UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET
University of Louisiana at Monroe

Committee/Council Name: Institutional Animal Care and Use Committee
Committee Type: ☑ Standing ☐ Ad Hoc
Reports to: Vice President for Academic Affairs
Membership Recommended by: ☑ VPAA

Membership (Describe in general terms who should serve on the committee/council): Total = 9
- Faculty Senate Member(s): N/A
- Staff Senate Member(s): N/A
- Faculty/Staff Members: CAS-1; Community-2; CPY-3
- Student Members: N/A
- Ex Officio Members: 2 from CPY; 1 from Dean's office and 1 vivarium director; 1 from OSPR

Officers (Describe in general terms who should serve as officers):
- Chair (Assurance Officer): Appointed by VPAA
- Co- or Vice-Chair: N/A
- Secretary: Chair performs secretary duties

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)

Chair (Assurance Officer): 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.

Co- or Vice-Chair: N/A

Secretary: Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate website.

Faculty Senate Member(s): N/A
Staff Senate Member(s): N/A
Faculty/Staff Members: Participate in committee responsibilities.
Student Members: N/A
Ex Officio Members: Represent the office that they hold and participate in all committee responsibilities.

Last Updated: April 2018 11/12/2012

To be signed by committee chair and returned to the Office of Academic Affairs.

Signature Date