates will submit an updated Profile that documents their involvement in the Center over the past year and their continued interest and commitment to the Center
    - Faculty may resign from Associate status at any time by informing the Director
    - Failure to submit an updated profile in two consecutive years will result in resignation from Associate status

2.2 CCCR Advisory Board

- Eligibility: The Advisory Board shall consist of four Associates.
    - At least three of the Advisory Board members must be from within the Department of Psychology.
    - Appointment to the Advisory Board shall be through self-nomination and approval of the Director (in consultation with the Dean of CHSS).
- Expectations
    - Recruitment and selection of Director (see also Director Application Process)
        - If, as part of the Director's 3rd year review, the Director indicates that he/she will not seek a term renewal, the Advisory Board will announce a call for a new Director during the following year.
        - The Advisory Board reviews letters of interest and meets with applicants to discuss and coordinate the applicant's presentation to the Center
        - The Advisory Board solicits evaluative feedback from Associates
        - The Advisory Board votes to select a new Director
    - Evaluation of proposals for Associate-led Collaborative Research Projects and Individual Research Projects:
        - Evaluation includes: attending proposal presentations, reviewing proposal documents, discussion of proposals with Director and voting for approval
        - Advisory Board members shall recuse themselves from evaluation of proposals for which they serve as PI or co-PI.
    - Biennial Evaluation of the Director
        - The Advisory Board solicits evaluations of the Director from Associates
        - The Advisory Board will provide a brief evaluation summary to the Director describing strengths and areas for improvement to be included as part of the Director's evaluation materials to be submitted to the Chair of Department of Psychology and Dean of CHSS
    - The Advisory Board is informed of financial decisions made by the Director for all Center activities
- Evaluation
    - As Associates, Advisory Board members complete annual updates of their profiles
    - Advisory Board members serve two-year renewable terms staggered among the four members

2.3 Director of the Center

The Director of the Center for Cross-Cultural Research is a .5 Academic Administrator appointment. The position is a 12-month appointment with administrative responsibilities.

The Director serves 4-year renewable terms and is evaluated after the first and third years per term.

Director Responsibilities

1. Serve as Principal Investigator for Director-led Collaborative Research Project
   a. Develop, coordinate, and execute a 2-year research plan involving multiple Associates as collaborators
2. Evaluate and Support Associate Research
   a. Actively promote funding opportunities for Associates, facilitates discussion of ideas
   b. Arrange proposal presentations to Center
   c. Review full proposal with Advisory Board, arranges replacement reviewers as needed
   d. Review, approve, and record subsequent expense requests (in consultation with Advisory Board as needed)
   e. Arrange for presentations of project updates & summary upon completion
3. Evaluate and Support Student Research Experiences
   a. Actively promote funding opportunity to students
   b. Review, approve, and record applications (in consultation with Advisory Board as needed)
   c. Arrange for student presentation to Center upon completion
4. Coordinates Speaker Series
   a. Designates one speaker per quarter
   b. Coordinates travel arrangements, schedule, honorarium
5. Promote Cultural Outreach
   a. Coordinate Center research meetings
      i. Bi-weekly meetings involving the discussion of research proposals, updates of ongoing funded research, summaries of completed funded research
   b. Identify appropriate opportunities for Center involvement within the department, college, university, and community
   c. Recruit new Center Associates and maintain records of membership
   d. Maintain CCCR website
6. Supervise Center Budget (in consultation with Advisory Board as needed)
   a. Record all financial transactions within each Center Activity category
   b. Adjust allotments within budget based on changes in inputs and/or need
   c. Schedule administrative meetings with Advisory Board as needed

d. Prepare and distribute Annual Report of Center activity, income, and expenditures (including summer funding for Director duties, if applicable)

Director Evaluation

The Director of the Center for Cross-Cultural Research reports to the Dean of the College of Humanities and Social Sciences though the Chair of the Department of Psychology.

- By the end of the first and third years of each term, the Directory will submit an evaluation report addressing his/her contributions to each of the Director Responsibilities (see above) to Center Associates.
- Comments and feedback will be collected and summarized by the Advisory Board, who will submit a brief evaluation summary to the Director that describes strengths and areas for improvement.
  - o As part of the 3rd year review, the Advisory Board will recommend renewal or resignation as Director.
- The Director will include the Advisory Board's summary and a response (when appropriate) as part of the evaluation report to the Chair of the Department of Psychology who will forward the materials to the Dean of the College of Humanities and Social Sciences
  - o As part of the 3rd year review, the Director will indicate a preference for continuing for another 4-year term or resigning at the end of the 4th year.
- After reviewing all materials, the Dean of CHSS will meet with the Director to discuss the evaluation and the Director's intentions for renewal or resignation.

Director Application Process

- At the start of the Fall quarter one year prior to a new Director term, the Advisory Board will announce an open call for applications for a new Director.
  - o Current CCCR Associates who are tenured faculty from the Department of Psychology are eligible for Director
  - o Associates who wish to apply will submit a CV and letter of interest to the Advisory Board addressing their qualifications and interests.
- By the end of the Fall quarter prior to a new term:
  - o The Advisory Board will schedule presentations for applicants. Presentations should include:
    - ▪ Primarily, a detailed two-year plan that will serve as the new Director-led Collaborative Research Project
    - ▪ Secondarily, recommendations for promoting cultural outreach
  - o Associates will submit advisory feedback to the Advisory Board regarding each applicant and a ranking indicating preference (when more than one applicant).
  - o The Director is selected by a majority vote of the Advisory Board and approval by the Dean of CHSS.
    - ▪ In instances of a tie vote, the current Director will cast a deciding vote.

- ▪ If applicants for Director include Advisory Board members, the Director will appoint Associates as temporary Advisory Board replacements with voting privileges.

Article 3: CCCR Activities

3.1 Director-Led Collaborative Research Project

- This project should play to the strengths of the Director and can include, but is not limited to a large research project, hosting a conference, editing a special issue or edited volume, or other projects that develop over the 4-year term. The project should develop in consultation with the Advisory Board and Associates.

3.2 Associate-Led Collaborative Research Projects

- Overview: The goal of the Associate-Led Collaborative Research Project is to encourage and facilitate cultural research collaboration among Associates of the Center for Cross Cultural Research. Projects are expected to reflect explorations of culture that depart from Associates' individual programs of research.
- Eligibility:
  - o Proposals must include two or more Associates as Co-Principal Investigators
  - o Associates must have joined the CCCR at least one quarter prior to submitting a funding application.
  - o Associates must be currently active within the CCCR, defined as regularly contributing to the CCCR learning community (e.g., through bi-weekly meetings, speaker events, collaborating with and supporting other Associates and Student Affiliates). It is unlikely that someone would be considered an active member with no involvement in CCCR activities in the past year.
  - o Associates must be in good standing regarding prior project funding (including completing presentation requirements and end of project reports).
- Application Process:
  - o The CCCR Director will announce funding application deadlines and funding limits. Maximum funding per project will be specified according to current CCCR limits and shared with the CCCR community.
  - o Applicants should submit a written proposal application that describes the project's foundations, goals, and methods.
  - o Proposals should also address the link between the project and the CCCR's mission.
  - o Proposals must include a start and end date to research activities. Project activities will span no more than a one-year period unless approved by the CCCR Director and Advisory Board.
  - o A detailed budget should be included, with all estimated project costs. Funding requests for collaborative research projects may include:
    - ▪ Research-related materials (e.g., supplies, printing costs)

- ▪ Research participant payment
- ▪ Student researcher, collaborator, or consultant payments. Estimates of these payments should include fringe benefits and other associated costs.
- ▪ Project-related travel (i.e., travel necessary to complete data collection)
- ▪ Funds are <u>not</u> typically provided for:
  - ● Living expenses while conducting research
  - ● Stipends for principal investigators (e.g., summer salary).
  - ● Travel to conventions or conferences; other department, college, and CCCR funds are available to support these activities.
  - o Funds are contingent on IRB approval, if relevant.
- ● <u>Presentation Expectations</u>: Associates are expected to present aspects of their collaborative project at least once with members of the CCCR. Associates should be prepared to actively engage with the CCCR learning community by:
  - o Bringing initial ideas to the group to receive substantive feedback
  - o Bringing a key challenge to the group (e.g., an obstacle to executing the project) to engage in community problem-solving
  - o Bringing the community into a discussion about successes and lessons learned
  - o The status of funded and completed projects can also be the subject of regular discussion and update as part of bi-weekly CCCR research meetings
- ● <u>Proposal Evaluation</u>
  - o Eligible proposals will be evaluated by the Director and at least two members of the Advisory Board
    - ▪ When an applicant is also an Advisory Board member, a replacement reviewer will be recruited by the Director from CCCR Associates to assist with evaluation
  - o Proposals will be evaluated on:
    - ▪ Culture and diversity focus (e.g., centering voices and experiences of underrepresented cultures, groups, or identities)
    - ▪ Innovation and potential impact (e.g., resulting in social action or systems change, improved quality of life for vulnerable or marginalized populations)
    - ▪ Viability of promised work
    - ▪ Clear methodology
    - ▪ Clear justification of budget and demonstrated financial need in order for the project to succeed
  - o The number of awards per year is based on available funding. Available funds will be divided among outstanding proposals, awardees may receive only partial funding for their projects, and funding is not guaranteed for all proposed projects.
  - o Funding priority will be given to:
    - ▪ investigators without other active CCCR awards or pending applications
    - ▪ projects that support underrepresented students or collaborators who do not typically receive compensation for research work (e.g., community members)

- cultural research that would not be likely to receive support from traditional sources
- Post-Funding
  - Approval does not result in immediate funding for all expenses but carries the understanding that Co-Principal Investigators will conduct the research within the parameters and budget outlined in the application.
  - Any changes in how funds are allocated across budget categories should be submitted to the Director in writing, with justification.
  - Projects are expected to be completed within one year of their start date. If unforeseen circumstances arise and funds will not be used within one year, a request for extension must be submitted to the Director, reviewed by the Advisory Board, and approved prior to the end of the one year funding period. Without an approved extension, unused funds will be unavailable after one year from the start of the project.
  - Investigators will submit an end of project report to the Director on project and budget activities.

3.3 Individual Research Activities

- Overview: The goal of Individual Research Activities funding is to encourage and facilitate cultural research experiences and professional development for Associates of the Center for Cross Cultural Research. Activities are expected to reflect explorations of culture that depart from Associates' individual programs of research and professional development.
- Eligibility:
  - Proposals must be from an active CCCR Associate, defined as regularly contributing to the CCCR learning community (e.g., through bi-weekly meetings, speaker events, collaborating with and supporting other Associates and Student Affiliates). It is unlikely that someone would be considered an active member with no involvement in CCCR activities in the past year.
  - Associates must have joined the CCCR at least one quarter prior to submitting a funding application.
  - Associates must be in good standing regarding prior project funding (including completing end of project reports).
- Application Process:
  - The CCCR Director will announce funding application deadlines and funding limits. Maximum funding per project will be specified annually according to current CCCR limits and shared with the CCCR community.
  - Applicants should submit a written proposal application that addresses the activity's purpose, goals, and methods (if the proposal is related to conducting research).
  - Proposals should also address the link between the project and the CCCR's mission.

- Proposals must include a start and end date to activities. Activities will typically span no more than a one-year period unless approved by the CCCR Director and Advisory Board.
- A detailed budget should be included, with all estimated project costs. Funding requests for individual research activities may include:
  - Research-related materials (e.g., supplies, printing costs)
  - Research participant payment
  - Student researcher, collaborator, or consultant payments. Estimates of these payments should include fringe benefits and other associated costs.
  - Travel for professional development related to cultural research (e.g., conference travel to present on cultural research or learn new cultural research methods, funding for workshops or other trainings on cultural research tools). Applications that include travel funds must indicate that they have already/will use Department funds first.
  - Funds are not typically provided for:
    - Living expenses while conducting research
    - Stipends for principal investigators (e.g., summer salary)
- Funds are contingent on IRB approval, if relevant
- <u>Presentation Expectations</u>: Associates are not required to present as a condition of applying for individual research activity funds; however, applicants are encouraged to engage with the CCCR learning community by bringing initial ideas, key challenges, discussions of impact, or future directions to the group.
- <u>Proposal Evaluation</u>:
  - Eligible proposals will be evaluated by the Director and at least two members of the Advisory Board
    - When applicant is also an Advisory Board member, a replacement reviewer will be recruited by the Director from Associate members to assist with evaluation.
  - Proposals will be evaluated on:
    - Culture and diversity focus (e.g., centering voices and experiences of underrepresented cultures, groups, or identities)
    - Innovation and potential impact (e.g., resulting in social action or systems change, improved quality of life for vulnerable or marginalized populations)
    - Clear justification of budget and demonstrated financial need for the research activity
  - The number of awards per year is based on available funding. Available funds will be divided among outstanding proposals, awardees may receive only partial funding for their projects, and funding is not guaranteed for all proposed projects.
  - Funding priority will be given to:
    - investigators without other active CCCR awards or pending applications

- ▪ projects that support underrepresented students or collaborators who do not typically receive compensation for research work (e.g., community members)
- ▪ cultural research opportunities that would not be likely to receive support from traditional sources
- Post-Funding:
  - o Approval does not result in immediate funding for all expenses but carries the understanding that the Investigator will conduct the activities within the parameters and budget outlined in the application.
  - o Any changes in how funds are allocated across budget categories should be submitted to the Director in writing, with justification.
  - o Activities are expected to be completed within one year of their start date. If unforeseen circumstances arise and funds will not be used within one year, a request for extension must be submitted to the Director, reviewed by the Advisory Board, and approved prior to the end of the one year funding period. Without an approved extension, unused funds will be unavailable after one year from the start of the project.
  - o Investigators will submit a post-activity report to the Director on project and budget activities.

3.4 Speaker Series (one speaker per quarter)

- Eligibility:
  - o Scholars with research backgrounds within cultural psychology or a related field (e.g., public health, community health, education)
  - o Other non-academic experts who the Director and Advisory Board determine would provide novel insights into conducting cultural research (e.g., community members)
- Expectations: 2-day visit that includes
  - o One standard research or instructional talk (1 hour, campus-wide)
  - o One service/learning opportunity based on the scholar's background/skills. For example:
    - ▪ Workshop on research methods, data analysis
    - ▪ Discussion of culture in classroom/curriculum
  - o Faculty meetings, class visits, lab meeting as appropriate
- Process:
  - o Along with Director's suggestions, Associates may submit recommendations to Director
  - o Director determines speakers for current year and maintains pool of potential speakers for future series

3.5 Student Research Experiences

- <u>Overview:</u> The CCCR recognizes that undergraduate and graduate students benefit from culturally-relevant research experiences. This award is intended to enhance and support the training of students as cultural researchers.
- <u>Eligibility:</u>
    - Student Affiliates or former Student Affiliates (who are within one year of graduating and who seek funding for research activities conducted while at WWU).
    - Student Affiliates must have joined the CCCR at least one quarter prior to submitting a funding application.
    - Student Affiliates should identify a sponsor for their application who is a current Associate of the CCCR (faculty or staff member).
    - Students must be in good standing regarding prior project funding (including completing end of project reports).
- <u>Application Process:</u>
    - The CCCR Director will announce funding application deadlines and funding limits.
    - Students should identify and reach out to a CCCR Associate to request sponsorship and provide application oversight
        - Sponsorship often emerges from ongoing student-Associate research
        - If the Application is not directly related to ongoing student-Associate research, students should seek out an Associate (based on research interests, prior relationship, etc.), present the Award Application draft, and request sponsorship.
    - Students and sponsors should create a written proposal detailing the experience and justifying expenses.
    - Proposals must include a start and end date to activities. Activities will typically span no more than a one-year period unless approved by the CCCR Director and Advisory Board.
    - In addition to providing assistance with the application, the Associate sponsor shall provide a letter of support regarding the proposed Student Research Experience.
    - A detailed budget should be included, with all estimated activity costs. Funding requests for student research experiences may include:
        - Research-related materials (e.g., supplies, printing costs)
        - Research participant payment
        - Research training activities (e.g., workshop fees)
        - Travel related to research study or for professional development related to cultural research (e.g., conference travel to present on cultural research or learn new cultural research methods, funding to travel to workshops or other training on cultural research tools). Applications that include travel funds must indicate that students have already/will use Department funds first.
- <u>Presentation Expectations:</u> Students are not required to present as a condition of applying for student research experience funds; however, applicants are encouraged to

engage with the CCCR learning community by bringing initial ideas, key challenges, discussions of impact, or future directions to the group.

- Proposal Evaluation
    - o Eligible proposals will be evaluated by the Director and one member of the Advisory Board
        - ▪ When an applicant is sponsored by an Advisory Board member, a replacement reviewer will be recruited by the Director from Associate members to assist with evaluation.
    - o Proposals will be evaluated on:
        - ▪ Culture and diversity focus (e.g., centering voices and experiences of underrepresented cultures, groups, or identities)
        - ▪ Potential for the activities to advance the student's cultural research knowledge or expand their capacity to conduct cultural research
        - ▪ Clear justification of budget and demonstrated financial need for the activity
    - o Priority will be given to:
        - ▪ students without other active CCCR awards or pending applications
        - ▪ projects that support underrepresented students or collaborators who do not typically receive compensation for research work (e.g., community members)
        - ▪ cultural research opportunities that would not be likely to receive support from traditional sources
- Post-Funding:
    - o Approval does not result in immediate funding for all expenses but carries the understanding that the student will conduct the activities within the parameters and budget outlined in the application.
    - o Any changes in how funds are allocated across budget categories should be submitted to the Director in writing, with justification.
    - o Activities are expected to be completed within one year of their start date. If unforeseen circumstances arise and funds will not be used within one year, a request for extension must be submitted to the Director, reviewed by the Advisory Board, and approved prior to the end of the one year funding period. Without an approved extension, unused funds will be unavailable after one year from the start of the project.
    - o Students will submit a post-activity report to the Director on project and budget activities.

3.6 Cultural Outreach
- Bi-weekly Research Meetings
    - o All associates, friends, students welcome
    - o Meetings may include:
        - ▪ Proposal presentations for Associate-Led Collaborative Research Projects and Individual Research Projects
        - ▪ Updates on ongoing research projects

- ▪ Summary presentations by past awardees
- ● Student/Community-oriented events that share/integrate cultural research
  - o Possible examples:
    - ▪ Involvement with AS Ethnic Student Center
    - ▪ WWU's Academy for Lifelong Learning
    - ▪ Enrichment programs within Bellingham Public Schools
- ● Using cultural research to address and inform policy
  - o e.g., WWU Diversity Task Force, Equity & Inclusion Forum

Article 4: Bylaws Amendment

These Bylaws may be amended via recommendation from the Director, based on discussion with the Advisory Board. Following Robert's rules, any changes will be communicated to the Center Associates, with a two-week window for Associates to comment. Changes to the by-laws will not be implemented if more than 1/3 of the Associates disagree with the proposed changes.

We note that occasionally Associates request exceptions to the by-laws. This is expected as we are a live and dynamic group, and the by-laws need to be revised as we evolve. Should an Associate request an exception to the by-laws, the petition (in written form explaining the need for the exception) will be reviewed by the Director and the Advisory Board. The petition will be evaluated on the following principles:

1) The impact of the request on other Associates or students
2) If funding is involved, the dollar amount of the exception
3) The inclusivity of the request (e.g., is this about the requestor's own program of research or improving the functioning of the Center more broadly)
4) The history of funding of the requestor