

Statutes of the William James Center for Research

Article 1. (Nature and Location)

- 1.1. The William James Center for Research (WJCR) is a Psychology Research Unit:
- 1.2. With Ispa – Instituto Universitário, Rua Jardim do Tabaco, 34, 1149 – 041 Lisboa, as the leading institution and
- 1.3. Universidade de Aveiro, Campus Universitário de Aveiro, 3810-193 Aveiro, as partner institution.

Article 2. (Objectives)

- 2.1. The main objectives of the WJCR are to:
 - a. Advance our scientific understanding of human functioning in basic and applied contexts.
 - b. Transfer advanced knowledge to a younger generation of researchers from an integrative perspective.
 - c. Position the WJCR on the international map.
 - d. Contribute to the regional strategy and enhance inter-regional collaboration.

Article 3. (Membership)

- 3.1. There are three membership categories at the WJCR: Integrated member, Collaborator member, and Ph.D. student member. All Integrated members must fulfill the criteria specified under article 10 and meet FCT criteria for R&D Unit membership.
- 3.2. New Integrated and Collaborator members can be proposed by any Integrated member and join the WJCR conditional upon final approval by the Governing Board (see Article 4).
- 3.3. Limitation of funding:
 - a. Integrated members who join the Center after the 2019 FCT application deadline do not have any claims for the Center's funds.
 - b. The Scientific Coordinator defines integrated members' budgetary support in consultation with the Governing Board.
 - c. Collaborator members do not have any claims for the Center's funds.
 - d. Ph.D. student members do not have direct funding rights but can have financial support via a budget allocated to their supervisor.

Article 4. (Governance and Organization)

4.1. The Governance of the WJCR consists of the following bodies:

- a. Scientific Coordinator.
- b. Governing Board.
- c. Scientific Council [see 8.1.].
- d. External Advisory Board.

4.2. If the Scientific Coordinator is hindered from chairing a meeting, then a member of the Governing Board, selected by the Scientific Coordinator, takes over the duties.

4.3. The WJCR also includes an Ombudsman, an external and impartial member appointed to provide a check on the center's activity in the interests of its members (Integrated, Collaborator, and Ph.D. student members) and to oversee the investigation of potential complaints of improper activity and/or conduct. The Ombudsman is appointed by the Scientific Coordinator of the WJCR in consultation with members of the Governing Board. The mandate of the Ombudsman ends when requested by any of the parties.

Article 5. (Appointment and mandate of the Scientific Coordinator)

5.1. The Rector of Ispa – Instituto Universitário, in consultation with the Rector of Universidade de Aveiro, is responsible for the nomination of the Scientific Coordinator.

5.2. The mandate of the Scientific Coordinator is 3 years, renewable only once for a further 3 years (unless there are exceptional circumstances for an extended duration).

Article 6. (Responsibilities of the Scientific Coordinator)

6.1. Competences of the Scientific Coordinator:

- a. Call and chair the Scientific Council meetings.
- b. Call and chair the Governing Board meetings.
- c. Organize Advisory Board meetings.
- d. Prepare the annual plan of activity, as well as the report activity, and the budget plan.
- e. Screen submissions of financial and scientific reports to the FCT.
- f. Represent the William James Center for Research in all acts (or the Scientific Coordinator's WJCR-UA appointee).
- h. A draft of any research or Ph.D. proposal to be submitted under the WJCR aegis to any funding agency should be sent to the Scientific Coordinator of the WJCR to examine the proposal's suitability.
- i. Appoint an Ombudsman, in consultation with the Governing Board.

Article 7. (Appointment and mandate of the Governing Board)

- 7.1. The WJCR governing board comprises three Integrated members: One from Ispa – Instituto Universitário, one from Universidade de Aveiro, and the Scientific Coordinator, the Chair of the Governing Board.
- 7.2. The Integrated members of Ispa – Instituto Universitário and Universidade de Aveiro elect a representative from amongst their midst for the Governing Board.
- 7.3. Members have a 3-year term, renewable only once.
- 7.4. The Governing Board is responsible for the coordination of activities related to the following:
- a. Assist the Scientific Coordinator in preparing the annual report and all other activities necessary.
 - b. Approving new member applications.
 - c. Draw up the annual funding plan of the WJCR (See section 14).
 - d. Overseeing the organization of guest and internal seminars/workshops.
- 7.5. The Governing Board meets when necessary and is convoked and directed by the Scientific Coordinator.

Article 8. (Composition and mandate of the Scientific Council)

- 8.1. The Scientific Council comprises all Integrated members at the WJCR.
- 8.2. The Scientific Coordinator calls and chairs the meeting.
- 8.3. The Scientific Council meets once a year or at the request of two-thirds of its members.
- 8.4. Approves the internal regulations.
- 8.5. Delivers an opinion on the budget, the annual plan, and reports of the WJCR.

Article 9. (External Advisory Board)

- 9.1. The External Advisory Board comprises three renowned external experts nominated by the Scientific Coordinator in consultation with the Governing Board.
- 9.2. The External Advisory Board evaluates and advises on the scientific activities of the unit based on the Annual Report, Reviews the Annual Plan, and makes recommendations to enhance the Unit's functioning and performance as and when necessary.
- 9.3. The External Advisory Board meets once every two years.

Article 10. (Definition of Integrated and Collaborator Members)

Membership is conferred upon a person due to the overall composition of the criteria listed below. No single criterion, on its own, can define inclusion or exclusion from membership.

Instead, the overall picture emerging from an overview of all the individual criteria determines membership. This applies to Integrated and Collaborator members, though the requirements for the two categories differ.

10.1. Integrated Members:

10.1.1. The first criterion for any Integrated member of the WJCR is to hold a Ph.D. and have a fit between their scientific profile and the scientific goals of the WJCR

10.1.2. The second criterion is scientific output. In the case of Integrated members:

- a. An average publication rate of 6 international peer-reviewed ISI-graded English-language publications over the last 5 years (impact of journal of at least 2.00).
- b. The requirement under 10.1.2 – a. will be adjusted for the Ph.D. completion date.
- c. The minimum ISI h-index for an Integrated Member is 6, adjusted for the Ph.D. completion date.

10.1.3. The third criterion has to do with funding. FCT, EU, and other funding (e.g., government agencies, companies, and businesses) obtained by each member will be considered when deciding about membership, performance, and rewards. The expectation is that Integrated members *raise research money independently*.

10.1.4. The fourth criterion relates to the transfer of knowledge, namely attracting and supervising Ph.D. students and Post Docs and attracting Masters students to identify potential researchers who can go on to Ph.D. trajectories.

10.1.5. Integrated members have an employment contract with either Ispa – Instituto Universitário or with Universidade de Aveiro or a post-doctoral research fellowship with a funding agency but hosted at the WJCR Ispa – Instituto Universitário/ Universidade de Aveiro (e.g., post-doctoral fellowships directly funded by FCT). The Governing Board can eventually consider Integrated members with employment contracts with other Portuguese or international (e.g., ERC) institutions.

10.1.6. Integrated members allocate at least 20% of their working time to research activities conducted at the WJCR.

10.1.7. Integrated membership will be dynamic. This also implies that Integrated members who cannot fulfill the criteria may lose their integrated member status.

10.1.8. Evaluation of Integrated members will take place every year.

10.2. Collaborator members

10.2.1. Collaborator members can be proposed by Integrated members.

10.2.2. Collaborator members are individuals who have added value to the WJCR.

10.2.3. Collaborator members cannot apply for any research grants, Ph.D. students, or Post Docs in their own right (only as co-applicants).

10.2.4. Collaborator members allocate part of their research/working time to the WJCR (maximum of 30% dedication).

10.3. Ph.D. student members

10.3.1. Ph.D. student members must have the WJCR as their host institution and be enrolled in a Doctoral Program (in Psychology) of either Ispa – Instituto Universitário or Universidade de Aveiro.

10.3.2. Ph.D. student members are supervised by WJCR Integrated members but can be co-supervised by researchers with an external academic affiliation.

10.3.3. In general, Ph.D. student members allocate 100% of their research time to the WJCR, but this might vary (e.g., co-supervision by external researchers, working student status, etc.).

10.3.4. The Governing Board can consider Ph.D. students enrolled in other Doctoral Programs and with other host institutions, as long as they are co-supervised by WJCR Integrated members. Ph.D. students in this condition must also dedicate part of their research time to the WJCR, as a co-host institution.

10.3.5. Ph.D. students with the WJCR as a co-host institution do not receive financial support from the Center's funds.

Article 11. (Integrated Members Evaluation)

11.1. The Scientific Coordinator of the WJCR will evaluate the progress of all Integrated members and a non-Portuguese Full Professor recruited by the Coordinator every year, starting in 2019.

11.2. The evaluation will be based on the following:

- a. Annual Individual report summarizing the Integrated members' activities and performance.
- b. Participation in activities promoted by the WJCR.
- c. Individual interview with the Scientific Coordinator of the WJCR and the external evaluator (when necessary or by request).

11.3. The evaluation is used to provide confidential feedback on each member's progress, to review their membership status within the WJCR, and make recommendations on possible ways to improve performance when and where necessary.

Article 12. (Admission of New Members)

12.1. New Integrated and Collaborator members can be proposed by any Integrated member or can send an email directly to the WJCR Governing Board requesting admission (wjrc@ispa.pt).

12.2. The CV of prospective members should always be submitted to the WJCR Governing Board.

12.3. The Governing Board examines and approves membership proposals.

Article 13. (Annual Report)

13.1. The WJCR will present an Annual Report every year.

13.2. Draft version should be ready by the end of December and submitted to the Advisory Board for review. The final version of the annual report should be ready by the end of January of the following year.

Article 14. (Funding)

14.1 The annual funding plan of the WJCR is set by the Governing Board (Article 7).

14.2 The annual funding plan is distributed among the members of the Scientific Council for comment and finalized by the Governing Board (Article 7).