

## College of Health College Council Charter

### ARTICLE I: NAME

The name of this College Council shall be the College of Health College Council.

### ARTICLE II: FUNCTIONS

The University of Utah College of Health College Council (hereafter referred to as College Council) is established as a part of University governance. Its function is to serve as the legislative body for the College in accordance with University Regulations. The College Council may instruct its respective committees regarding academic policy and may approve, revise, or reject the recommendations of its committees. All powers residing in the College Council that have been delegated to its committees may be retrieved by the College Council at any time with a majority vote. The College Council Charter shall be consistent with all University of Utah policies as contained in University Regulations (available at <http://regulations.utah.edu>).

The College Council “may recommend to the Academic Senate, through the Executive Committee of the Academic Senate, new policies or policy modifications in relationship to any aspect of the University’s operation.” “All actions taken by the College Council shall be reviewed by the Executive Committee of the Academic Senate and shall be subject to the power of the Senate to establish uniform policies and take final action on all matters of University concern” (Policy [6-003-III-Sec.2](#)).

### ARTICLE III: MEMBERSHIP

#### **Section A: Eligibility**

Elected members of the College Council shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty and College Staff. As defined in University Policy [6-300](#) (The University Faculty—Categories and Ranks), Tenure-line includes tenured and tenure-track faculty, and Career-line includes Clinical, Lecturer, and Research faculty. As required by Policy 6-300-III-B-2, a majority of the voting members of the College Council shall be Tenure-line faculty. [And if results of any round of ordinary elections would lead to non-compliance with that majority requirement, the current chair of the College Council and the Dean shall by random lot select a sufficient number of departments which shall then conduct revised elections producing a number of Tenure-line members sufficient to restore the required majority.]

#### **Section B: Representation**

**Faculty:** Each department shall elect one member to the College Council. Each elected member of the College Council shall serve for a period of three years. Department faculty members holding administrative appointments (i.e. department chairs, associate deans) are eligible to be elected by their respective department faculty to serve as voting faculty representatives.

**Dean:** The Dean of the College of Health shall serve on the College Council as a non-voting, ex-officio member.

**Staff:** A full-time member of the College of Health staff shall be nominated and elected by the staff of the College to serve a three- year term as a voting member. Election of the staff representative will be coordinated by the Dean’s Office.

**Student Representation:** One full-time graduate and one full-time undergraduate major student within the College shall be elected during the last meeting of the academic year, by the Deans Student Advisory Council, for a one-year term, with each having full voting rights.

**Chair:** The College Council Chair shall be nominated by the Dean. The appointment shall be confirmed by a majority of the College Council members. If a majority of College Council members do not confirm the original nomination, the Dean will be asked to nominate another Chair. Eligible appointees to become Chair are tenure-line or full-time (0.75 FTE) career-line faculty members with prior College Council experience. The College Council Chair shall serve a three-year term with eligibility for re-appointment for an additional three years, for a maximum of two consecutive terms.

### **Section C: Elections**

College Council members are nominated and elected by departments during the Spring Semester preceding the appropriate term. Each term begins the first day of the following Fall Semester. Whenever possible, membership shall be arranged so that the term of office expires for 30-50% of the committee members each year.

## **ARTICLE IV: OFFICERS**

### **Section A: Chair**

The Dean shall nominate a Chair for the College Council when required as described earlier. A temporary chair will be appointed by the current Chair in the event of his/her absence.

### **Section B: Recording Secretary**

A recording secretary shall be elected annually from among the College Council members.

### **Section C: Parliamentarian**

A parliamentarian shall be elected annually by the College Council members from among the College Council members.

## **ARTICLE V: MEETINGS**

### **Section A: Regular and Special Meetings**

The College Council shall meet as deemed necessary during the academic year. In the event that a member cannot be present, he/she will designate a department alternate from their faculty for that meeting.

A simple majority of the College Council, or the Chair, may call a special College-wide faculty meeting. Notice regarding a special meeting must be provided to each Tenure-line and Career-line faculty member at least three working days prior to the date of the meeting.

Meetings will be considered open to all interested faculty. Notice regarding regularly scheduled meetings must be provided to the College of Health Tenure-line and Career-line faculty and staff at least one week prior to the meeting. Non-members may address the College Council when invited to speak by an elected College Council member and recognized by the Chair.

### **Section B: Robert's Revised Rules of Order**

Robert's Revised Rules of Order shall be the authority for parliamentary procedure.

### **Section C: Minutes and Records of the College Council**

The recording secretary shall take minutes of all College Council meetings, distribute such minutes to all College Council members and keep records. The College Council Chair will notify all College faculty

members of meetings, notify appropriate committees and individuals of actions taken by the College Council and distribute the agenda for each College Council meeting.

#### **Section D: Agenda**

Agenda items may be submitted by any College Council member or chair of a standing committee or special committee. Agenda items shall be submitted to the Chair seven (7) working days prior to the scheduled meeting and distributed five (5) working days prior to the meeting. The agenda shall be developed by and be the responsibility of the Chair of the College Council.

#### **Section E: Voting**

The Chair of the College Council shall be non-voting with the exception of casting the deciding vote in the event of a tie. Motions or resolutions requiring a vote may only be presented by elected College Council members, the College Council Chair, or Chairs of standing or special committees duly constituted by the College Council or College Council Chair. Upon request, any member of the College Council may secure a ballot vote. One-half of the voting members shall constitute a quorum. A simple majority of those voting is required to carry a motion. Officially designated alternates shall have full College Council privileges during the session they attend.

### **ARTICLE VI: COMMITTEES**

#### **Section A: Structure**

Membership on standing committees of the College Council shall be appointed by the Chair of each Department. The Chair of each committee shall be elected by the respective committee members, unless otherwise noted.

Special committees may be created as deemed necessary by the Chair or by the College Council. When formed by the Chair, the special committee shall be designated a task force; when formed by the College Council, the special committee shall be designated an ad hoc committee.

Standing committees and special committees shall, in general, be (a) advisory; and (b) fact finding. The Committees shall provide an oral report to the faculty and Dean at the end of the year College meeting and shall make recommendations to the College Council. Committees required by University Regulations will adhere to University policy in formation, charge, and reporting procedures.

#### **Section B: Membership**

Except for the College Advisory Committee on Retention, Promotion and Tenure (Section C, 1A) Tenure-line and full-time Career-line faculty (as defined in Article III, Section A) are eligible for full membership on committees, consistent with the requirements of University Policy [6-300](#)- (specifically sections III-A-4, III-B-2, and III-D-5). Student representatives are eligible for membership on committees specified by University and College policy.

#### **Section C: Standing Committees**

#### **COLLEGE ADVISORY COMMITTEE ON RETENTION, PROMOTION AND TENURE (CAC)**

This Committee is established in **compliance with University Policies [6-003](#)—III-B-1 and [6-303](#)-III-G.**

**Membership:** The Committee shall consist of one member from each department, each of whom shall be

tenured faculty as defined in University Policy 6-300. Committee members shall be appointed by the Chair of the Department that they represent. In the event that no tenured faculty member for a particular department is available for service on the CAC, the Department Chair may solicit a representative from another department within the College or University who is a tenured faculty member, after consultation with the solicited representatives Chair. Such representatives shall serve a one year term. All CAC members will serve a three-year term with eligibility for re-appointment for an additional three years, for a maximum of two consecutive terms. Whenever possible, membership shall be arranged so that the term of office expires for 30-50% of the committee members each year.

Tenured faculty who serve as Associate Dean are eligible for appointment to the CAC. Associate Deans who participate as members of the CAC may not, however, also participate in consideration of candidates at the Dean's level of review.

**Chair:** The CAC Chair shall be nominated by the Dean. The nomination shall be confirmed by a majority of the CAC members. If a majority of the CAC members do not confirm the original nomination, the Dean will be asked to nominate another Chair. Eligible nominees are CAC members with prior CAC experience. The CAC Chair shall serve a three-year term with eligibility for re-appointment for an additional three years, for a maximum of two consecutive terms. A temporary Chair will be appointed by the Chair in the event of his/her absence.

**Functions:** To suggest, debate, review and enact College policies governing college-level *procedures* for cases of retention, promotion, and tenure. The decisions of this Committee shall, with appropriate administrative approval, be College policy on these procedural matters.

To make recommendations in individual cases of retention, promotion, or tenure of Tenure-line faculty. When considering recommendations for retention, promotion, or tenure, the Committee shall evaluate candidates and present a recommendation that is consistent with the relevant College of Health document concerning retention, promotion, and tenure criteria, and is in agreement with University Policy 6-303.

To review the file of each case referred to it and determine if criteria contained in the relevant College of Health document concerning retention, promotion and tenure were met. The CAC shall make its recommendations on an individual's retention, promotion, or tenure, based upon criteria contained in the relevant College of Health document concerning retention, promotion, and tenure. The CAC shall advise the Dean in writing of its vote and recommendations. (University Policy 6-303-III-G-1-d.)

**Voting:** For retention and tenure recommendations, CAC members who are tenured, regardless of rank, are eligible to vote. For promotion recommendations, CAC members who are of equal or higher rank than the rank proposed for the candidate, are eligible to vote.

**CAC ad hoc Committee on Promotions to Professor:** During years in which one or more Tenure-line candidates are under consideration for promotion to professor, a CAC ad hoc committee on Promotion to Professor shall be formed. The ad hoc committee shall consist of all Tenure-line faculty with the rank of Full Professor in the College. All members of the ad hoc committee shall be eligible to participate in discussions of and vote upon promotion of candidates to Professor. Results of the ad hoc committee's actions shall be forwarded directly to the Dean. Members of the CAC, who are not full professors, do not participate in discussions of and are not eligible to vote upon candidates being considered for promotion to Professor.

CAC and ad hoc committee members who cast a vote on a particular candidate for retention, promotion or tenure at the department level are not eligible to cast a vote on retention, promotion or tenure for that candidate at the College level. CAC and ad hoc committee members who participate and vote at the

department level may attend the College RPT meeting of the candidate under review from their department, to answer questions about the file that other CAC members may have, but they do not participate in the discussion and may not vote.

### **COMPUTING AND INFORMATION SERVICES COMMITTEE (CIS)**

**Membership:** Members of the CIS shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty. Each department Chair shall appoint one voting member to the CIS. One voting student representative shall be nominated by the Deans Student Advisory Council. All CIS members will serve a three-year term with eligibility for re-appointment for an additional three years, for a maximum of two consecutive terms. Whenever possible, membership shall be arranged so that the term of office expires for 30-50% of the committee members each year. The student member shall be elected by the CIS Committee members to one-year terms from a list of nominees (one per department) provided by the respective Student Advisory Councils. The College Network Coordinator and Facilities Manager will serve as non-voting, ex-officio members.

**Chair:** The CIS as a whole shall elect a Chair for a three-year term for no more than two consecutive terms. The Chair must be a tenure-line or full-time (.75 FTE or greater) career-line faculty member with prior membership on the CIS. A temporary chair will be appointed by the Chair in the event of his/her absence.

**Functions:** To provide input to the Dean on: (i) changes that would improve the computing and information services offered to faculty and students; (ii) recommendations for future development of the CoH with respect to computing and information services needs; (iii) strategic planning for College of Health computing and information services; and (iv) Department computing and information services.

To work with Department faculty, staff, and students to evaluate and assess: (i) usage of computing and information services to determine areas of opportunity and future growth potential; (ii) level of computer and information service literacy to determine appropriate resources; (iii) level of satisfaction in information services to determine if expectations are being met.

To facilitate personal and professional computer literacy among College of Health faculty and staff through formal and informal seminars highlighting current uses and applications or by referral to University resources.

**Voting:** The Chair of the CIS shall be non-voting with the exception of casting the deciding vote in the event of a tie. Motions or resolutions requiring a vote may only be presented by CIS members. Upon request, any member of the CIS may secure a ballot vote. One-half of the voting members shall constitute a quorum. A simple majority of those voting is required to carry a motion. Officially designated alternates shall have full CIS privileges during the session they attend.

### **CURRICULUM COMMITTEE**

**Membership:** Members of the Curriculum Committee shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty. Committee members shall be appointed by the Chairs of the Departments (four voting members); the Heads of the Programs (one voting member from each program) that comprise the Department of Health, Kinesiology, and Recreation; and the Dean (one non-voting, ex officio member from the Dean's staff). All Curriculum Committee members will serve a three-year term with eligibility for re-appointment for an additional three years, for a maximum of two consecutive terms. Members are assigned during the Spring Semester preceding the appropriate term, which starts the first day of Fall

Semester. Whenever possible, membership shall be arranged so that the term of office expires for 30-50% of the committee members each year.

**Chair:** The Curriculum Committee as a whole shall elect a Chair for a three-year term for no more than two consecutive terms. The Chair must be a tenure-line or full-time (.75 FTE or greater) career-line faculty member with prior membership on the Curriculum Committee. A temporary chair will be appointed by the Chair in the event of his/her absence.

**Functions:** To evaluate graduate and undergraduate curriculum relative to the College Mission, the goals and purposes of the University, and the needs of the professions and the community. The Committee has the delegated responsibility from the College Council to approve/disapprove curriculum changes.

**Voting:** The Chair of the Curriculum Committee shall be non-voting with the exception of casting the deciding vote in the event of a tie. Motions or resolutions requiring a vote may only be presented by Curriculum Committee members. Upon request, any member of the Curriculum Committee may secure a ballot vote. One-half of the voting members shall constitute a quorum. A simple majority of those voting is required to carry a motion. Officially designated alternates shall have full Curriculum Committee privileges during the session they attend.

## **DIVERSITY AND INCLUSION COMMITTEE**

**Membership:** Members of the Diversity and Inclusion Committee shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty. Each department Chair shall appoint one voting member to the Committee. An ex officio member from the Dean's staff appointed by the Dean will be a non-voting member. One graduate and one undergraduate student representative will be voting members. Committee members will serve a three-year term with eligibility for re-appointment for an additional three years, for a maximum of two consecutive terms. Whenever possible, membership shall be arranged so that the term of office expires for 30-50% of the committee members each year. The student member shall be elected by the Diversity and Inclusion Committee members to one-year terms from a list of nominees (one per department) provided by the respective Student Advisory Councils. Members are assigned during the Spring Semester preceding the appropriate term, which starts the first day of Fall Semester.

**Chair:** The Diversity and Inclusion Committee as a whole shall elect a Chair for a three-year term for no more than two consecutive terms. The Chair must be a tenure-line or full-time (.75 FTE or greater) career-line faculty member with prior membership on the Diversity and Inclusion Committee. A temporary chair will be appointed by the Chair in the event of his/her absence.

**Functions:** To suggest and debate College policies governing diversity in hiring of faculty and staff, student recruitment, and inclusion programming for the College of Health.

**Voting:** The Chair of the Diversity and Inclusion Committee shall be non-voting with the exception of casting the deciding vote in the event of a tie. Motions or resolutions requiring a vote may only be presented by Diversity and Inclusion Committee members. Upon request, any member of the Diversity and Inclusion Committee may secure a ballot vote. One-half of the voting members shall constitute a quorum. A simple majority of those voting is required to carry a motion. Officially designated alternates shall have full Diversity and Inclusion Committee privileges during the session they attend.

## **RESEARCH COMMITTEE**

**Membership:** Members of the Research Committee shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty. Each department Chair shall appoint one voting member to the Research Committee. The Dean of the College of Health, the Associate Dean for Research, and the Grants and Contracts Officer shall serve on the Research Committee as non-voting, ex officio members. Committee members will serve a three-year term with eligibility for re-appointment for an additional three years, for a maximum of two consecutive terms. Whenever possible, membership shall be arranged so that the term of office expires for 30-50% of the committee members each year. Members are assigned during the Spring Semester preceding the appropriate term, which starts the first day of Fall Semester.

Faculty members holding administrative appointments (i.e. department chairs, associate deans) are eligible for the Research Committee. Subcommittees will be formed on an as-needed basis. These subcommittees will not necessarily be limited to Research Committee members.

**Chair:** The Research Committee as a whole shall elect a Chair for a three-year term for no more than two consecutive terms. The Chair must be a tenure-line or full-time (.75 FTE or greater) career-line faculty member with prior membership on the Research Committee. A temporary chair will be appointed by the Chair in the event of his/her absence.

**Functions:** To coordinate and implement the annual College of Health Research and Creative Grant Competition. To oversee and select College of Health Research Awards.

**Voting:** The Chair of the Research Committee shall be non-voting with the exception of casting the deciding vote in the event of a tie. Motions or resolutions requiring a vote may only be presented by Research Committee members. Upon request, any member of the Research Committee may secure a ballot vote. One-half of the voting members shall constitute a quorum. A simple majority of those voting is required to carry a motion. Officially designated alternates shall have full Research Committee privileges during the session they attend.

## **SCHOLARSHIPS AND AWARDS COMMITTEE**

**Membership:** Members of the Scholarships and Awards Committee shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty. Each department Chair shall appoint one voting member to the Scholarships and Awards Committee. A non-voting ex officio member from the Dean's staff will be appointed by the Dean. Committee members will serve a three-year term with eligibility for re-appointment for an additional three years, for a maximum of two consecutive terms. Whenever possible, membership shall be arranged so that the term of office expires for 30-50% of the committee members each year. Members are assigned during the Spring Semester preceding the appropriate term, which starts the first day of Fall Semester.

**Chair:** The Scholarships and Awards Committee as a whole shall elect a Chair for a three-year term for no more than two consecutive terms. The Chair must be a tenure-line or full-time (.75 FTE or greater) career-line faculty member with prior membership on the Scholarships and Awards Committee. A temporary chair will be appointed by the Chair in the event of his/her absence.

**Functions:** To select recipients of the College of Health scholarships, awards, and honors.

**Voting:** The Chair of the Scholarships and Awards Committee shall be non-voting with the exception of

casting the deciding vote in the event of a tie. Motions or resolutions requiring a vote may only be presented by Scholarships and Awards Committee members. Upon request, any member of the Scholarships and Awards Committee may secure a ballot vote. One-half of the voting members shall constitute a quorum. A simple majority of those voting is required to carry a motion. Officially designated alternates shall have full Scholarships and Awards Committee privileges during the session they attend.

#### **PETITION REVIEW COMMITTEE**

**Membership:** Members of the Petition Review Committee shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty. Each department Chair shall appoint one voting member to the Petition Review Committee. Another voting member will be the Assistant Dean for Student Affairs or the Assistant Dean's staff member in charge of petition processing. Committee members will serve a three-year term with eligibility for re-appointment for an additional three years, for a maximum of two consecutive terms. Whenever possible, membership shall be arranged so that the term of office expires for 30-50% of the committee members each year. Members are assigned during the Spring Semester preceding the appropriate term, which starts the first day of Fall Semester. Initially, terms of office will need to be staggered by department representation; as a term of office is completed, a new member will be assigned for a full three-year term.

**Chair:** The Petition Review Committee as a whole shall elect a Chair for a three-year term for no more than two consecutive terms. The Chair must be a tenure-line or full-time (.75 FTE or greater) career-line faculty member with prior membership on the Petition Review Committee. A temporary chair will be appointed by the Chair in the event of his/her absence.

**Functions:** To determine if petitions of students in the College of Health that are outside the normal scope of Dean's approval shall be supported.

**Voting:** The Chair of the Petition Review Committee shall be non-voting with the exception of casting the deciding vote in the event of a tie. Motions or resolutions requiring a vote may only be presented by Petition Review Committee members. Upon request, any member of the Petition Review Committee may secure a ballot vote. One-half of the voting members shall constitute a quorum. A simple majority of those voting is required to carry a motion. Officially designated alternates shall have full Petition Review Committee privileges during the session they attend.

#### **ARTICLE VII: LIAISON**

The College Council shall maintain continuous liaison with the Dean and the College of Health's Dean Advisory College Council (DAC) so as to communicate on matters that are deemed important to the overall operation of the College.

#### **ARTICLE VIII: AMENDMENTS TO CHARTER**

The Charter may be amended by a two-thirds vote of College Council members. Due written notice of proposed amendments must be submitted to each Tenure-line and Career-line faculty member five working days prior to the meeting. Approved amendments to the Charter must be approved by the Academic Senate Executive Committee (University Policy [6-003](#)).

Approved:



02/25/2014 College Council

03-17-2014 Academic Senate Executive Committee

Approved:

03-07-2016 College Council

04-18-2016 Academic Senate Executive Committee (and presented for the Information of the Academic Senate 05-02-2016)