

Policy 2-33 Rev. 2  
Date: June 29, 2004

[Back to Index](#)

[Rev. 1](#)

Subject: **UNIVERSITY OF UTAH STAFF ADVISORY COUNCIL (UUSAC)**

**I. PURPOSE**

To establish a staff advisory council which may provide advice and counsel to the University of Utah Administration and Board of Trustees.

**II. REFERENCES**

[Policy and Procedures 2-0](#), Personnel Definitions

[Policy and Procedures 2-1](#), Employee Relations and Organizations

[Policy and Procedures 2-6](#), Equal Opportunity and Nondiscrimination Employment

[Policy and Procedures 9-3](#), Faculty Regulations - Chapter III, The Academic Senate

State Board of Regents Policy R223, Faculty and Staff Participation in Board of Trustees Meetings

**III. DEFINITIONS**

A. Relevant personnel definitions are contained in Policy and Procedures 2-0.

**IV. STAFF ADVISORY COUNCIL**

- A. Function - The University of Utah Staff Advisory Council (UUSAC) is established to provide a forum for University staff members to express their concerns, recommendations, and advice regarding wages and salaries, employee benefits, working conditions, and other matters which may affect them in their capacity as employees to the university administration and the Board of Trustees. UUSAC shall schedule and conduct its meetings and activities in a manner that will allow free debate and discussion of issues and encourage input by all staff employees. UUSAC shall determine which matters shall be brought to the attention of the university administration and Board of Trustees through this process.
- B. Eligibility - Any permanent staff member who has successfully completed the probationary period of employment is eligible to serve on UUSAC.
- C. Representation and Size - In general, the council shall be proportionally representative of the types of staff employed by the University and the types of organizations in which these staff members work. Annually, an analysis of the numbers of staff by type and organization and other related demographics shall be prepared by the Human Resources Department to provide current data for use as a guide in the selection of UUSAC members. The council shall consist of 24 members, not including ex officio members. There shall be no more than one UUSAC member from any department.

D. UUSAC Executive Board

Comprised of the President, President-elect and Secretary-treasurer.

E. Selection Procedures - Selection of UUSAC members shall be made as follows:

1. UUSAC Selection Committee - Annually, the UUSAC Executive Board shall nominate to the President ten eligible staff members to serve on the UUSAC Selection Committee. From the ten nominations, the President shall appoint seven persons to serve on the committee.
  - a. The UUSAC President-Elect shall serve as chairperson of the selection committee.
2. University of Utah Staff Advisory Council (UUSAC) - The UUSAC Selection Committee shall seek nominations to serve as members of UUSAC. After evaluating the nominees and applicants, the UUSAC Selection Committee shall submit to the President a slate of eligible and recommended nominees equal in number to two times the number of vacant positions.
3. The President shall appoint, from the slate of nominees described above, persons to fill vacant positions on UUSAC. The remaining nominees will serve as alternates. The President shall select replacement appointments from the alternates if an appointee declines to serve, resigns from UUSAC or terminates University employment.
  - a. The President shall strive to provide balance on UUSAC based on University demographics.
4. Staff appointed to the council shall notify their supervisor of the appointment. The supervisor may not deny any eligible employee the opportunity to serve and shall take no action hindering such service. Employees shall be granted release time to serve on UUSAC.

F. Term of Service - Term of service on UUSAC shall be three years with one third of the membership appointed each year. No member may serve for more than two consecutive terms. If the President-Elect is voted into office during his/her second year on the council, the President-Elect shall be granted an extension of one year to fulfill that term of office. All new appointments shall be for a three year term. If members leave the council prior to the end of their term of appointment, the President should appoint a new member to complete the unexpired term from the list of alternates, striving to maintain proportional representatives of staff demographics. When vacancies occur, the new individual selected by the President should ordinarily come from the same organization and staff classification categories as the individual to be replaced.

G. Participation in Board of Trustees Meetings - The UUSAC President and members may attend Board of Trustees meetings and shall be afforded the opportunity to address the Board. Minutes of the Board of Trustees meetings shall be provided to the UUSAC President on a timely basis.

H. Leadership Selection - The UUSAC President and President-Elect shall be elected by the members of UUSAC on the basis of majority vote. Both the UUSAC President and the President-Elect shall have at least one year of service on UUSAC prior to serving in these elected positions.

The UUSAC President and President-Elect shall be elected for a period of not to exceed

one year in each position.

- I. UUSAC Support - Primary staff support of the council shall be provided by the office of the Human Resources Vice President.

The Vice President for Human Resource and the Director of Equal Employment Opportunity and Affirmative Action, shall be ex officio members of the council but shall not be entitled to vote on issues considered by the council.

- J. Meeting Frequency - The UUSAC shall meet monthly. Additional meetings may be called by the UUSAC President as needed.

Approved: Approved: Board of Trustees 7/13/98

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