TEXAS A&M HIGH PERFORMANCE RESEARCH COMPUTING RESOURCE ALLOCATION COMMITTEE BY-LAWS

MISSION

This committee shall have the responsibility for allocating High Performance Research Computing (HPRC) resources at Texas A&M University and report its activities and recommendations to the Vice President for Research (VPR). The charge of the committee is to assist and advise the Director of HPRC and the VPR to maximize the impact that the central research computing resources can have on the overall research enterprise. The VPR has delegated the responsibilities for the daily oversight of the committee activities to the Director of HPRC.

COMMITTEE MEMBERSHIP COMPOSITION AND TENURE

The Vice President for Research, in consultation with the Director of HPRC, shall appoint the HPRC Resource Allocation Committee (HPRC-RAC) as follows:

- Two faculty members from College of Engineering (recommended by Associate Dean for Research or designee at College of Engineering).
- One faculty member from College of Science (recommended by Associate Dean for Research or designee at College of Science).
- One faculty member from College of Geosciences (recommended by Associate Dean for Research or designee at College of Geosciences).
- One faculty member from College of Agriculture and Life Sciences (recommended by Associate Dean for Research or designee at College of Agriculture and Life Sciences).
- Each member shall be appointed with an initial term for three years that can be renewed one time for an additional three-year term.
- Each member shall rotate off the committee for at least one year after completing two terms.
- The chair of the committee shall be elected from the members with a one-year term.
- The committee chair can be re-elected for up to one more consecutive term subject to approval by majority of remaining voting members of committee.
- The chair shall set at least one face-to-face committee meeting per semester.
- Each member shall have one vote.
- A quorum shall consist of three members if the committee is full. If there are open positions on the committee, quorum will be defined as having one-half of all voting members.
- Appointments to replace a member that exits the committee before term is due shall serve for the reminder of the term.
- A replacement member can opt to extend his/her appointment for up to one more term of three years.

ROLE AND RESPONSIBILITIES

Each committee member shall have awareness and understanding of HPRC resources allocation policies and review the allocations requests submitted by the Principal Investigators (PIs) in a timely manner. The committee members are required to contribute to discussions of policy changes and proposal reviews.

Attendance Policy:
- Committee members are required to be present at all regular meetings, unless there is an excused absence.
- Once a member has three (3) unexcused absences during the term, that member will be removed from the committee.
- If a committee member is no longer able to attend meetings, or wishes to be removed from the committee, the member must notify the chair or the Director of HPRC so that the position may be filled as soon as possible.

Committee Chair:

- Prepare meeting agendas and chair committee meetings.
- Provide reports and other information to the committee on request.
- Inform HPRC staff of decisions made by the committee.
- Present decisions and appeals to the VPR.
- Serve as spokesperson for the Committee and act as a liaison between the committee, the PIs that it funds, the HPRC group, and the VPR.

POLICIES AND PROCEDURES

The resource allocation policies shall be reviewed before the beginning of every fiscal year (by October 1) by the HPRC-RAC and does not require approval or review by the VPR. The current allocation policies are at https://hprc.tamu.edu/policies/allocations.html.

The committee meetings are conducted under the Informal style of parliamentary procedure. The HPRC-RAC will annually assess PIs' and users' interests as to how allocable computing and data resources are distributed. The method used to assess PI and user interest and feedback is left to the discretion of the committee. A copy of the minutes for each HPRC-RAC meeting can be made available on the HPRC website and will be approved by email.

BYLAW APPROVAL PROCESS

The HPRC-RAC Bylaws are subject to approval by the Vice President for Research. Once approved by the VPR, the bylaws will be considered viable until the time when the HPRC-RAC determines they must be changed or replaced. Following edits, the HPRC-RAC will vote on approval of the new bylaws. Any changes made by the HPRC-RAC to the bylaws are subject to approval of the VPR. The HPRC-RAC Chair should present the

changes to the VPR as soon as possible. The HPRC-RAC Chair shall report annually to the VPR or delegate such duty and anytime they deem necessary.