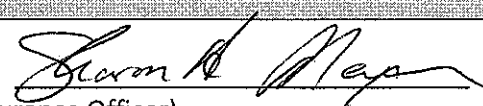


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	Institutional Animal Care and Use Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc		
Reports to:	Vice President for Academic Affairs		
Membership Recommended by:	<input type="checkbox"/> Faculty Senate <input checked="" type="checkbox"/> VPAA		
Term/Date formed:			
Membership (Describe in general terms who should serve on the committee/council): Total = 9			
<i>Faculty Senate Member(s):</i>	N/A		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-1; Community-2; CHPS-3		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	CHPS-2 (Dean, School of Pharmacy & Assistant Director for Vivarium, School of Pharmacy); VPAA-1 (OSPR Pre-Awards Grant Manager)		
Officers (Describe in general terms who should serve as officers):			
<i>Chair (Assurance Officer):</i>	Appointed by VPAA		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Secretary:</i>	Elected from the committee members		
Charge (Describe the charge or purpose of the committee/council):			
To ensure that all faculty, staff, students and cooperators using ULM facilities adhere to the federal standards for the use of animals in research, teaching, and training.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Do not rotate			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair (Assurance Officer):</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	N/A		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
Last updated	<input checked="" type="checkbox"/>	Date: 8/18/16	Signature:  Chair (Assurance Officer)
Last reviewed	<input checked="" type="checkbox"/>		

AUG 19 2016