INSTITUTE OF COMPUTING AND CYBERSYSTEMS

Organizational Charter

1. Definition, Mission, and Objectives

The Institute of Computing and Cybersystems (ICC) is the research arm of the Alliance of Computing, Information and Automation (ACIA) at Michigan Tech. The ICC leads and promotes the research mission of the ACIA.

The mission of the ICC is to promote research and scholarship in the areas of cyber-physical systems, cybersecurity, data sciences, computer architecture, human-centered computing, and related areas, for the benefit of Michigan Tech and society at large.

The objectives of the ICC are to:
- Bring faculty and students across the campus together to discover innovative new knowledge in the field of computing
- Foster interdisciplinary collaborations and enable faculty to develop multidisciplinary proposals and conduct impactful research which otherwise would not be possible
- Create a platform for broad sets of national and international collaborations to make valuable contributions to the field
- Promote Alliance for Computing, Information, and Automation (ACIA) external visibility

2. Governance Structure

2.1 ICC Director
The ICC Director serves a three-year term. The Director is appointed by, and reports to, the Provost and the Vice President for Research.

The ICC Director provides leadership in initiatives that support the mission of the Institute, and is responsible for the management and coordination of the ICC centers. Specific responsibilities include:
- Shaping ACIA research direction and promoting the overall goals of ACIA
- Organizing regular Institute activities and meetings
- Facilitating interdisciplinary collaborations
- Management of operational duties within the Institute
- Coordination of internal and external communications
- Supervision of the support staff members
- Administration of the Institute's financial accounts
- Preparation and submission of annual report
- Being responsible for the final decisions of the Institute.

The ICC Director may appoint one ICC Co-Director to assist the ICC Director in accomplishing the mission of the Institute.

2.2 Centers
The ICC is organized as a collection of centers. Each ICC center focuses on a specific area of computing and cybersystems. As of July 1, 2016, the ICC comprises five centers:
- Center for Cyber-Physical Systems
- Center for Cybersecurity
- Center for Data Sciences
- Center for Human-Centered Computing
- Center for Scalable Architectures and Systems

The ICC Director, or any organized group of ICC members, may propose the creation of a new center. New centers are subject to the approval of the ICC Director and the Vice-President for Research.

ICC centers are not independently recognized by the University.

2.3 Center Directors
Each center is led by a center director who has the title ICC Associate Director. Center directors typically serve a three-year term. Every three years, center directors will be selected by the respective center members, and appointed by the ICC Director. If a center director resigns or leaves, a new director will be chosen through the same process. Center directors report to the ICC Director.

The center directors focus on the management and development of their respective centers. Specific responsibilities include:
- Facilitating the collaborations and coordinating the activities pertaining to the respective center's focuses
- Managing the IRAD returns to help promote center members' professional growth and the development of the respective center
- Preparing and submitting the annual report for the respective center
- Assisting ICC Director in accomplishing the mission of the Institute.

2.4 Executive Committee
The ICC Executive Committee consists of the ICC Director, the ICC Co-Director, members of the ACIA Executive Committee, and ICC Associate Directors. The ICC Director chairs the ICC Executive Committee. The Executive Committee advises the ICC Director on the strategic plan of the Institute development. The Executive Committee, however, has no control over ICC funds.

2.5 Membership
There are two types of membership: ICC full member and ICC affiliated member. To be eligible for full membership, the person must be a Michigan Tech employee and submit at least two proposals to external funding agencies or industrial foundations, as PI or Co-PI, through ICC every year, or have an active grant through ICC in the past year. A member who is no longer qualified as a full member will be reverted to an affiliated member. A reverted affiliated member will be upgraded to full member as soon

as the member submits a proposal through ICC. Affiliated membership is open to the entire research community nationally and internationally. Anyone who is willing to collaborate with a full member in proposal submission, paper writing, or event organization can join ICC as an affiliated member with the endorsement of one full member. Full members and affiliated members have different rights, as described in the table below.

Rights	Full members	Affiliated members
Eligible for ICC Director, Co-Director, and Associate Director	Yes	No
Apply for student travel grants	Yes	No
Apply for seed funds	Yes	No
Request service on proposal writing	Yes	No
Attend Institute meetings	Yes	Yes
Use Institute facilities	Yes	Yes
Participate in Institute activities	Yes	Yes

Faculty in their first year at Michigan Tech will be granted full membership upon request.

2.6 Staff
The staff consists of one full-time ACIA staff member and additional ICC staff members. The ACIA staff member focuses on the development and maintenance of the ICC website, organizing and coordinating ICC activities, coordination of internal and external communications, and assisting ICC Director on other activities. The ICC staff members focus on facilitating proposals submission, maintenance of records, and assisting ICC Director on other activities.

3. IRAD Management

For management purposes, each ICC grant is associated with one and only one center (note: this has nothing to do with the allocation of credits between PI and Co-PIs in their academic units). Of the 20% IRAD return received by ICC, 15% will be managed by the respective centers, with the center director as financial manager, and the remaining 5% will contribute to ICC strategic investments consistent with ICC's mission, with the ICC Director as financial manager.

Center directors and center members together decide how to use the 15% IRAD return to promote center's strategic development and members' growth. The administrative structure within each center will be determined by the respective center director, in consultation with center members.

4. Conflict with University Policies

In any event in which these provisions are in conflict with University policies and procedures, the University policies and procedures shall take precedence.

5. Ratification

This charter will become effective upon the approval by a majority of the ICC full members and the Vice President for Research.

6. Updating Charter to Assure Compliance

The ICC Executive Committee will be responsible for reviewing the charter annually in October and proposing amendments to update the charter and ensure compliance with University policies.

7. Amendment of the Charter

Any ICC full member may propose amendments to the charter. Proposed amendments will be circulated to ICC full members at least ten days before the meeting at which they will be discussed. The proposed amendments become effective upon the approval by a majority of the ICC full members, and the University Vice President for Research.