

## **College of Health College Council Charter**

College of Health College Council Approval: March 23, 2023

Academic Senate Executive Committee Approval: June 12, 2023

Academic Senate Information Calendar: August 28, 2023

### **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](#)).

### **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](#) , Tenure-line includes tenured and tenure-line faculty, and Career-line includes Clinical, Lecturer, and Research faculty. As required by Policy [6-300](#), a majority of the voting members of the College Council shall be Tenure-line faculty. 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 randomly select a sufficient number of departments that elected career-line representatives to conduct revised elections to produce a number of Tenure-line members sufficient to restore the required majority.

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

**Faculty:** Each department shall elect one faculty 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 or designee 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 College Council's last meeting of the academic year, from a pool of students nominated by Department Chairs, 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 as described above. A temporary chair will be appointed by the current Chair in the event of an 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, they will designate an alternate from their area of representation.

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.

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.

#### **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, 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](#). Student representatives are eligible for membership on committees as specified by University and College policy.

The ex-officio member of each committee is responsible for confirming committee membership for the upcoming academic year, and will provide a final list of the committee members to the College Council Chair by the end of the Spring semester of the current academic year. Membership changes that occur throughout the year must be updated accordingly with the College Council.

## **Section C: Standing Committees**

### **ACADEMIC APPEALS COMMITTEE**

This Committee **is established in compliance with University Policy.**

**Membership:** Members of the Academic Appeals Committee are governed by University Policy.

**Chair:** The Dean of the College of Health will appoint a Chair for a three-year term for no more than two consecutive terms. The Chair must be a tenured faculty member with a minimum of two years at the University of Utah. A temporary chair will be appointed by the Dean in the event of their absence for a meeting.

**Functions:** To consider and respond to student appeals of academic actions taken by faculty members in the College of Health according to University Policy.

**Voting:** The Committee must have a quorum to hold a hearing. A quorum consists of three members, including at least one student and the faculty member from outside the College. If the Committee requires more than one session to complete its work, the same three Committee members must be present for all sessions.

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

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

**Membership:** The Committee shall consist of one member from each department, each of whom shall be tenured faculty as defined in University Policy 6-303. Committee members shall be appointed by the Chair of the Department that they represent. The Dean of the College of Health will appoint a non-voting, ex-officio member from the College office. 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 representative's

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.

Per University Policy 6-303, Deans and Department Chairs may not serve as voting members on the CAC. If necessary, Associate Deans may serve as voting members, notably when a small academic unit requires this representation.

**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 from the other members of the CAC by the Chair in the event of their absence.

**Functions:** To suggest, debate, review and enact College policies governing college-level *procedures* for cases of retention, at the discretion of the Dean, unless non-retention is recommended by a prior level of review, promotion, and tenure. The decisions of this Committee shall, with the approval of the College Council, be College policy on these procedural matters.

To make recommendations in individual cases of retention, as appropriate, 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](#).)

**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 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 recommending retention, promotion and/or tenure for that candidate at the College level; votes from these individuals shall be reflected as technical abstentions. 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.

**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 tenured faculty with the rank of 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 Professors, do not participate in discussions of and are not eligible to vote upon candidates being considered for promotion to Professor.

## **CURRICULUM COMMITTEE**

This Committee is established in compliance with University Regulations.

**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 Department Chairs. In addition, the committee will include directors from Exercise and Sport Science Fitness and U-EXPLORE to serve as nonvoting members to represent their unique nonmajor programs. The Dean's Designee (one non-voting, ex officio member from the Dean's staff) will be appointed at the Dean's discretion. 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 the 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 their 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 full-time (.75 FTE or greater) Staff, Tenure-line or Career-line faculty. Each department Chair shall appoint one voting member to the Committee. The Associate Dean for EDI will represent the Dean's office as an ex officio non-voting member. Faculty and Staff committee members will serve a three-year term with eligibility for re-appointment for an additional three years. Whenever possible, membership

shall be arranged so that the term of office expires for 30-50% of the committee members each year. One graduate and one undergraduate student representative will be voting members. The student members shall be elected by the Diversity and Inclusion Committee members to one-year terms from a list of nominees provided by the respective departments. Additional students serving on the Committee will be non-voting members.

**Chairs:** The Diversity and Inclusion Committee as a whole shall elect Co-Chairs (one faculty and one staff member) for a three-year term for no more than two consecutive terms. New co-chair membership should be arranged so that there is always at least one returning Co-Chair. Each Co-Chair must be a full-time (.75 FTE or greater) staff, tenure-line or career-line faculty member with prior membership on the Diversity and Inclusion Committee. In the event of a required absence, the Co-Chair will temporarily assume all Chair responsibilities until the absent Co-Chair is able to return.

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

## **INTERPROFESSIONAL EDUCATION (IPE) COMMITTEE**

**Membership:** Members of the IPE Committee shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty. Each Department Chair shall appoint one voting member for each professional program in the College. The Associate Dean for Clinical Affairs will serve as an ex officio, non-voting member. All IPE 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. A student member shall be elected by the IPE Committee members to a one-year term from a list of nominees (one per professional program) provided by the respective Department Chairs.

**Chair:** The IPE 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 IPE Committee. A temporary chair will be appointed by the Chair in the event of their absence. The IPE Committee chair will represent the College of Health on the Utah Health IPE Executive Committee.

**Functions:** To explore, coordinate, and maximize opportunities for interprofessional education experiences for graduate and undergraduate students within the College of Health. This includes experiences between Departments within the College of Health as well as with Schools,

Departments, and Divisions in Health Sciences and entities on main campus.

**Voting:** The Chair of the IPE 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 IPE members. Upon request, any voting member of the IPE 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 IPE 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 their 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 reappointment 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 an 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.

#### **TEACHING AND LEARNING EXCELLENCE COMMITTEE**

**Membership:** Members of the Teaching and Learning Excellence 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 office, appointed by the Dean, will be a non-voting member. Committee members will serve a three-year term with eligibility for re-appointment. 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 Teaching and Learning Excellence 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 Teaching and Learning Excellence Committee. An acting chair will be appointed by the Chair in the event of their absence.

**Functions:** To increase College of Health instructor access to, and use of, best practices for teaching in higher education. To support faculty who are engaged in projects that enhance teaching and curricular innovation, and to evaluate nominations for and recognize awardees of College of Health teaching and mentoring awards. Lastly, the Teaching and Learning Excellence Committee suggests changes to policy as relates to teaching and for those engaged in teaching for the College.

**Voting:** The Chair of the Teaching and Learning Excellence Committee shall be non-voting with the exception of casting the deciding vote in the event of a tie. Only Teaching and Learning Excellence Committee members may present motions or resolutions requiring a vote. Upon request, any member of the Teaching and Learning Excellence 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 Teaching and Learning Excellence 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's Advisory 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](#)).