

# COLLEGE OF MINES AND EARTH SCIENCES COLLEGE COUNCIL CHARTER

Approved by the College of Mines and Earth Sciences College Council March 21, 2019

Approved by the Academic Senate Executive Committee: March 27, 2023

Presented for the Information of the Academic Senate: April 10, 2023

## **I. OBJECTIVES, PURPOSES, AND RESPONSIBILITIES**

- A. The College Council shall formulate policies and exercise authority to make decisions relating to the College and its departments to ensure that the academic mission and objectives of the University are being met by the College of Mines and Earth Sciences. In formulating and executing its policies, the Council shall operate within the limits of scope and authority delegated to it by the University Senate, as authorized and required by Policies [6-001](#) and [6-003](#), and other University Regulations (available at <https://regulations.utah.edu/>).
- B. The policies approved by the Council must be ratified by a two-thirds majority vote of the applicable College faculty. Voting for such ratification may be conducted by written ballot, electronic mail, website or any similar method, and shall be supervised by the Council Secretary. The faculty eligible to vote for such ratification shall be the tenure-line faculty of the College. The other faculty eligible to vote on such ratification shall also include (i) Lecturer or Clinical faculty for policies regarding teaching and curricular matters as determined by the Council, and (ii) Research faculty for policies regarding research matters as determined by the Council.
- C. All actions taken by a College Council shall be reviewable by the Executive Committee of the Academic Senate in accordance with criteria approved by the Senate, and shall be subject to the powers of the Academic Senate to establish uniform policies and take final action on all matters of University concern ([6-003](#)).
- D. 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 operation.
- E. The College Council shall communicate the views of the faculty of the College to the administration of the University and the College. It shall disseminate the information it receives from the University administration to the faculty, staff, and students of the College, either directly or through the elected representatives on the Council.
- F. The College Council shall establish standing committees within the College Council to assist in Council business. It shall set up procedures for operation of the Council and its standing committees.

- G. The College Council shall assist in other functions and duties, which may be assigned to it by the Academic Senate or Dean.

## **II. PROCEDURES**

Recommendations regarding matters other than College policy changes will proceed from departmental and/or College Council standing committees to the Dean. Examples of such matters are departmental policies that differ from college policies, RPT recommendations, and curriculum changes. Recommendations from the Council will proceed to the Dean for approval and submission to the appropriate person or group within the University for further action.

In the event there is a difference of opinion between that of the administration of the College and the Council about a particular matter or recommendation, the Council can vote to submit contrary recommendations directly to the Senior Vice President for Academic Affairs for consideration.

Requests for action on the part of the Council can be initiated by any faculty member. Such requests must be submitted to the Council in writing.

The council will not consider any matter under consideration for a policy introduction or policy revision at any higher University level (University Senate, etc.).

## **III. ORGANIZATION OF THE COLLEGE COUNCIL**

### **A. Council Members:**

The organization, structure, and membership of the College Council shall be determined and modified as needed by a two-thirds majority vote of all tenure-line faculty members of the college.

### **B. Voting Members and Processes:**

The chairperson of the Council will be the College Dean. The Chair of the Council shall preside over all meetings of the Council. The Chair shall determine the agenda for each Council meeting and place any item on the agenda brought by two or more voting or non-voting members.

The voting membership of the Council shall consist of:

- i. Dean of the College of Mines and Earth Sciences
- ii. Two elected tenure-line faculty members from each department. Each will be from a rank different from the other.
- iii. One elected student representative from each department student advisory committee.
- iv. One elected career-line faculty representative from each department

The non-voting members shall consist of Associate Deans, department chairpersons, Senate representatives from the College, Council Secretary, and Directors of Centers and Programs of the college. However, they can be voting members if they are elected as faculty representatives by their respective home departments.

A voting member may, with prior notice to the chairperson of the Council, designate an alternate voting member from the faculty of their department to attend a Council meeting that the permanent voting member cannot attend.

All actions or recommendations of the Council shall be by two thirds majority vote of the voting members and designated alternates present at the meeting. When members cannot attend in person, they can remotely attend using audio or video electronic link method that is in common use. Absentee votes from voting members not in attendance at the meeting will use a mechanism that is agreed to by majority vote of the Council.

#### **IV. ELECTION OF COUNCIL MEMBERS**

- A. Departmental Tenure-line representatives will be elected by confidential vote of the Tenure-line faculty from each department.
- B. Departmental Career-line faculty representatives will be elected by a majority vote of Career-line faculty of each department. If there are too few career-line faculty members, the department chair will appoint a representative of career-line faculty.
- C. Student representatives to the Council will be an undergraduate or graduate student elected from each Departmental Student Advisory Committee.
- D. The selection of departmental representatives will take place prior to August 1st. The terms of office will begin August 16th of the year they are elected.

#### **V. TERMS OF OFFICE**

- A. Departmental Tenure-line Faculty Representatives: Departmental Tenure-line faculty representatives are elected for two-year staggered terms. However, elected members of the Council may serve a subsequent term if so elected by the faculty in their departments. In the case of absence of a faculty representative because of resignation, leave, etc., the cognizant department chair shall appoint an alternate member to complete the term of the absent member.
- B. Career-line Faculty Representatives: The career-line faculty representative will be elected for a term of one year. The elected career-line faculty representative members of the Council may serve a subsequent term if so elected.
- C. Student Representatives: The student representatives will serve for a term of one year. They may be reelected for additional terms that coincide with their terms of office as the chairpersons or members of the departmental Student Advisory Committees.

## **VI. MEETINGS**

- A. Council meetings will be held at least once annually, but meetings may be more frequent if the need arises.
- B. Special meetings may be called at the discretion of the chairperson or at the request of any five members of the Council.
- C. A majority of the voting members of the Council shall constitute a quorum for the transaction of business.
- D. In conducting its meetings, in the absence of special rules to the contrary, the Council shall follow Robert's Rules of Order. The Council chairperson may extend the privilege of discussion or presentation to a visitor.
- E. Agenda items may be submitted by Council members to the Dean's office in advance of a meeting. Agenda for all items to be discussed at Council meetings will be prepared by the Dean or his delegate in consultation with Council Chair and distributed to Council members, at least one day, before the meeting.
- F. The secretary of the Council will be the Dean's administrative assistant or a Dean's designee. Minutes of the meetings will be prepared under the direction of the Dean and shall be distributed to the College faculty and Council members.
- G. Approval of minutes and adjournment will be by a show of hands. Voting for any decisions or policy approvals may be conducted by written ballot, electronic mail, web site or any similar method, and shall be supervised by the Council Secretary. If any member of the Council requests a confidential ballot, the secretary shall ensure the secrecy of the voting. The voting period shall be of a reasonable duration for a discussion of the matter and determined by the Council chair.
- H. All meetings of the Council shall be open to all faculty and students of the College, except when the Council votes to go into a closed session, if permitted by University Regulations and applicable law.

## **VII. STANDING COMMITTEES**

The standing committees of the college shall include:

- A. College Retention, Promotion, and Tenure Advisory Committee (College RPT Committee)

The College shall have a College Retention, Promotion and Tenure (RPT) Advisory Committee. The role of the College RPT Committee is to review and deliberate on files of the faculty candidates being considered for retention, promotion and/or tenure, and to make RPT recommendations to the Dean based on the deliberations and anonymous voting. The College RPT Advisory Committee shall ensure that candidates are carefully evaluated in accordance with

the criteria, standards, and procedures provided for in the applicable RPT Statement, in compliance with all relevant College and University policies and procedures ([6-303](#)). The College RPT Committee's recommendations are to be based on determining whether the Department RPT Advisory Committee and Department Chair reasonably applied the written substantive and procedural guidelines in each case, i.e., does the evidence support the recommendation ([6-303](#)).

The College RPT Committee shall consist of two Tenured faculty members from each of the departments elected by the department Tenure-line faculty. Members of this committee shall serve a term of two years. Department Chairpersons and Associate Deans are not eligible for membership on this committee. The committee will elect its chair at the beginning of each academic year and the chairperson shall have the right to vote. Faculty members from the candidate's department are excused from the committee meeting during the deliberations and voting on any candidates from their department.

All College and Departmental RPT Committee members, members of Departmental Faculty Appointment Advisory Committee (defined below), administrators, and staff handling recruitment, appointments, promotion and tenure cases are required to undergo appropriate diversity and inclusiveness training. Each College RPT Advisory Committee member will have the following responsibilities in completing the review process: (1) review independently all of the materials in each candidate's file; (2) review the materials in light of the criteria and standards as set forth in the applicable RPT Statement in the areas of research, teaching, and service; (3) determine whether the departmental RPT committee and the Department Chair reasonably applied the written substantive and procedural guidelines in determining if the candidate meets the departmental criteria and standards in each area in each case, i.e., does the evidence support the recommendation (Policy 6-303 III-3-G-1-d) in each area; (4) share determinations and rationale as called upon by the Committee Chair in scheduled Committee meetings; (5) contribute to the reporting process as required by University regulations; (6) maintain the highest standards of professional judgment and conduct in completing each element of the review process, and (7) preserve the confidentiality of the materials and the proceedings.

*New Tenure-line Faculty Appointments:* In accordance with Policies [6-003](#) and [6-302](#), the College has chosen not to establish a College Faculty Appointments Advisory Committee (CFAAC) to provide recommendations regarding Tenure-line or Tenured faculty appointments. Tenure-line or Tenured faculty appointments may be referred to the College RPT Committee for review and recommendation at the discretion of the Dean.

*Appointments of Faculty Hires with Tenure:* University Policy [6-303](#) outlines the procedures for appointments with tenure and expedited review processes. Membership on the College RPT Advisory Committee for expedited reviews shall include the elected members or their elected substitutes, or if those individuals are

not available, the Dean may appoint faculty to serve temporarily on this Committee from an individual unit.

*Career-line Faculty Appointments:* The departmental Faculty Appointment Advisory Committee (FAAC) will consist of Tenure-line faculty members in the department. The FAAC and the Department Chair shall review and make recommendations for initial appointments, reappointments, or reappointments with promotion of any career-line faculty candidate. The departmental Faculty Appointment Advisory Committee and Department Chair shall follow the guidelines in Policy [6-310](#) in making their recommendations. It is the policy of the College that each department is authorized to include current full-time (0.50 FTE or greater), long-term (with three or more years of service) career-line faculty as voting members of the FACC for the purposes of considering particular cases involving initial appointments, reappointments, or reappointments with promotion of any career-line faculty candidate if a majority of the Tenure-line faculty of the department/school has approved the inclusion of career-line faculty on the committee either by continuing policy or for purposes of a particular appointment decision. Such policies may provide for inclusion of all current full-time, long-term career-line faculty members within any specified categories and ranks, or for a specified number of representatives of any categories (with a specified means of selecting such representatives).

Documentation of the involvement of career-line faculty in any actions of the departmental FAAC shall be provided as required by Policy [6-302](#). Whenever any career-line faculty are made members of the committee for the purpose of a particular appointment recommendation, the department chair /director shall include a description of such participation in the written report transmitted to the Dean of the college, as provided for in Section III - D of University Policy [6-302](#). No review by the College RPT committee is required for initial appointments, reappointments, and/or reappointments with promotion of any career-line faculty candidate. However, appointment of career-line faculty (lecturer, clinical or research), may be referred to the College RPT Committee at the discretion of the Dean.

*Other Functions:*

The College RPT Committee may take a proactive role in new faculty orientation and mentoring, and other issues of concern to Tenure-line, Career-line, and Adjunct faculty brought to its attention.

The Council chair will be responsible for convening and conducting the scheduled yearly meeting and schedule other meetings as needed to take care of new Tenured hires and any other issues arising through the year. The committee will engage in such other duties involving faculty relations as may be assigned to it by the College Council.

B. College Curriculum Committee

The Council shall establish a Curriculum Committee, consisting of one Tenure-line faculty member from each department and the Associate Dean for Academic Affairs. The College Curriculum Committee shall deal with all curricular issues in the college. The Curriculum Committee shall:

- i. Receive, evaluate, and make recommendations to the Dean concerning proposals from departments regarding curriculum. This may include (a) changes to existing curriculum, degrees, and programs, (b) introduction of new programs, degrees, or courses, and (c) substantial changes to an existing course (including change in title, level, number of credit hours, or major change in the course description), or a change in prerequisites and course fees. The committee does not review or make recommendations concerning scheduling of courses, minor editorial changes in course descriptions,
- ii. Confer with representatives of related colleges on curriculum matters.
- iii. Perform other appropriate functions, as assigned by the Council, the Dean, or as initiated by the committee.

The Chair of the committee will be the Associate Dean for Academics. In the absence of an Associate Dean, a chair will be appointed by the Dean from among the representatives from the departments.

The Chair of the committee or designee will represent the college in the University Curriculum Policy Review Board (6-500). Each department shall establish its own procedure for selecting its representative on the Curriculum Committee. Members of this committee shall serve a term of two years.

C. Academic Affairs and Appeals Committee

The Council shall establish an Academic Affairs and Appeals Committee. Academic Affairs and Appeals committee will address student grievances; student academic performance; student academic, behavioral, and professional conduct; and matters relating to resolution of the issue or potential disciplinary action as per University policy on Code of Student rights and responsibilities (Policy 6-400). The committee consists of:

- i. Associate Dean for Academic Affairs who will serve as the Chair of the committee,
- ii. Four Tenure-line faculty members appointed by the Dean for staggered three-year terms,
- iii. Two undergraduate student representatives appointed by the Dean for two-year staggered terms, and

- iv. Two graduate student representatives appointed by the Dean for two-year staggered terms.

If the Committee chair determines that a hearing is required for a case that comes before the committee, an Academic Appeals subcommittee for hearing student appeals shall be constituted from the members of the Academic Affairs and Appeals committee. Academic Appeals subcommittees shall consist of the Associate Dean for Academic Affairs, three Tenure-line faculty members, and one student representative of the peer group (graduate students or undergraduate students in the college). For some issues such as academic misconduct, the appeals committee shall also include faculty member from another college appointed by the Personnel and Elections Committee of the Academic Senate. No more than one faculty member and one student will be from the same department. Hearing shall be conducted as prescribed in Policy [6-400](#).

D. College Teaching Awards Committee

One Tenure-line faculty member from each department shall serve on the Teaching Awards Committee, as well as one member from each of the departmental Student Advisory Committees. Each department will establish its own procedure for selecting its representatives. Members of this committee shall serve a term of two years. The chairperson is the recipient of the previous year's Outstanding Teaching Award for Faculty. The responsibilities of the Teaching Awards Committee are to solicit nominations, review candidate files, and select recipients for the Outstanding Teaching Award and the Outstanding Teaching Assistant Award, both of which are presented at the convocation.

E. College Safety and Security Committee

The College Safety and Security Committee shall consist of one to three faculty or staff from each department within the College selected by each department chairperson and one representative from Occupational and Environmental Health and Safety. Each department will have at least one faculty representative on the committee. The chairperson is appointed by the Dean. Meetings are called when safety issues require discussion, when information needs to be distributed, or when safety-related training is requested. Building floor plans and evacuation procedures shall be posted by this committee. Additional information will be posted as needed. The committee will be on standby and shall act as a liaison, if departments prefer, in handling problems of unsafe laboratory conditions and chemical storage/usage. Generally, each department is responsible for informing and training personnel within its own area in matters relating to safety, such as CPR, first aid training, developing safety plans, and providing emergency water and food supplies.

F. College Executive Committee (EXCO)



The members of the Executive Committee are the Dean, who serves as chair, and the department chairpersons. Meetings are held biweekly or as needed. Department Chairs and Associate Chairs meet with the Dean to encourage communication; share information on initiatives and concerns; conduct strategic planning; discuss budgetary issues; address space problems and arrangements; and collaborate and advance College and Departmental efforts such as assuring compliance, financial stewardship, continuously improving the culture of safety, improving security, enhancing the diversity of the College, and developing effective methods of assessment.

### **VIII. AD HOC COMMITTEES**

The College Council or the Dean may appoint ad hoc committees as necessary to help in their function. Members of such ad hoc committees do not need to be members of the Council. The examples of ad hoc committees include:

A. College Administrative Advisory Committee (ADCO)

The members of the Advisory Committee are the Dean, Associate Dean of Academics, Associate Dean of Research, and Directors of Centers and Programs. Associate Deans and Directors meet bi-weekly or as needed with the Dean to advance the College strategic plan and facilitate collaboration. Participants may include rotating staff depending on topic of month and IT or academic advisors depending on the topic. Meetings are to be held as needed to address academic and research issues.

B. Accreditation Committee

The Accreditation Committee shall consist of the Dean, Associate Dean for Academics, and one or two Tenured or Tenure-line faculty member from each department nominated by the chair and appointed by the Dean. The mission of the committee is to ensure compliance of all undergraduate degree programs with the accreditation bodies.

The committee will assist the departments in setting up processes for

- i. Establishing or Revising Program Objectives,
- ii. Evaluating Outcomes,
- iii. Assignment of Outcomes Assessments to various required and elective courses for the program,
- iv. Timely collection of information on Outcomes assessments from each course instructor and Course Reflective memos,
- v. Uploading the information to the College database, and

- vi. Independent assessments by the department committee of each course in meeting the Outcomes assigned.

The committee will be responsible for keeping Accreditation information current and for helping to ensure the quality of the degree program.

C. College Convocation Committee

The members of the Convocation Committee include the Dean, the executive assistant to the Dean, one or more Tenure-line or career-line faculty, one or more additional staff members, and one student appointed by the Dean. The chair of the committee will be the Dean's assistant or designee. The chair of the committee shall have the responsibility for calling meetings, making assignments, and following through on details regard convocation exercises.

**IX. AMENDMENTS**

This charter may be amended by two-thirds majority vote of the Tenure-line faculty of the College. Voting for such ratification may be conducted by written ballot, electronic mail, web site, or any similar method, and shall be supervised by the Secretary. The voting period shall be long enough for a discussion of the matter and to allow all voting faculty to participate. All such amendments must be reported to the entire College faculty and at least one week's notice shall be given for the collection of ballots. Pursuant to Policy [6-003](#), the revised charter is subject to the final approval of the Academic Senate Executive Committee.