

Charter of the NCI Tenure Track Investigator Committee
Approved January 19, 2007

I. Mission statement

The purpose of the Center for Cancer Research (CCR) Tenure Track Investigators' Committee (TTIC) is to raise the visibility of tenure track investigators at CCR, to establish an infrastructure to facilitate communication among the TTI community, and between TTIs and the Office of the Director (OD) as well as the CCR scientific community as a whole, and to raise awareness about issues specific to junior principal investigators and pertinent to obtaining tenure at NCI/NIH.

II. Responsibilities

- 1) The TTIC organizes retreats for the TT investigators.
- 2) The TTIC reports to the CCR OD Senior Staff Meeting at least once a year, preferably shortly after the retreat. Out of schedule meetings with the Sr. Staff are requested if deemed necessary.
- 3) The TTIC has a designated liaison on the CCR Advisory Board (CAB) who reports pertinent issues to the TTIC and vice versa.
- 4) The TTIC is a resource of information for investigators recruited by CCR, in particular for tenure track recruits.
- 5) The TTIC maintains a website which includes information about resources and policies at CCR, useful contact information, site visit procedures, and the tenure process.
- 6) The TTIC serves as a communication link between TTIs and other organization, e.g. the Women Scientists Association (WSA). However, the TTIC does not initiate activities on issues that are not specific to the tenure-track status of scientists.
- 7) The TTIC sends representatives to the NIH Tenure Track Committee.
- 8) The TTIC holds quarterly meetings, which are open to all TTIs.

III. Membership

a. Representation

The TTIC steering committee shall be comprised of at least four TTIs as designated members. An effort shall be made to have at least one representative from each of the following groups: Clinical Sciences, Basic Sciences, the Frederick campus, the Bethesda campus, both genders, and investigators in the first and second half of the tenure process respectively (one person can represent more than one of these criteria).

b. Length of Terms and Types of Positions

The Chair and Vice Chair are elected annually by simple majority of the TTI community. Candidates can self-nominate or be nominated and may be introduced at the retreat. Elections are held electronically within one month after the nominations. Chairs have to step down after two years but can be re-elected after a one-year hiatus. The other TT members of the Steering Committee are recruited on a volunteer basis, can join and leave at any time, but serve preferably for at least one year. Members of the Office of the CCR Director are encouraged to attend meetings *ex officio*.

The Chair shall facilitate and coordinate Steering Committee meetings, coordinate the execution of documents and reports, and delegate duties related to attaining the goals of the TTIC. If the Chair is unable to complete his/her term of office, the Vice Chair shall assume the position. If the Vice Chair is unable to assume the Chair position, the Steering Committee will call a meeting for the purpose of a new election. In case of resignations, which cause the TTIC to fall below the minimum representation required, the Director can recommend TTI Steering Committee members.

IV. Records & Reporting

Minutes are taken by the Vice Chair and shall indicate meeting attendance, summarize issues discussed, and specify action items and responsible individuals. Meeting Minutes and reports on specific events or topics are distributed via the TTI-Listserve and to specific contacts in the Office of the CCR Director.

V. Amendments

This charter may be amended by the TTIC after approval by the TTI community. Approval of the charter and its amendments requires a two-third majority of all votes (web-based survey) cast after two calls on the TTI-Listserve over a three week period