

Policy 6-001: Academic Units and Academic Governance - Roles of Faculties, Committees, Councils, and Academic Senate. Revision 19. Effective date July 1, 2017

I. Purpose and Scope

This Policy describes the types of academic units through which the academic missions of the University are carried out by its faculty and supporting personnel, prescribes processes and criteria for initially establishing, periodically reviewing and discontinuing such academic units, describes the faculties of the academic units and of the University as a whole, acknowledges the authority of the faculty for academic decision-making, describes procedures for meetings of the University faculty as a plenary body, establishes and describes a system of academic decision-making structures including various committees, the College Councils, and the Undergraduate Council and Graduate Council, and describes the general authority and responsibilities of the Academic Senate.

This Policy applies to all of the University's faculty members, all of its academic units, and all of its academic administration officers.

For related information, refer to Policy 6-300, which describes the various categories and ranks of members of the faculty, including general voting rights for academic decision-making. Policy 2-005 establishes general duties of the officers assigned to administer the various types of academic units. Policy 6-002 governs the membership and procedures of the Academic Senate, and the membership and functions of the Senate Committees.

II. Definitions

Credentialed Academic Program. As defined for purposes of this Policy and Policy 6-500 (Curriculum Management and Administration)---each Degree, Major, Minor, Certificate, or Emphasis is considered to be a Credentialed Academic Program.

Course-offering unit—for purposes of this Policy is as defined in [Policy 6-100-II](#), (Instruction and Evaluation), "an academic unit authorized to offer credit-bearing courses and bearing primary responsibility for the content, instruction and evaluation of such courses."

Faculty-appointing unit—is an academic unit authorized by the cognizant vice president to make appointments of faculty members. Such authorization may be for limited authority allowing only for appointments of faculty members in certain specified categories, or full authority, allowing for appointments of faculty members in all categories. The applicable categories of appointments of faculty, as more fully described in [Policy 6-300](#), are tenure-line (tenure-track and tenured), career-line (Clinical, Lecturer, Research), and adjunct and visiting faculty positions. The authorization of a unit to make any appointment to a tenure-line faculty position includes authorization for establishing tenure for that position within that unit (See [Policy 6-301](#), [6-311](#)). Any unit with either limited or full faculty-appointing authorization is also authorized to hire individuals in non-faculty academic personnel positions (which positions are described in [Policy 6-309](#)).

III. Policy

A. Academic Units and Academic Organizational Structure Generally

1. Overview: Types of Academic Units.

- a. As further described below, academic activities furthering the academic missions of the University are carried out primarily by the members of the University *faculty*, supported and assisted in various ways by non-faculty academic personnel, students, and staff employees, working cooperatively within "*shared-governance*" academic decision-making structures. The work of the faculty, and those assisting and supporting the faculty, is organized through various *academic units*, each administered by an *administrative officer* of the University, reporting respectively to a cognizant vice president and ultimately the President of the University.

This Part III-A-1 serves as a *descriptive* overview of the various types of academic units and the roles of the faculty and administrative heads of such units, within the University's overall academic organizational structure. Parts III-A-2 through 3, below, govern the processes for *establishing, modifying, and periodically reviewing* performance of such units. The responsibilities of the administrative heads of such units, as officers of the University (college deans, department chairpersons, and others), and the processes for periodic reviews of their performance, are governed by [Policy 2-005](#).

- b. Academic Departments and Free-Standing Divisions, Colleges (and schools).
 - i. The *academic department* is the standard academic unit of the University and is the most common unit of instruction. A department generally offers both undergraduate and graduate degrees. All academic departments (including those which are structured as single-department academic colleges) are authorized as *course-offering units*, authorized as *faculty-appointing* units with *full authority* for appointments of faculty in all categories, and authorized to conduct academic research activities.

The administrative head of a department has the title of chairperson; the chairperson reports to the dean of the college to which the department belongs.

Academic units which have the authority of an academic department but are given the title of "Schools" are for all purposes treated as academic departments. Such a school is generally a large unit of instruction and should incorporate multiple areas of specialization that are reflected in the degrees offered. A school often includes interdisciplinary cooperative efforts. A school generally offers both undergraduate and graduate degrees. The administrative head of a

school usually has the title of director, but the administrative level is equal to that of a department chairperson. The director reports to the dean of the college to which the school belongs.

Free-standing divisions are also recognized as academic course-offering units and faculty-appointing units and, are governed by policies on departments unless otherwise specified. A free-standing division is generally the smallest of these academic units in terms of the number of full-time equivalent tenure-line faculty positions. Such divisions may offer undergraduate and graduate degrees. The degree of budget autonomy for a division is decided by the college to which the division belongs. The administrative head of a free-standing division has the title of division chairperson; the chairperson reports to the dean of the college to which the division belongs.

The designation of an academic unit as a department, school, or free-standing divisions is influenced by the mission of the unit, the relationship of the unit to the parent college, and disciplinary traditions across the country. For purposes of administration, departments, schools, and free-standing divisions are assigned to a parent academic college.

The processes for initially establishing, periodically reviewing, and when appropriate discontinuing an academic department (or equivalent unit) are governed by Part III-A-2 through-3 below.

Internal subdivisions, which are *not free-standing*, may also be established, typically within an academic department (including within a "single-department college" described below). They may serve various purposes, including conducting academic research, but they are not authorized as faculty-appointing units, and ordinarily will not be authorized as course-offering units. The administrative head of such an internal division most commonly has the title of director, but may be

given the title of chairperson, or chief, as determined appropriate by the cognizant vice president.

- ii. An *academic college* is usually an administrative organization of related department-level units (free-standing divisions, departments, and schools) and those encompassing two or more such department-level units are known as "*multi-department colleges*." Some academic colleges are structured such that they have no formal internal departmental-level academic subdivisions and these are known as "*single-department colleges*," with the scope of the single-department and the college being coextensive. These currently consist of: Law, Nursing, Dentistry, and Social Work. The administrative head of an academic college has the title of academic dean, and the head of a single-department college has both the responsibilities of a dean and those typical of a department chairperson (as stated in Policy [2-005-III-A-5-f](#)) (e.g. roles in faculty appointments and faculty review processes, per Policies [6-302](#), [6-303](#), [6-310](#)). Each dean of an academic college reports to the *cognizant vice president* (either the senior vice president for Academic Affairs or senior vice president for Health Sciences).

The processes for initially establishing, periodically reviewing, and when appropriate discontinuing an academic college are governed by Part III-A-2 through -3 below.

The University, for historical and other reasons, includes the following units named "schools" that for all purposes function as academic *colleges* and are headed by academic deans: The School for Cultural and Social Transformation, The School of Dentistry, The School of Medicine, and The David Eccles School of Business.

There are currently seventeen academic colleges: Architecture and Planning, Business, Cultural and Social Transformation, Dentistry, Education, Engineering, Fine Arts, Health, Humanities, Law, Medicine,

Mines and Earth Sciences, Nursing, Pharmacy, Science, Social and Behavioral Science, and Social Work.

- iii. For historical and other reasons, in some instances, as authorized by the cognizant vice president, the name "college" is used to refer to a unit of the University which is not an academic college and does not have the full authority of an academic college. These currently include the "Honors College" (an interdisciplinary teaching program further described below), and the "University College" (with student advising and related responsibilities described in [Policy 6-101](#)).

In some instances, as authorized by the cognizant vice president, the title of "dean" is used for an administrative position which is not the head of an academic college (e.g., Dean of the Graduate School, Dean of Students).

And the University includes numerous *administrative* units with the name "department" or "division" or "program" which have neither course-offering or any faculty-appointing authority.

- c. Interdisciplinary Academic Programs (of limited authority).

In specific circumstances in which academic activities to be conducted are of an interdisciplinary character such that they cannot be effectively conducted either entirely within the ordinary structure of a single academic department (or equivalent unit) within an academic college, or entirely through cooperative arrangements among academic departments or colleges, a special *interdisciplinary academic program* may be established for that purpose, with the following limited authority.

Such units ordinarily may conduct academic research. As determined appropriate by the cognizant vice president, and subject to the establishment, modification, and periodic review procedures described below, such a program may be authorized as a *course-offering unit*, and

if so authorized, the program may hire and assign non-faculty academic personnel (see [Policy 6-309](#)) to teach such courses.

Such units are *not fully-authorized* faculty appointing units. Under the terms of a specific formal agreement made between the program and another cooperating academic unit which has faculty appointing authority (ordinarily an academic department) and approved by the cognizant vice president, such a program may be granted limited authority to participate in a "*shared-appointment*" agreement, through which some portion of the work (described in the agreement as a percentage of full-time equivalent) of a faculty member whose formal faculty appointment is in that cooperating academic unit, is shared with the academic program. (This differs from a "*joint appointment*" status in which a faculty member has two separate appointments made directly in each of two fully authorized faculty-appointing units, per [Policy 6-319](#)).

Such a course-offering program may also be given *limited* authority to make direct appointments of instructional faculty (ordinarily in the Lecturer career-line category only) directly within the program, if approved as a Qualified Interdisciplinary Teaching Program (through the process governed by University [Rule 6-310](#), which requires case-by-case approval of such Qualified status by the Academic Senate and cognizant vice president).

The names of and administrative reporting structures for such interdisciplinary programs, may vary, as appropriate for their interdisciplinary character and selected functions. They are ordinarily called "program," but some are given other names. The administrative head ordinarily has the title of director, but other titles may be used. They may be assigned to report directly to an academic dean or directly to an associate vice president (who for purposes related to the

program's offering of courses takes on some functions of a dean), and ultimately to the cognizant vice president.

The processes for initially establishing, periodically reviewing, and when appropriate discontinuing an interdisciplinary academic program are governed by Part III-A-2 through-3 below.

Currently the interdisciplinary academic programs which have been authorized as *course-offering* units are: The Entertainment and Arts and Engineering Program, The Environmental and Sustainability Studies Program, The Honors College, The LEAP Program, and the Middle East Center . Those which have also been granted limited faculty appointing authority under the terms of University [Rule 6-310](#) are listed within that Rule.

- d. The University of Utah Libraries. The University of Utah Libraries consist of the following units, each headed by its director (or equivalent position): (i) the Marriott Library and its branches reporting directly to the senior vice president for academic affairs, (ii) the Eccles Health Science Library reporting directly to the senior vice president for health sciences and, (iii) the S. J. Quinney Law Library in the college of law reporting directly to the dean of the college of law and ultimately to the senior vice president for academic affairs. Pursuant to this reporting structure, the libraries are administratively independent of one another, but participate in cooperative activities, including participating in and being advised by the Senate Advisory Committee on Library Policy (as described in [Policy 6-002](#)).

The libraries are not *ordinarily* authorized as course-offering units.

Each library is a fully authorized faculty-appointing unit, for appointing to positions within the categories of faculty of the libraries as are described in [Policy 6-300](#).

Further information regarding the structure and functions of the libraries is provided in [Policy 6-015](#)—The University of Utah Libraries.

- e. Other Academic Units (Centers, Institutes, and Bureaus).
 - i. In addition to the academic departments (the primary type of unit, authorized to conduct all types of academic activities), the interdisciplinary academic programs, and the libraries, as are described here in Part III-A, the University authorizes certain types of academic activities to be conducted through other types of units, ordinarily including academic *centers*, academic *institutes*, and academic *bureaus* (hereafter "C/I/B").
 - ii. These academic C/I/B types of units typically are authorized by the cognizant vice president to conduct academic research activities. They are not authorized faculty appointing units, as they do not have authority to directly appoint any faculty of any category, but through specific formal agreements approved by the cognizant vice president may be authorized to engage in "*shared-appointment*" arrangements sharing the work of faculty members whose appointments are made directly in a cooperating academic unit (similar to the arrangements described above for interdisciplinary programs). Any direct faculty appointing authority may only be extended to such a C/I/B unit through the process of approval of the unit as a Qualified Interdisciplinary Teaching Program per [Rule 6-310](#).

These C/I/B types of units are ordinarily not authorized as course-offering units, and ordinarily they participate in course activities only through an arrangement in which a course with which the unit has some association is formally offered through and administered by an academic department (or other authorized course-offering unit). Such a C/I/B unit may only gain authorization to directly offer credit-bearing courses by obtaining status as an approved interdisciplinary academic

program of the type described in Part III-A-1-c above, which includes obtaining approval as a course-offering unit through the process described in Part III-A-2 below.

- iii. Further information regarding C/I/B units. [**Reserved**]

[**User note:** as of 2014, a project is underway to clarify and improve the University's regulations and processes regarding C/I/B types of units. A task force is examining existing regulations and systems for establishing, periodically reviewing, and discontinuing these types of units. It is anticipated that one product of the project will be further details to be added here to this Part III-A-1-e as well as adding content to A-2 below, to be accomplished by another formal revision of Policy 6-001. For further information, contact the VP Office for Faculty and/or the Graduate School.]

- f. Updating Lists and Names of Units.

The lists and specific names of existing academic units and titles of administrative positions in current usage appearing above in Parts III-A-1 of this Policy may be updated whenever needed by authorization of the cognizant vice president presented to the Chairperson of the Institutional Policy Committee.

2. Creation, Review, and Discontinuance of Academic Units

- a. Proposals to create, modify, or delete academic units are considered first by the Graduate Council, then by the Academic Senate, then by the Board of Trustees.
- b. Further information regarding creation, significant modification, review, and discontinuance of academic units.
 - i. Procedures for creation, significant modification, review, and discontinuance of academic units. [work in progress]

- ii. Principles for initial establishment and subsequent review of academic units with curricular responsibilities.
 1. Curricula Management Process and Plan. An academic unit which has primary curricular responsibility for any Credentialed Academic Program (as defined above—degree, major, minor, emphasis, certificate or other such program of study), or is a course-offering unit of any credit-bearing course, shall have a *curricula management process* for developing, periodically assessing, and modifying the curricula over which that unit has primary responsibility. The process shall be appropriate for the type of curricular responsibilities of the unit, and shall be described in a written *curricula management plan* of the unit.
 2. For new academic units, the curricula management plan shall be included with the proposal for initial establishment of the unit. For existing units, the plan shall be submitted at or before the time of the University's next Seven Year Academic Unit Review of that unit. These plans will be reviewed as part of the University's Seven Year Academic Unit Reviews of academic units, and should also be reviewed whenever a unit undergoes extensive organizational changes significantly affecting the unit's curricula management responsibilities.
 3. The curricula management process, described in the written plan, shall include (i) an internal curricular decision-making process, and (ii) a schedule and procedures for conducting periodic curricula reviews (specifically including program learning outcome assessment). These shall serve the University's fundamental commitment to excellence in its teaching mission through continual reevaluation and improvement of curricula.

(a) The unit shall have an internal consultation and decision-making process which places primary responsibility for curricula management decisions with a body comprised mainly of voting-qualified members of the faculty of the unit, and also provides for oversight by another body comprised mainly of voting-qualified faculty members. Consultation with student representatives is encouraged. For example, in a typical structure of an academic department within a multi-department academic college, the process will include formal approval by the voting-qualified faculty of the department (possibly assisted by a designated departmental curricula committee), and consultation or formal approval by a body representative of the college faculty (either the full college council, or a curricula committee of the council).

For any curriculum which is interdisciplinary in nature such that the curriculum management responsibilities are shared by two or more academic units, the process shall include means of formal oversight by representatives of the faculty of all units which share in those curriculum management responsibilities.

(b) The curricula management plan shall include a schedule of procedures for periodically reexamining all curricula over which the unit has primary responsibility.

(i) The schedule shall provide for (i) a thorough review of every credentialed academic program (degree, major, minor, emphasis, certificate, or other such academic program of study), on a review cycle of no more than seven years, and (ii) two interim summary program learning outcome assessment reports within the seven-year cycle (ordinarily in the 3rd and 5th years). This is to ensure that at least one such

thorough curriculum review will have been completed at the time the University conducts each Seven-Year Academic Unit Review of the unit, and that summary reviews addressing learning outcomes will be performed in the interim. The written plan shall describe the roles of any committees and administrative positions responsible for carrying out the scheduled reviews. The University Administration shall designate and adequately support a resource office (Learning Outcome Assessment) to coordinate and provide guidance for such reviews, and to receive review reports.

- (ii) Seven-year thorough review. The procedures for the seven-year-cycle thorough reviews for each such program of study shall at minimum include: identification of the program expected learning outcomes; and development and implementation of methods for assessing effectiveness in achieving those expected learning outcomes and preparation of a curricula review report.

The unit shall submit a thorough curricula review report which shall include, for each credentialed academic program: (i) description of the credentialed program of study; (ii) description of the learning outcomes assessment methods and results; (iii) description of the number of students participating in the program of study year-by-year; (iv) consideration of the role of the particular credentialed program of study in the larger context of curricula offerings of the unit's parent college, and of the University as a whole; and (v) description of any changes for the program of study made or being contemplated. It shall also describe any changes of the unit's internal consultation and decision-

making process for curricula management decisions. The designated University resource office (Learning Outcome Assessment) shall provide a sample report form and other appropriate guidance to assist units preparing their curricula review reports.

The thorough review report shall be approved by the voting-qualified faculty of the unit, presented to the dean of the college and the college council (or delegated committee), and submitted to the designated University resource office (Learning Outcome Assessment). A copy shall be included in materials proved for the University's Seven-Year Academic Unit Review of the academic unit.

- (iii) Interim Program Learning Outcome Assessment report. The Procedures for interim summary learning outcome assessment reports (ordinarily 3rd and 5th years) shall include conducting learning outcomes assessment for each credentialed program of study, analyzing the results, and considering any needed curricular changes.

The unit shall prepare a summary report describing, for each credentialed program of study, the learning outcomes assessment conducted and the results; and describing any substantial changes made subsequent to the most recent thorough or summary review regarding the program of study, or the expected learning outcomes or methods of assessment. The interim report shall be submitted to the designated University resource office (Learning Outcome Assessment), and copies presented to the voting-qualified faculty of the unit, the dean, and the college council (or delegated committee of the council).

- (iv) Any changes to the credentialed program of study following either a thorough or a summary review shall be processed through the University's usual approval procedures as appropriate for the nature and extent of the changes. [See Policy 6-500 Curriculum Administration/Management.]
- (c) It is fundamental principle that the review and reporting process is intended to assist units in ensuring the high quality of the University's curricular offerings, and to avoid imposing undue burdens of work which do not substantially contribute to academic quality. Reports from reviews of more than one credentialed academic program may be combined in a single document when convenient. Units which periodically undergo reviews of curricula by external accrediting bodies are encouraged to coordinate the University's curricula review process with those external reviews for maximum efficiency in use of University resources. The University Administration, in consultation with the Graduate and Undergraduate Councils, will provide technical assistance and guidance for units for developing and implementing curricula management plans, conducting and reporting on periodic curricula reviews generally, and in particular for identifying expected learning outcomes, and developing and implementing methods for assessing effectiveness in achieving expected learning outcomes. The Administration shall designate officers responsible for providing such technical assistance and guidance.

{Drafting Natae: New Policy 6-500 is being developed at the same time work is underway on this Policy 6-001 revision, and is expected to be brought up for approval soon after approval of 6-001. It will include a detailed description of the processes for

approvals of new or modified curriculum. For further information contact the Office of Curriculum Administration.}

B. Faculties of the University -- Composition and Authority

1. Composition of Faculties

- a. To carry out their individual and collective responsibilities as the primary academic workforce of the University, the individuals holding faculty appointments (as defined in [Policy 6-300](#)) within the University are organized into various *faculties* (groups). For faculty members appointed to academic departments, each individual is at minimum a member of (a) the faculty of the academic department in which his/her primary faculty appointment is made, (b) the faculty of the college in which the department is situated, and (c) the faculty of the University overall. For faculty members appointed to one of the libraries, each individual is a member of the particular library faculty, and the faculty of the University. For faculty members appointed directly in one of the interdisciplinary academic programs (see Part III-A-1-c above), each individual is a member of the faculty of that program, and the faculty of the University. When an individual holds two *joint* appointments to two academic departments ([Policy 6-319](#)), or a *shared* appointment to a department and an interdisciplinary program, or a center, institute, or bureau (Part III-A-1-c, and-e above), or both a primary appointment in one unit and any *adjunct* appointment in any other faculty-appointing unit, the individual is a member of the faculties of those multiple units.
- b. Within each of the faculties of which they are a member, each individual has the responsibilities and rights of a faculty member, as described in the Code of Faculty Rights and Responsibilities—[Policy 6-316](#), and the voting rights for each category of faculty are as provided in Policy 6-300-III supplemented by the Statement applicable for career-line faculty of a particular academic unit pursuant to [Policy 6-310](#). (And see [Policy 6-010-](#)

III, regarding academic grievances related to duties and rights for participation by faculty members in departmental, collegial and University governance.)

2. Faculties of Academic Departments, Academic Colleges, University Libraries, and other Academic Units.
 - a. Department (and similar unit) faculties. For each authorized faculty-appointing unit, or appointment-sharing unit (academic department/freestanding division, academic library, interdisciplinary academic program, or center/ institute/ or bureau), the individuals with direct and/or shared faculty appointments in that unit collectively constitute the faculty of that unit.
 - b. College faculties. An academic college faculty shall consist of the dean of the college and such members of departments and freestanding divisions, and any other academic units within the college pursuing research or offering a major, a teaching major, or prescribed work in the college as are eligible to membership in the University faculty (as defined in [Policy 6-300](#)). The University President shall be a nonvoting ex officio member of all college faculties. If a department (or other academic unit) serves more than one college, the department chairperson may designate a member to represent the department at meetings of the faculties of colleges other than that to which the department is assigned for administrative purposes without abrogating the right of other members of the department to participate and vote in the meetings of such faculties.
 - c. Faculty governance-equivalent committees for non-appointing units. For academic units which do not directly appoint faculty, but through which substantial academic activities are carried out by affiliated faculty members (e.g., centers, institutes, bureaus, and other programs), special-purpose academic governance committees are established and assigned responsibilities approximating as nearly as practically possible the roles of

faculties in governance of academic departments and colleges (e.g., decision-making power on curricular matters, in keeping with the principles in Part III-B-3 below). Such committees are comprised with a majority of voting-qualified members of the University faculty.

3. Authority of the Faculties, and Procedures for Actions of the University Faculty as a Whole (Plenary).

a. Authority of Faculties of Academic Departments, Colleges, and other Academic Units.

The faculty of each academic department, academic college, or other academic unit, shall have, subject to the approval of the Academic Senate and appeal to the University faculty, jurisdiction over all questions of educational policy affecting that academic unit, including requirements for entrance, graduation, and major, and prescribed subjects of study.

Majors shall be authorized by the college faculty concerned, but the content of the major shall be determined by the department or departments in which it is given. Majors and their content shall be subject to the review of the Academic Senate in accord with Part III-D of this Policy.

A statement of the action taken upon educational policy by any academic unit faculty shall be presented at the next regular meeting of the Academic Senate for consideration and action thereon.

b. Authority of the University Faculty

The University faculty shall have authority, subject to the approval of the Board of Trustees, to legislate on matters of educational policy, to enact such rules and regulations as it may deem desirable to promote or enforce such policies, and to decide upon curricula and new courses of study involving relations between colleges or departments. The faculty

has a right to a meaningful role in the governance of the University including primary responsibility for course content and materials, degree requirements and curriculum; it has a right to participate in decisions relating to the general academic operations of the university including budget decisions and administrative appointments.

"Substantial alterations in the scope of existing institutional operations... the establishment of a branch, extension center, college, professional school, division, institute, department or a new program in instruction, research, or public services, or a new degree, diploma, or certificate," shall not be made without prior approval of the State Board of Regents. [Utah Code Ann. 53B-16-102](#) (2009).

The legislative power of the University faculty collectively will normally be exercised by the faculty through their representatives in the Academic Senate and the college and Graduate and Undergraduate councils, except that the members of the University faculty with voting rights (determined as described in [Policy 6-300-III](#), including majority role of the tenure-line faculty) shall have the appellate power to review all actions affecting educational policy including legislation enacted by the Academic Senate, whenever an appeal is made from the Senate to the faculty as hereinafter provided.

The authority of the faculty and of the Academic Senate is based on state law, the regulations of the State Board of Regents, and regulations promulgated by the university president and approved by the Board of Trustees. Whatever in this document is in conflict with these is of no effect. [Utah Code Ann. 53B-1-101](#) et seq. (2011).

In all matters, except those granted to the Academic Senate, the faculty shall have original jurisdiction. Whenever the faculty is acting within its province as here designated, its actions shall be effective without approval unless they involve an increase in the expense of instruction or

administration. Whenever such an increase is involved, whether by action of the University faculty, the Academic Senate, or a college faculty, the University president shall report the action to the Board of Trustees with the University president's recommendations.

c. Members and Officers of the University Faculty

The University faculty shall consist of the University President, vice presidents, deans, directors of libraries, and the categories of faculty described in [Policy 6-300](#).

The President of the University is the chairperson of the faculty. In the University President's absence, the vice president for academic affairs shall preside. The faculty shall have a secretary, who need not be a member of the faculty, appointed by the president at the beginning of each autumn semester for the academic year. The secretary shall be an ex officio member of the Academic Senate. The secretary shall record all action of the faculty and the Academic Senate and preserve all records in a form convenient for reference.

d. University Faculty Meetings Procedures

Regular quarterly meetings may be held at a time decided upon by the faculty. Special meetings of the faculty may be held at any time and may be called by the University President or the Academic Senate. Special meetings for the consideration of specified agenda shall also be called by the University President on the written petition of at least five percent of the voting faculty. The vice president for academic affairs shall announce the number of total voting faculty at the beginning of each academic year. To insure a wide distribution of faculty sentiment, not more than one-half of the signatures presented on such a petition shall be counted from any college. No action pertaining to any department shall be considered at a

special meeting unless the chairperson of the department has been duly notified.

Any number over ten percent of the voting faculty shall constitute a forum for discussion, but no vote shall be binding with less than fifty percent of the tenure-line voting faculty in attendance and with the support of less than a majority of those tenure-line faculty in attendance (in keeping with the "primary role" principle of [Policy 6-300-III-B-2](#)).

Nonfaculty members of the Academic Senate shall have the right to attend all meetings of the faculty. On the invitation of the University President, persons holding teaching and research positions not defined in [\[Policy 6-300\]](#) as members of the faculty may attend meetings of the faculty and may participate in the discussion of any or all questions. Nonmembers of the voting faculty, as this is described in [\[Policy 6-300\]](#), may neither vote nor introduce formal motions in faculty meetings.

Every member of the faculty shall have free and equal voice in its deliberations. Should the faculty be equally divided on any question, the University President shall have one vote in addition to one vote as a member of the faculty.

The agenda for special as well as general faculty meetings shall be announced to faculty members and all others authorized to attend or invited to the meeting at least one week in advance of the meeting. In case of emergency the University President may waive this time restriction.

University Faculty Meetings Order of Business

Roll call, when requested by the University President

Announcements and communications

Reports from the officers of administration, college and Graduate and Undergraduate councils, and committees

Unfinished business

New business

Adjournment

C. Academic Governance Committees and Councils

1. Committees and Councils of Academic Departments, Academic Colleges, University Libraries, other Academic Units.

a. Each academic department and other academic unit shall establish such committees as appropriate to carry out the academic functions of the unit and as required by pertinent University Regulations. For authorized course-offering units these may include curriculum oversight committees, and for faculty-appointing units these shall include faculty appointments committees (per [Policy 6-302](#)), and include faculty review committees (per [Policies 6-303](#) and [6-310](#)). Such committees shall be composed in keeping with the fundamental principle of the authority of the faculty of the unit over academic matters.

b. College Councils and Committees within Academic Colleges.

College councils. In accord with [[Policy 6-003](#)] college councils are created by the academic colleges of the University with compositions defined by the colleges involved and described in council charters, which compositions and charters are subject to the approval of the Senate Executive Committee and subsequently submitted for the Information of the Senate. College councils may include councils serving more than one college where appropriate. Such councils shall have decision-making authority, as stated in [[Policy 6-003](#)], subject to review by the Executive

Committee of the Academic Senate and subject to the power of the Academic Senate to legislate on matters of general University concern.

College committees. Academic colleges shall establish such standing committees as are appropriate to carry out the academic functions of the colleges and as required by Policy 6-003 and other pertinent University Regulations, and these standing committees shall be described in the charters of the councils.

- c. Committees within Other Academic Units (Interdisciplinary Academic Programs; Centers, Institutes and Bureaus).*[Reserved]*
2. Committees of the University--Composition and Authority.
 - a. University Committees (other than Committees of the Academic Senate).

The University President shall appoint, before the opening of the academic year, such standing committees as the work of the University may require. Special committees may be appointed at any time as the University President may deem wise, which shall report to the Academic Senate, or to the appropriate council, or to the University President the progress of their work and their recommendations.

The University President, or Administration will notify the Senate Personnel and Elections Committee (a standing committee of the Academic Senate) about the creation of any University-wide standing committees. Upon the creation or reorganizing of a University-wide standing committee, the Senate Personnel and Elections Committee will review the committee charter and membership requirements, and shall make any requested nominations, and subsequently shall make requested nominations for the replacement of members as needed. (See [Policy 6-002-III-D-1-c- "Functions of SPEC"](#)).

Committees of the faculty shall act only within the limits set for them.

The University President shall be an ex officio member of all committees of the faculty.

Faculty committees, other than Academic Senate committees, must report to the faculty the progress of their work and any action taken and shall act only within the limitations placed upon them.

b. Academic Senate Committees.

Standing and special committees of the Academic Senate are established under and governed by the terms of Policy 6-002.

3. Councils of the University—Graduate, Undergraduate, Academic Deans.

a. In addition to the system of college councils (Part III-C-1 above), there are three University-wide councils: The Graduate Council, the Undergraduate Council, and the Council of Academic Deans.

b. Graduate Council--Composition and Authority.

The Graduate Council is hereby established within the system of academic governance of the University. As more fully described in Policy 6-200, the Council supervises graduate study at the University, and reviews and evaluates proposals for new graduate degrees and certificates, or name changes or major revisions. However, the administration of professional degrees may be delegated by the Graduate Council to colleges or departments. The Council is responsible for the review and evaluation of all existing departments and programs that award graduate and undergraduate degrees and certificates. The *Undergraduate Council* participates with the Graduate Council in the review of undergraduate programs based in departments awarding graduate degrees. The Graduate Council also reviews and evaluates proposals for new academic administrative units (e.g., departments, divisions); centers, institutes and bureaus, and proposals for name

changes or major revisions of the preceding, through the processes described above in Part III-A-2 ("Creation, Review, and Discontinuance of Academic Units"). It assumes other responsibilities as established by University Regulations or Board of Regents Policy.

The Graduate Council members shall be appointed by the University President on recommendation of the dean of the Graduate School. Nominations of faculty members will be made by College Councils for communication by the college dean to the dean of the Graduate School. Nominations of student members will be made by the Associated Students of the University of Utah (ASUU) for communication by the ASUU president to the dean of the Graduate School. Faculty members on the Council shall represent all colleges offering degrees under the jurisdiction of the Graduate Council. Student membership shall be limited to three members, two graduate and one undergraduate, broadly representative of the colleges of the University.

The Graduate Council shall establish policies and procedures for the Graduate School, such policies and procedures being subject to review by the Academic Senate.

c. Undergraduate Council--Composition and Authority.

The Undergraduate Council is hereby established within the system of academic governance of the University. The Council consists of one *elected* faculty representative from each academic college offering undergraduate degrees and making a significant contribution to undergraduate education across the campus (currently including [listed here only for convenience and subject to change by authority of the cognizant vice president as needed without formal revision of this Policy] - Architecture and Planning, Business, Cultural and Social Transformation, Education, Engineering, Fine Arts, Health, Humanities, Mines & Earth Science, Nursing, Science, Social and Behavioral Science, and Social

Work), a second elected representative from three colleges (Humanities, Science, and Social and Behavioral Science), one elected representative from the University Libraries, one elected representative from the "Honors College interdisciplinary program," and an *appointed* representative of other interdisciplinary programs and three undergraduate students each representing a different college and recommended by ASUU, two of which shall come from the Student Senate. Elected members of the Undergraduate Council shall serve for three-year terms. Ex-officio non-voting members shall come from: Enrollment Management (Student Affairs), the Academic Outreach and Continuing Education, University College, the Graduate School, University Professor(s), and administrators in Undergraduate Studies; other ex officio non-voting members may be added as deemed necessary by the Associate Academic Vice President for Undergraduate Studies. The Associate Academic Vice President for Undergraduate Studies or a person so designated by that office shall chair the Council. The Council shall report directly to the office of the Senior Vice President for Academic Affairs through the Associate Academic Vice President for Academic Affairs, and the academic policies and procedures recommended by the Council shall be subject to approval through the regular governance process including the Academic Senate.

The Undergraduate Council is charged with the responsibility: (1) to coordinate and encourage the development of undergraduate studies across the University and (2) to oversee all University-wide undergraduate requirements. The Associate Academic Vice President for Undergraduate Studies and Council shall have the responsibility of establishing and maintaining General Education and Baccalaureate Degree requirements in accord with [Policy 6-101](#)--Undergraduate Study and Degrees, in cooperation with the academic departments and colleges. It shall be the responsibility of the Associate Academic Vice President for Undergraduate Studies to insure quality in the instruction and in the content of the courses meeting those requirements through

periodic review of curriculum. To facilitate such review, the Associate Academic Vice President for Undergraduate Studies will appoint representative faculty committees which will report to the Undergraduate Council for approval. The Council is responsible for reviewing and evaluating proposals for new undergraduate programs as well as proposed deletions of undergraduate programs and degrees by colleges and departments. It assumes other responsibilities as established by [Policy 6-101](#), and other pertinent University Regulations or Board of Regents policy. In addition, the Council is responsible for reviewing and evaluating all undergraduate degrees and programs that are not located in departments with graduate degrees. The Undergraduate Council also participates with the Graduate Council in the review and evaluation of undergraduate programs based in departments awarding graduate degrees (see Part III-C-3-b above, and [Policy 6-200-III-Section 1](#)).

- d. Council of Academic Deans. The Council of Academic Deans is established and governed by [Policy 2-004](#). Its composition and functions are as determined by the cognizant vice president. Duties of the deans as officers of the University are governed by [Policy 2-005](#).

D. Authority of The Academic Senate.

The Academic Senate ("Senate") is constituted as provided in and governed by [Policy 6-002](#).

The Senate shall have the power to act for the University faculty in all matters of educational policy, including requirements for admissions, degrees, diplomas, certificates, and curricular matters involving relations between colleges or departments. Within this province the action of the Senate shall be effective without approval, subject to the appellate power of the University faculty. Matters of educational policy coming before the Senate for action should, as a matter of course, be evaluated as to any additional expenses involved (e.g., library support costs for new programs) and proposed sources of revenue.

The Senate shall also have the following powers:

1. to receive and consider reports from all faculty committees, councils, departments, divisions, schools, colleges, faculties and libraries, and other academic units, and administrative officers, and to take appropriate action thereon within the scope of this authority;
2. to consider matters of professional interest and faculty welfare and make recommendations to the University President and other administrative officers concerned;
3. to propose to the Board of Trustees amendments or additions to the University Regulations for the government of the University (through the process and under the terms of authority described in [Policy 1-001](#) and [Rule 1-001](#)).

In accord with the faculty appointments procedures of [Policy 6-302](#) the University President shall inform the Senate of proposed appointments and promotions of faculty members and shall recommend these appointments and promotions to the Board of Trustees at its next meeting unless there is objection to any of these recommendations by a majority of the Senate quorum. Objections shall be referred to the Executive Committee of the Senate for investigation and the report of the Executive Committee shall be transmitted by the University President to the Board of Trustees.

Pursuant to [Policy 6-307](#), the University President shall also inform the Senate of all faculty resignations, any faculty member shall have the right to request the review of any resignation, and each request for such a review must be referred to the Senate Committee on Academic Freedom and Faculty Rights for proceedings as described in [[Policies 6-307](#) and [6-010](#)].

The University president may refer to the Senate any matter upon which the University president feels it would be useful to have the advice of that body. When such matters pertain to academic freedom or faculty rights, the Senate

shall refer them to the Senate Committee on Academic Freedom and Faculty Rights for study and report back to the Senate and University president. The University president may also appoint an ad hoc committee of faculty members and others when appropriate to advise the University president when a question arises concerning the competence or conduct of a staff or faculty member in a given department.

Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information - the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.

IV. Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Rules (reserved)
- B. Procedures (reserved)
- C. Guidelines (reserved)
- D. Forms (reserved)
- E. Other related resource materials

V. References

[Utah Code Ann. 53B-16-102 \(2009\)](#)

[Policy 6-002](#): The Academic Senate and Senate Committees: Structure Functions, Procedures

[Policy 6-003](#): College Councils, and University Curriculum Policy Review Board

Policy 6-200: Graduate Studies and Degrees [re: Role of Graduate Council and Undergraduate Council]

Policy 6-300: The University Faculty---Categories and Ranks

Policy 6-302: Appointments of Faculty

VI. Contacts

- A. Policy Owners: (primary contact person for questions and advice): Associate Vice President for Faculty and the Associate Vice President for Health Sciences.
- B. Policy Officers: Sr. Vice President for Academic Affairs and the Sr. Vice President for Health Sciences.
 1. These officials are designated by the University President or delegate, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:
 2. "A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "
 3. "The Policy Officer will identify an "Owner" for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining which reference materials are helpful in understanding the meaning and requirements of particular Policies... ." University Rule 1-001-III-B & E.

VII. History

Renumbering: Renumbered as Policy 6-001 effective 9/15/2008, formerly known as PPM 8-5, and formerly as University Regulations Chapter V.

Revision History:

A. Current version: Revision 19

Approved: Academic Senate April 3, 2017

Approved: Board of Trustees April 11, 2017, with designated effective date of July 1, 2017

B. Earlier versions:

Revision 18: effective dates May 14 2014 – June 30, 2017

[Legislative History](#) of Revision 18

[Revision 17](#): effective dates September 15, 2010 to May 14, 2014

[Legislative History](#)

[Revision 16](#): effective dates April 9, 2007 to September 13, 2010

[Legislative History](#)

Editorially revised: 10/15/2008

[Revision 15](#): effective dates February 10, 2003 to April 8, 2007

[Revision 14](#): effective dates December 27, 1999 to February 9, 2003

[Revision 13](#): effective dates September 17, 1999 to December 26, 1999

[Revision 12](#): effective dates May 17, 1999 to September 16, 1999

[Revision 11](#): effective dates July 13, 1998 to May 16, 1999