

(Working Document - DRAFT)

Charter Document

Research Technology Advisory Group (RTAG) University of Wisconsin - Madison

1 Purpose of this Charter Document

This charter defines the shared direction, guiding principles, membership, and roles and responsibilities for the Research Technology Advisory Group (RTAG) and its subcommittees. This charter will be reviewed and updated annually.

2 Authorization of the Research Technology Advisory Group

The following individuals have authorized RTAG and will serve as its sponsors.

Name	Title	Role
Marsha Mailick	Vice Chancellor for Research and Graduate Education (VCRGE)	Executive Sponsor
Michael Lehman	<u>Special Advisor to the Chancellor</u>	Executive Sponsor

3 Mission

The mission of the Research Technology Advisory Group (RTAG) is to advise the VCRGE in meeting their responsibility to ensure that the policies, practices, and resources around research [cyberinfrastructure](#) [computing](#) and information technology included in research administration are most effectively aligned to support and advance the vibrant research programs at the UW-Madison. This will be achieved through ongoing assessment, advocacy, advisement and proactive leadership.

4 Guiding Principles

The Research Technology Advisory Group (RTAG) is guided by the following values, principles, and philosophies:

- **Representation:** We are committed to serving the diverse objectives of researchers across all four divisions of UW-Madison;
- **Advocacy:** We are committed to [collecting information and understanding the needs of researchers. RTAG is the channel for](#)

bringing information from researchers to the VCRGE and a service-centric approach in will foster innovation, wisely leveraging emerging technologies, and advocating to ensure the advancement of research at UW-Madison;

- **Proactivity:** We believe in continuous monitoring and rational investments in resources to achieve superior service offerings, cost-effective controls and processes, and highest quality output;
- **Transparency:** We believe in working collaboratively with stakeholders in all levels of the research enterprise and will do so in the spirit of academic freedom, openness, and seeking the truth.

5 Scope

The scope of the Research Technology Advisory Group (RTAG)'s work will include research cyberinfrastructure computing -- including human support, software, hardware and data -- and research administration.

6 Roles

The Research Technology Advisory Group (RTAG) will have a campus-wide voice and may engage in any one or a combination of the following roles on particular items, projects, or other activities.

- **Leadership:** Provide leadership within the research enterprise to advance policies, resolutions, initiatives, operations, or projects concerning the research cyberinfrastructure computing, and information technology needs and priorities of the research enterprise to the Vice Chancellor for Research and Graduate Education (VCRGE), other executive leaders of the campus, and the IT Steering Committee.
- **Strategic Assessment and Evaluation:** Broadly defined to include ongoing assessment of research cyberinfrastructure computing and information technology needs of the research enterprise from a strategic perspective, to identify gaps, and to evaluate the success of the efforts to meet these needs.
- **Advisory:** Propose the allocation of resources among the various entities that are charged with meeting research cyberinfrastructure computing and research administration goals and objectives; reviewing and advising on proposed policies, resolutions,

initiatives, or projects concerning the technology needs and priorities of the research enterprise.

- **Advocacy: Proactively propose and advocate for advancements in and maturation of research [cyberinfrastructurecomputing](#) and information technology within the research enterprise so that UW-Madison researchers are more competitive.**
- **Continuing Education: Propose methods and manners of advancing professional development and furthering the productivity capacity of researchers and the campus workforce via computing.**
- **Collaborative: Forge partnerships with peer governance and advisory groups (e.g. Information Technology Committee [ITC], IT Steering Committee [ITSC], University Research Council [URC], Research Policy Advisory Committee [RPAC], Associate Deans for Research, and campus research administrators at large) and work toward advancing the [cyberinfrastructurecomputing](#) and information technology services in the research enterprise.**

7 Membership

The VCRGE will be responsible for the final selection of RTAG members, Chair, subcommittee memberships, and RTAG representation on other committees.

The VCRGE will solicit nominations for membership to RTAG from the Associate Deans for Research from the various Schools and College, the office of Research & Sponsored Programs, the University Research Council and other relevant campus units.

All members of RTAG will be appointed to two year terms, with reappointments possible.

The Research Technology Advisory Group (RTAG) should have broad representation from research computing and research administration. Membership will include representation from the following areas of campus:

- **(6 - ex-officio) Office of the Vice Chancellor for Research and Graduate Education**
 - **(2) Associate Vice Chancellors for Research**
 - **Research Policy and Compliance**
 - **OVCERGE Chief Information Officer**

- **OVCRGE Centers**
- **RSP**
- **(1) Libraries**
- **(1) Office of the CIO**
- **(1) CTO of the Wisconsin Institute for Discovery**
- **(7) Faculty**
- **(2) Campus Academic Staff**

Ex-officio members, unless otherwise specified, will retain voting rights in RTAG.

8 Operations

8.1 Executive Committee

The Research Technology Advisory Group (RTAG) will have an Executive Committee which will serve to quickly and agilely organize RTAG's work, manage task forces, and to be responsive to RTAG's request queue. The Executive Committee will be primarily responsible for setting the agendas for RTAG meetings, for communicating on behalf of RTAG, for interfacing with other governance and advisory groups, for commissioning sub committees, ensuring the review of this charter on a yearly basis, and for reporting on RTAG's work to the Vice Chancellor for Research and Graduate Education. The Chair of RTAG, the three representatives to the IT Steering Committee, and one additional RTAG member will serve as the Executive Committee.

8.2 Sub Committees

RTAG will make use of sub committees and special task forces as needed to analyze problems, evaluate projects, recommend solutions, and sometimes implement initiatives. Sub committees and special task forces will be commissioned as necessary by the RTAG Executive Committee, and primarily report directly to the RTAG Executive Committee. The RTAG Executive Committee will assess progress and provide feedback.