

GOVERNANCE DOCUMENT

of the

SOCIAL SCIENCE RESEARCH CENTER

MISSISSIPPI STATE UNIVERSITY



January 2004
Amended December 2006

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Mississippi State University*

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Mississippi State University**

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Introduction

The Social Science Research Center (SSRC) was established at Mississippi State University in 1950 to promote, enhance and facilitate social science research and related scholarly activities. The Center is organized with university-wide responsibilities and reports to the Vice President for Research and the Vice President for Agriculture, Forestry and Veterinary Medicine. The Center offers a superior research environment with an impressive array of research opportunities and options, state-of-the-art facilities, laboratories, and support units that enhance and expand both the scope and quality of social science research. The SSRC fosters a rigorous and independent research environment to ensure objective, relevant and unbiased analyses.

The success of the SSRC relies primarily on the expertise, talents and entrepreneurial skills of its scientists. Individual scientists, or self-organized teams of researchers, provide the impetus and direction of funded research projects. They determine their research agendas and benefit from the SSRC facilities as they so choose. Research fellows and research associates, supported by an administrative staff and graduate and undergraduate research assistants, conduct both sponsored and unsponsored research projects. Funding for projects comes from a variety of sources including federal and state agencies, foundations, MSU units, and other public and private entities. The SSRC research portfolio usually exceeds \$10 million a year.

Research issues facing social scientists are now so profoundly complex that their solutions demand the combined resources of multiple disciplines, multiple professions and multiple institutions. From its origin, the SSRC has had a strong interdisciplinary emphasis. Scientists from a number of disciplines, both on campus and off, come together in the SSRC to work on common research problems. It is the norm to find various combinations of such diverse disciplines as psychologists, business professors, sociologists, social workers, geographers, historians, economists and political scientists joining together to bring to bear their expertise on a given research problem. The range of interdisciplinary involvement goes beyond the social sciences. The Center often becomes a place where social scientists team with colleagues from agriculture, engineering, and other disciplines. The SSRC also forms partnerships, strategic alliances and collaborative agreements with entities such as state agencies, off-campus national-level research organizations, and professional groups. These various interdisciplinary research enterprises provide a steady stream of innovative projects and creative investigations.

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Mission Statement

The Social Science Research Center is committed to conducting objective, rigorous and unbiased research on social, economic, political, human resource, and social-environmental problems facing the state, nation and world; to providing a support system for the university to plan, develop, secure funding for, and conduct social research on problems of interest to the scientific community and to consumers of research findings; to maintaining a mechanism whereby existing social science research capabilities in the university can be matched with funding sources; to contributing to the university's graduate and undergraduate program by involving students in research projects through assistantships and other work arrangements; and to offering a vehicle for unique social research and public service programs that do not fit more traditional academic structures. The Center also recognizes as part of its mission the importance of combining the expertise and capacities of multiple institutions, disciplines and professions in addressing complex problems. The Center seeks to develop perspectives and approaches that lead to effective cooperative investigations. The SSRC follows the land grant tradition by serving Mississippi and the nation through research, education and public service.

Statement of Goals

Each year, at its annual retreat, the SSRC formulates specific goals for the year and evaluates the activities of the previous year. In addition, the research faculty and the various research entities within the Center also set goals. All of these fit within the broad set of goals outlined below.

Academic Goals:

To contribute to the University's graduate and undergraduate program by involving students in research projects through assistantships and other work arrangements.

Research Goals:

To conduct rigorous, objective and unbiased research on relevant social, economic, political, human resource and social-environmental problems facing the state, nation and world.

To provide a vehicle for unique social research and public service programs that do not fit more traditional academic structures.

Service Goals:

To provide a support system for the University to plan, develop, secure funding for and conduct social research on problems of interest to the scientific community and to consumers of research findings.

To provide a mechanism whereby existing social science research capabilities in the University can be matched with funding sources.

Organizational Structure

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The organizational structure of the Social Science Research Center is purposely flat, with several internal research units, normally led by Coordinators, reporting to the Director. Project directors operate with a great deal of autonomy and take full responsibility for the conduct of their projects.

Over the years, the SSRC has developed strong working relationships with faculty members and administrators in the College of Arts and Sciences, the Mississippi Agricultural and Forestry Experiment Station, the Division of Agriculture, Forestry and Veterinary Medicine, the College of Business and the College of Education. In addition, it has established strong linkages with outside funding sources, including federal and state agencies, research entities and foundations.

The research faculty members in the SSRC provide the driving force for Center activities. Together they define the Center goals, develop research agendas, prepare and submit proposals, and conduct research. The SSRC maintains a small staff of full-time research faculty to support on going research activities. These are normally affiliated with an academic department. Other faculty members hold joint appointments on a continual basis between academic departments and the SSRC. A third category of faculty members works in the Center on a periodic basis, depending upon funding of a particular grant or contract, or is supported via summer appointments while developing research proposals. In order to facilitate the efforts of the research faculty, the SSRC seeks to maintain collegial, cooperative relationships with academic departments and other campus entities.

The Center maintains a core staff of experts to assist in the financial and personnel aspects of preparing, submitting and administering research grants and contracts, as well as individuals who manage specific Center programs, such as the Mississippi Alcohol Safety Education Program (MASEP). Research associates and graduate and undergraduate assistants support research and administrative activities. In addition, the Center employs many individuals on an intermittent basis to serve the needs of the individual projects.

The continued success of the SSRC is clearly dependent upon the personnel who participate in its activities. Attracting bright, capable, energetic, and entrepreneurial individuals and then encouraging their continued intellectual and professional growth is a key element in the SSRC organizational philosophy. By keeping bureaucratic requirements to a minimum, the SSRC seeks to create an environment that fosters, facilitates and enables innovative and creative research efforts.

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Personnel:

The **Director** provides leadership, encouragement, and expertise to the SSRC; facilitates the activities of SSRC researchers; represents the SSRC to the MSU administration, academic departments and external entities; facilitates resource and programmatic development; coordinates interactions with other campus entities; conducts research projects; and provides overall supervision to the Center personnel. The Director is selected by an open search process conducted by a search committee composed of representatives of affected faculty, staff, students and administrators. On an annual basis, the Director submits an annual review to the faculty and professional staff of the Center and asks that they evaluate his activities and report their evaluations to the appropriate higher administrator. The Director normally holds faculty status in an appropriate department, possesses an excellent record in the grants and contracts arena, exhibits strong interpersonal skills and has a demonstrated record of leadership in interdisciplinary programs, including resource development.

Associate Directors are appointed as needed to fulfill grant and contract obligations or to assist the Director.

Research Professors, Associate Research Professors and Assistant Research Professors are the heart of the organization. They develop research agendas, locate funding for their research and develop research strategies, collaborations, tools and personnel to successfully carry out their research goals. Normally, but not always, the research faculty members are affiliated with an academic department. Most research faculty members are funded through their grants and contract programs.

Research Fellows are invited to accept this honorary title based on their contributions to the SSRC. They are normally selected from the research faculty and from outside collaborative entities. Research Associates are occasionally honored in this way because of their extraordinary performance in the grants and contracts arena.

Coordinators are responsible for providing leadership to a designated research unit or laboratory. Normally coordinators hold other positions in the SSRC, i.e., research faculty or research associate positions.

Research Associates, Postdoctoral Associates, Technical and Administrative Staff Members are employed as necessary to support the research and administrative operations of the SSRC. These positions are typically funded through the Center's grants and contract programs.

Graduate and Undergraduate Assistants are employed when feasible to support the research and administrative operations of the SSRC. The Center, in accordance with its mission, offers the opportunity to these students to gain valuable, on-the-job experience in research and administrative activities.

Instructors, Assistant Instructors and Other Part-time Intermittent Employees are employed as needed to support Center programs.

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Research Units:

The SSRC maintains one standing research unit. The **General Research Program (GRP)** is charged with promoting the central mission of the Center: to encourage, promote and facilitate the development of the broadest possible array of multi-disciplinary social science research activities on campus. The research agenda is driven by individual principal investigators or teams of investigators. The GRP places special emphasis on obtaining extramural support for faculty research and aiding researchers in proposal and grant development. Members of the administrative staff assist in the financial and personnel aspects of proposal development and project management and provide a budgetary infrastructure to enable project directors to manage their financial responsibilities. The GRP not only provides a “home” to new researchers in the Center as they build their research agendas, but also supports those individual research efforts that do not fit neatly into the other research units of the SSRC.

Additional research units or centers in the SSRC are formed in recognition of enduring faculty collaborations or because of the administrative or management requirements of large, funded research projects. These units typically exist as long as they are generating substantial research funding. Examples of such research units, past and present, include the Family and Children’s Research Unit, the Mississippi Alcohol Safety Education Program (MASEP), the Mississippi Crime and Justice Research Unit (MCJRU), the Mississippi Health Policy Research Center (MHPRC), the Rural Health, Safety and Security Institute (RHSSI) and the Unit for Community and Environmental Studies (UCES). Coordinators are usually selected from collaborating faculty. For larger, more established units which require a full-time coordinator, the coordinator is selected through an open search process involving staff from the unit and from other SSRC units. Faculty members take the lead in developing the unit’s research agenda.

Research Infrastructure:

The SSRC takes great pride in the research infrastructure it has created over the years. It constantly seeks to improve its operations and facilities and stream-line and minimize bureaucratic demands on its researchers. The Center has no standing committees; ad hoc committees are created when needed.

Administrative Channels. The Social Science Research Center reports to the Vice President of Research and the Vice President for Agriculture, Forestry and Veterinary Medicine.

Administrative Support. All grants and contracts submitted through the SSRC are managed by the Center. The SSRC maintains an administrative infrastructure which, through internal accounting and evaluation procedures, assures that all funds are used appropriately and that budgetary questions can be resolved promptly and efficiently. Established cost centers ensure that expenses are properly billed. Staff also assist in the financial and personnel aspects of preparing, submitting and administering research grants and contracts. This support enables researchers to make sound management decisions while they devote the bulk of their time to research.

Technical Support. The SSRC maintains technical support services which are established in response to the needs of Center faculty, staff and associated researchers with

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the goal of keeping the SSRC at the forefront of social science research technological capabilities. They currently include systems administration, media laboratory, clean data rooms and information technology and communications services. As new needs emerge, they are evaluated and addressed.

Research Laboratories. The SSRC creates research laboratories in order to assist social scientists in the development and conduct of their research programs. As new needs emerge, they are evaluated and addressed. The SSRC currently supports the following laboratories:

The *Evaluation and Decision Support Laboratory (E&DSL)*, founded in 1999, provides utilization-focused evaluation services through applied research to facilitate and enhance organizational decision-making processes. The Decision Support Laboratory is an electronic meeting system designed to facilitate group processes by using networked laptops. Participants provide input simultaneously and anonymously while seeing what other participants have contributed. Trained facilitators guide face-to-face group discussion and consensus building processes, while the use of personal computers provides a wider variety of input from group members who might not normally be so comfortable participating.

The *Monitor Laboratory*, founded in 1986, provides data management and research facilitation services to numerous local, state, regional and national research projects. It uses visual management and data visualization techniques to manage, analyze and visualize complex data sets containing information about Mississippi, the region and the nation. Products include written reports, statistical charts, maps, animations and project videos. The laboratory specializes in locating and acquiring extant data sets to facilitate research and has extensive experience with spatial technologies (GIS, GPS and Remote Sensing) and the application of these technologies in the social sciences.

The *Survey Research Unit (SRU)*, founded in 1982, is one of the largest and oldest survey facilities in the southeastern United States. It conducts and analyzes the results of an average of one telephone project per month and about three to four mail surveys per year. Surveys cover a wide array of topics including Mississippi and U.S. social climate surveys on tobacco control and tobacco use, state agency consumer surveys, economic development surveys, the use of seat belts and end of life beliefs and behaviors. Periodically it supports the conduct of Mississippi's only scientific public user survey, the "Mississippi Poll," in conjunction with MSU's Department of Political Science.

Advisory Boards. Over the years, advisory boards have periodically provided useful advice and guidance and assisted the SSRC in developing new programs and evaluating its activities.

The *Internal Advisory Board* consists of MSU administrators, deans, directors and department heads who are affiliated with faculty working in the SSRC or who sponsor projects in the SSRC. The individuals holding the following positions are currently eligible to serve:

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Provost
Assistant Vice President for Academic Affairs
Vice President for Agriculture, Forestry and Veterinary Medicine
Vice President for External Affairs
Vice President for Research
Associate Vice President for Research
Executive Director, MSU Foundation
Chief Budget and Financial Officer
Dean, College of Architecture
Dean, College of Agriculture and Life Sciences
Dean, College of Arts and Sciences
Dean, College of Business and Industry
Dean, College of Education
Dean, College of Engineering
Dean, College of Forest Resources
Dean, College of Veterinary Medicine
Director, The Carl Small Town Center
Leader, Center for Government Technology
Director, Center for Science, Math and Technology
Director, Center for Safety and Health
Director, Cobb Institute of Archaeology
Director, Early Childhood Institute
Director of Federal Relations
Director, Forest and Wildlife Research Center
Director, GeoResources Institute
Director, The John C. Longest Student Health Center
Director, The John C. Stennis Institute of Government
Director, Mississippi Agricultural and Forestry Experiment Station
 Associate Director, Mississippi Agricultural and Forestry Experiment
 Station
Director, Mississippi State University Extension Service
Director, Mississippi Water Resources Research Institute
Deputy Director, National Center for Intermodal Transportation
Director, The Office of Graduate Studies
Director, Rehabilitation Research and Training Center on Blindness
 and Low Vision
Director, Remote Sensing Technologies Center
Director, School of Human Sciences
Director, Southern Rural Development Center
Director, Sponsored Programs Administration
Executive Director, Stennis Center for Public Service
Director, T. K. Martin Center for Technology and Disability
Director, University Honors Program
Head, Department of Agricultural Economics
Head, Department of Communication
Head, Department of Educational Psychology/Counselor Education
Head, Department of Finance and Economics

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Head, Department of Forestry
Head, Department of GeoSciences
Head, Department of History
Head, Department of Management and Information Systems
Head, Department of Political Science
Head, Department of Psychology
Head, Department of Sociology, Anthropology and Social Work
Head, Department of Wildlife and Fisheries
Mentor, Schillig Society
Chair, Institutional Review Board
Regulatory Compliance Officer

The ***External Advisory Board*** is composed of knowledgeable individuals from across the United States who assist the Center in developing research priorities, identifying potential external collaborative entities, recommending audiences for information dissemination and, in general, providing guidance to the development and operation of the Center.

Research units within the SSRC may form advisory boards as appropriate.

Collaborative Agreements with Outside Entities. The research issues facing social scientists are now so profoundly complex that their solutions demand the combined resources of multiple disciplines, multiple professions and multiple institutions. To meet this challenge, the SSRC forms partnerships, strategic alliances and collaborative agreements with off-campus and out-of-state research organizations. These various interdisciplinary research enterprises provide a steady stream of innovative projects and creative investigations and facilitate and enhance the ability of researchers in the SSRC in their research endeavors. Currently, the Center holds the following agreements:

Alliance with the Facolta' di Scienze dalla Formazione of the University of Catania (to promote the identification of research problems, the pursuit of collaborative research endeavors, the exchange of research faculty and students and the analysis and reporting of research findings)

Business Associate Agreement with the Mississippi Division of Medicaid (signed in 2003 provides for the safeguarding of Medicaid's protected health information and enables the SSRC to conduct research using Medicaid data)

Collaborating Centers for Child and Family Health Research (formed in 2001 by the Family and Children Research Unit of the SSRC and the Center for Child Health Research of the American Academy of Pediatrics to address children and family health issues in an interdisciplinary effort)

Memorandum of Agreement with the Mississippi Development Authority (signed in 2000 to develop a strategic alliance to promote economic and community development in Mississippi by enabling and promoting the collective identification of research problems, the design of research projects, the development of joint proposals, the conduct of research, and the reporting of research findings)

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Memorandum of Understanding with the Mediterranean Agronomic Institute of Bari, Italy (signed in 2000 to establish a strategic alliance to promote sustainable integrated water resource management)

Memorandum of Understanding with the Mississippi Division of Medicaid (signed in 2003 to develop a strategic alliance to promote health policy research on issues of significance to the Medicaid program, its beneficiaries and its providers by collectively identifying research problems, designing research programs, developing joint proposals, conducting research and reporting research findings)

Mississippi Employment Security Commission (signed in 2003 to support more site-specific policy making in regards to improving economic and workforce development in Mississippi)

Strategic Alliance with North Mississippi Health Services (signed in 2000 with the goal of promoting health and health-related research for rural populations)

SSRC Procedures and Policies

The SSRC, as an entity of Mississippi State University, complies with MSU policies and procedures. Its internal operations, practices and policies are elaborated below.

Budget Preparation:

Budgets are prepared on an annual basis for appropriated and self-generated funds and are submitted to the appropriate administrator for approval. Budgets for proposals, grants and contracts are prepared by the scientists and staff in the SSRC, approved by the Director or his/her designee, submitted to the appropriate administrator for approval and forwarded to the MSU Office of Sponsored Programs for processing.

Grant and Contract Administration:

The SSRC manages all grants and contracts submitted under its auspices.

F&A Cost Distribution:

The SSRC returns one-half of the facilities and administrative costs it earns on the salaries of cooperating faculty members to their academic department. This transfer is made after the close of each fiscal year.

Funding:

Funding for the SSRC comes from its active grants and contracts program supplemented by appropriated and self-generated funds. The Social Science Research Center receives continuing support from the Office of Research and the Mississippi Agricultural and Forestry Experiment Station. The Mississippi Alcohol Safety Education Program is funded through its education programs which are mandated for first-time offenders under the Mississippi Implied Consent Law. The SSRC leverages its appropriated funds to develop its research infrastructure and to enhance its grants and contracts program. Typically grants and contracts fund more than ninety percent of the Center's activities.

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Internal Award Procedures:

Proposals for internal awards are prepared which include a statement of work, deliverables and budget. Such proposals are submitted to the Director, who circulates them to knowledgeable peers for review. If approved, the proposals are submitted to the Office of Sponsored Programs for formal award. Obligations of internal awards are viewed as seriously as those of external awards.

Personnel Development:

The SSRC views its employees as its chief asset. By hiring bright, intelligent and capable individuals, and then making training and further education available to them, the SSRC and its programs benefit tremendously. For this reason, it encourages employees to participate in professional development seminars and to continue their formal education.

Promotion and Tenure:

The SSRC follows MSU guidelines and procedures in this area. Research faculty and research associates employed full-time in the SSRC, submit their applications for **promotion** to the Director or designee according to the schedule set by MSU. A recommendation is made and the application is forwarded to the next higher administrator. No individuals are eligible for **tenure** by virtue of their appointment in the SSRC. The responsibility of granting tenure rests with the academic division. When requested, the Director will give his recommendation on tenure applications from individuals who work in the Center.

Protection of Human Subjects:

MSU approved IRB Training is required of all employees of the SSRC.

Publications:

Staff in the SSRC are encouraged to publish in professional journals and to participate in professional meetings as a means to disseminate their research findings. In some cases, it is desirable to publish findings internally. All documents to be published internally by the SSRC undergo external review for their scientific merit, relevance and communication style. Typically, manuscripts are evaluated by three to four reviewers selected on the basis of recommendations from the authors and the Director.

Recruitment:

The SSRC views its employees as its chief asset. Consequently, it takes great care in its recruitment and hiring activities. It seeks to find the best qualified personnel for each position. To facilitate the hiring of research faculty, research associates and postdoctoral associates, who are often needed on short notice by funded projects, the SSRC maintains pools of applicants. Search committees are formed to recommend to the director candidates to fill each open position.

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Evaluation Methods

The Center has a flat administrative structure with a high degree of participatory goal-setting and decision-making. Researchers gather informally and consult with each other. Monthly meetings of the SSRC keep the staff informed of Center activities and offer an opportunity for suggestions and discussions of opportunities and problems. The doors of the Director and the administrative staff are always open. On this somewhat informal basis, faculty, researchers and staff judge their individual performance, as well as the performance of work groups in the entire unit.

The SSRC has a number of measures that it uses to determine its effectiveness as a research organization. The level of grant and contract activity is a clear measure of the success of a program. Research publications are peer-reviewed and the very act of publication is an indication of worthy work. Project reports, theses and dissertations, proceedings and professional papers are also subject to examination and evaluation. Thus the number and quality of research publications and reports are valid indicators of research effectiveness. Recognition received by its scientists, staff and students is also considered a valuable indicator of success.

On a more formal basis, the Center conducts annual retreats for its faculty and staff and the SSRC is subject to periodic external and internal reviews. These provide an opportunity for the scientists and staff to report their successes and difficulties and to reflect on future directions and goals.

Annual Staff Evaluations are conducted for personnel in the SSRC by their respective supervisors. These supervisors include the reviews of their subordinates in their own annual review discussions with the Director.

The **Annual “Bottom-Up” Review of Director** provides personnel in the Center an opportunity to evaluate the Director. These reviews are forwarded directly to the Vice President for Research and the Vice President for Agriculture, Forestry and Veterinary Medicine.

SSRC Annual Retreats are used for planning and evaluating SSRC activities. Research faculty and staff review the previous year’s action plan, discuss opportunities, problems and potential solutions and agree on an action plan for the coming year.

Annual Reports are prepared which address SSRC accomplishments and goals, report on grant activity, recognize the achievements of SSRC staff and students and demonstrate the significance of Center activity.

Annual Reviews of the SSRC are conducted by the Vice President of Research and the Vice President for Agriculture, Forestry and Veterinary Medicine as a component of the annual review of the Director of the SSRC.

Comprehensive Reviews, which ordinarily cover at least a five-year period, are scheduled, organized, conducted and acted upon by the appropriate administrator(s) as deemed appropriate.

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Adopted unanimously by the SSRC research faculty and staff at its Annual Retreat at Plymouth Bluff on January 8, 2004.

RECOMMENDED BY:

Arthur G. Cosby 1/16/04
Arthur G. Cosby Date
Professor and Director

APPROVED:

Jonathan W. Pote 3/30/04
Jonathan W. Pote Date
Interim Vice President for Research

Vance H. Watson 4/6/04
Vance H. Watson Date
Vice President for Agriculture, Forestry
& Veterinary Medicine

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Amendment One

Marion T. Loftin Graduate Fellowships of the Social Science Research Center

In March 1990, Dr. Marion T. Loftin committed a portion of his estate to the Mississippi State University Development Foundation. This gift was endowed in order to perpetually provide support for the graduate program in Sociology and the research program of the Social Science Research Center (SSRC). Annual earnings will be made available each year to the Social Science Research Center to fund this support. The Marion T. Loftin Graduate Fellowship program is administered by the Director of the Social Science Research Center.

Dr. Loftin retired in 1985 after serving MSU for thirty-six years. In addition to his teaching career, which included tenure as the Thomas L. Bailey Professor of Sociology and Rural Life, he served as a researcher in the SSRC, and as Department Head, Dean of the Graduate School and Vice President for Graduate Studies and Research.

The Social Science Research Center will award Marion T. Loftin Graduate Fellowships to selected, regularly enrolled sociology graduate students in the Department of Sociology, Anthropology and Social Work at MSU. These fellowships will normally be renewed on an annual basis, contingent upon satisfactory progress.

Graduate Fellows will receive stipends, payment of full tuition and fees, and will have access to an operating budget. In return, the Fellows will actively participate in the research programs of the SSRC as well as pursue a graduate degree in Sociology. They will acknowledge the support of the Marion T. Loftin Endowment and the Social Science Research Center on any reports, publications, etc.

In addition, Marion T. Loftin Graduate Travel Assistantships will be awarded to selected, regularly enrolled sociology graduate students in the Department of Sociology, Anthropology and Social Work at MSU. These travel awards are intended to support graduate student participation in national or regional professional meetings at which they are making presentations, or otherwise support their professional development. All graduate students in the Department are eligible to submit applications for these awards.

Selection of Fellows:

The Marion T. Loftin Fellowships are open to individuals who have been accepted for regular admission to the sociology graduate program at Mississippi State University. Current and new graduate students are invited to submit their applications for the Fellowship (letter of application, vita, official transcripts and 3 reference letters) to the Director of the Social Science Research Center. The Director will appoint a committee to review the applicant files and make recommendations.

The selection committee will consist of five members. The Director of the Social Science Research Center will serve as chair. Two members will be appointed by the Department of Sociology, Anthropology and Social Work and two by the Director of the Social Science Research Center. They will screen the applicants and recommend candidates for the fellowship.

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Primary mentoring of the fellows will be usually carried out by tenure track members of the Department who are currently involved in research ventures in the Center. Normally the student's major advisor and research mentor will be the same person. The student's advisory committee will be his/her academic committee.

Travel Assistantships:

All current sociology graduate students in the Department of Sociology, Anthropology and Social Work are eligible to apply for the Marion T. Loftin Travel Assistantships. Students will submit a letter of application and a copy of their paper and the meeting program, if available, to the Department's Graduate Coordinator. The Graduate Coordinator in concert with the Director of the SSRC will authorize the awards.

Awards will be made according to the following priorities: 1) the applicant is on the job market; 2) the applicant will make a presentation at the American Sociological Association annual meeting; 3) the applicant will make a presentation at another national, specialty area meeting; 4) the applicant will make a presentation at a regional meeting; and 5) the applicant will travel for another purpose as is deemed appropriate by the Graduate Coordinator and the Director of the SSRC.

Approved by the SSRC 12/20/2006

Amendment Two

Visiting Research Scholars Program

The SSRC has a long tradition of welcoming scholars from other institutions and agencies who wish to conduct research projects using the Center as their base of operations. This practice benefits both the visiting scholars and the Center, and can lead to long-term collaborations among the scientists. These scholars are provided office space and computer equipment during their visit. Arrangements for such positions are initiated most frequently by the scholars, who submit a brief, one or two page description of their project and a vita to the Director. The applications are reviewed in the Center and, if approved, invitations are sent to the scholars.

Approved by the SSRC 12/20/2006

Amendment Three

Individual Memberships in Professional Organizations

The Social Science Research Center has a highly restricted policy on University support of individual memberships in professional organizations. The following are some of the guidelines that may allow support for such memberships: 1) The Center may approve membership in an organization when an employee is specified as the representative or contact person for the SSRC (normally appointed by the Director). 2) The Center may

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approve individual memberships when that membership has a direct quantifiable benefit to the University (normally a cost saving).

The Center will support the costs of group memberships in an organization when the group memberships will enhance the mission and operation of the Center.

Approved by the SSRC 12/20/2006