Western Washington University

Center for Cross-Cultural Research (CCCR)

Bylaws

Approved September 28, 2020
Article 1: Center for Cross-Cultural Research (CCCR) Mission Statement

The Center for Cross-Cultural Research is a collaborative intellectual space where that provides opportunities for the professional growth of WWU faculty 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 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
- Eligibility:
  - Two or more Associates as Co-Principal Investigators per project
- Process:
  - Proposal Presentation: Applicants will outline their research plan to Center Associates and will be evaluated on:
    - Theoretical foundation
    - Specific goals for data collection
    - Clear responsibilities for Co-Principal Investigators
    - Tangible outcomes (presentations, publications)
    - Explicit links between the project and the Center’s Mission
  - After presentation and feedback, applicants submit a written proposal application that addresses the above evaluation criteria and also includes an outline of possible expenses. Specific funding requests & justification will be reviewed and approved by Director as needed at the time of the request. Funds may include:
    - Summer compensation
    - Research-related materials & travel
    - Participation payment
    - Conference travel
  - Proposal applications will be screened by Director for eligibility and completeness, then evaluated by Director and Advisory Board.
    - When an applicant is also an Advisory Board member, a replacement reviewer will be recruited by the Director from Associates to assist with evaluation
  - Project is approved by a majority vote among Advisory Board and Director
    - Project approval does not result in immediate funding for all expenses but carries understanding that Co-Principal Investigators will properly justify specific requests within context of project goals at the appropriate time
  - Subsequent funding requests must be submitted to Director for approval (who consults with Advisory Board as needed)
- Project should be the subject of regular discussion and update as part of bi-weekly Center Research meetings.
- Findings from projects are required to be presented at a Center meeting.

3.3 Individual Research Projects
- Eligibility:
  - Individual Associates who have not previously received Individual Research Project funding within the previous 3 years
• Process:
  o Applicants submit a written proposal application that addresses the above evaluation criteria and also includes an outline of possible expenses. Specific funding requests & justification will be reviewed and approved by Director as needed at the time of the request. Funds may include:
    ▪ Summer compensation
    ▪ Research-related materials & travel
    ▪ Participation payment
    ▪ Conference travel
  o Proposal application screened by Director for eligibility and completeness, then subject to evaluation by Director and Advisory Board.
    ▪ When applicant is also an Advisory Board member, replacement reviewer will be recruited by the Director from Associate members to assist with evaluation
  o Project is approved by a majority vote among Advisory Board and Director
    ▪ Project approval does not guarantee funding for all expenses, but carries understanding that PIs will properly justify future requests within context of project goals
  o Subsequent specific funding requests must be submitted to Director for approval (who consults with Advisory Board as needed)
• Awardees provides regular updates of progress and presents findings to Center upon completion, with emphasis on next steps and future collaborations
3.4 Speaker Series (one speaker per quarter)

- **Eligibility:**
  - Scholars with research backgrounds within cultural psychology
- **Expectations:** 2-day visit that includes
  - One standard research talk (1 hour, campus-wide)
  - One service/learning opportunity based on scholar’s background/skills. For example:
    - Workshop on research methods, data analysis
    - Discussion of culture in classroom/curriculum
  - Faculty meetings, class visits, lab meeting as appropriate
- **Process:**
  - Along with Director’s suggestions, Associates may submit recommendations to Director
  - Director determines speakers for current year and maintains pool of potential speakers for future series

3.5 Student Research Experiences

- Students who regularly attend Center meetings are eligible to be ‘Student Affiliates,’ and will be listed on the website.
- **Eligibility for Funding:**
  - Student Affiliates who are sponsored by an Associate
- **Funding:**
  - Up to $500 is available for Center-related student research (e.g., participant payment, conference travel, etc.), with no official Center presentation required.
  - An additional $500 is available for research-related expenses that involve the collection of data (original to the student’s interests).
- **Process**
  - Student completes application request detailing experience and justifying expenses
  - Student solicits an Associate to request sponsorship, provides application materials, and meets to discuss
  - Associate sponsor provides collaborating document with justification of experience and expenses
  - Student submits application with Associate sponsorship document to Director
  - Director and one AB member (on a rotating basis) reviews the application
- Student presents details of experience to Center at future meeting

3.6 Cultural Outreach

- **Bi-weekly Research Meetings**
  - All associates, friends, students welcome
  - 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 by 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