

# Policy 6-001: Academic Units and Academic Governance - Roles of Faculties, Committees, Councils, and Academic Senate. Revision 20. Effective date July 1, 2021

Contents:

I.	<b>PURPOSE AND SCOPE</b> .....	3
II.	<b>DEFINITIONS</b> .....	3
III.	<b>POLICY</b> .....	4
A.	<b>ACADEMIC UNITS AND ACADEMIC ORGANIZATIONAL STRUCTURE GENERALLY</b> .....	4
1.	<b>Overview: Types of Academic Units</b> .....	4
a.	Shared Governance Structures.....	4
b.	Academic Departments and Free-Standing Divisions, Colleges (and schools).....	5
c.	Interdisciplinary Academic Programs (of limited authority).....	9
d.	The University of Utah Libraries.....	11
e.	Other Academic Units (Centers and Institutes – Rule 6-001UACI).....	11
f.	Updating Lists and Names of Units.....	13
2.	<b>Creation, Review, and Discontinuance of Academic Units</b> .....	13
a.	Proposal Approvals.....	13
b.	Procedures and Principles (Rule 6-001CMP).....	13
B.	<b>FACULTIES OF THE UNIVERSITY -- COMPOSITION AND AUTHORITY</b> .....	15
1.	<b>Composition of Faculties</b> .....	15
2.	<b>Faculties of Academic Departments, Academic Colleges, University Libraries, and other Academic Units</b> .....	16
3.	<b>Authority of the Faculties, and Procedures for Actions of the University Faculty as a Whole (Plenary)</b> .....	17
a.	Authority of Faculties of Academic Departments, Colleges, and other Academic Units.....	17
b.	Authority of the University Faculty.....	18
c.	Members and Officers of the University Faculty.....	19
d.	University Faculty Meetings Procedures.....	20
C.	<b>ACADEMIC GOVERNANCE COMMITTEES AND COUNCILS</b> .....	21
1.	<b>Committees and Councils of Academic Departments, Academic Colleges, University Libraries, other Academic Units</b> .....	22
a.	Departmental Committees.....	22

b. College Councils and Committees within Academic Colleges. .... 22

c. Committees within Other Academic Units (Interdisciplinary Academic Programs; Centers and Institutes--UACI). .... 23

**2. Committees of the University--Composition and Authority. .... 23**

a. University Committees (other than Committees of the Academic Senate)..... 23

b. Academic Senate Committees..... 24

**3. Councils of the University--Graduate, Undergraduate, Academic Deans. .... 24**

a. Three University-wide Councils..... 24

b. Graduate Council--Composition and Authority..... 24

c. Undergraduate Council--Composition and Authority..... 26

d. Council of Academic Deans..... 28

**D. AUTHORITY OF THE ACADEMIC SENATE..... 28**

**## REGULATIONS RESOURCE INFORMATION (PARTS IV-VII) ## ..... 30**

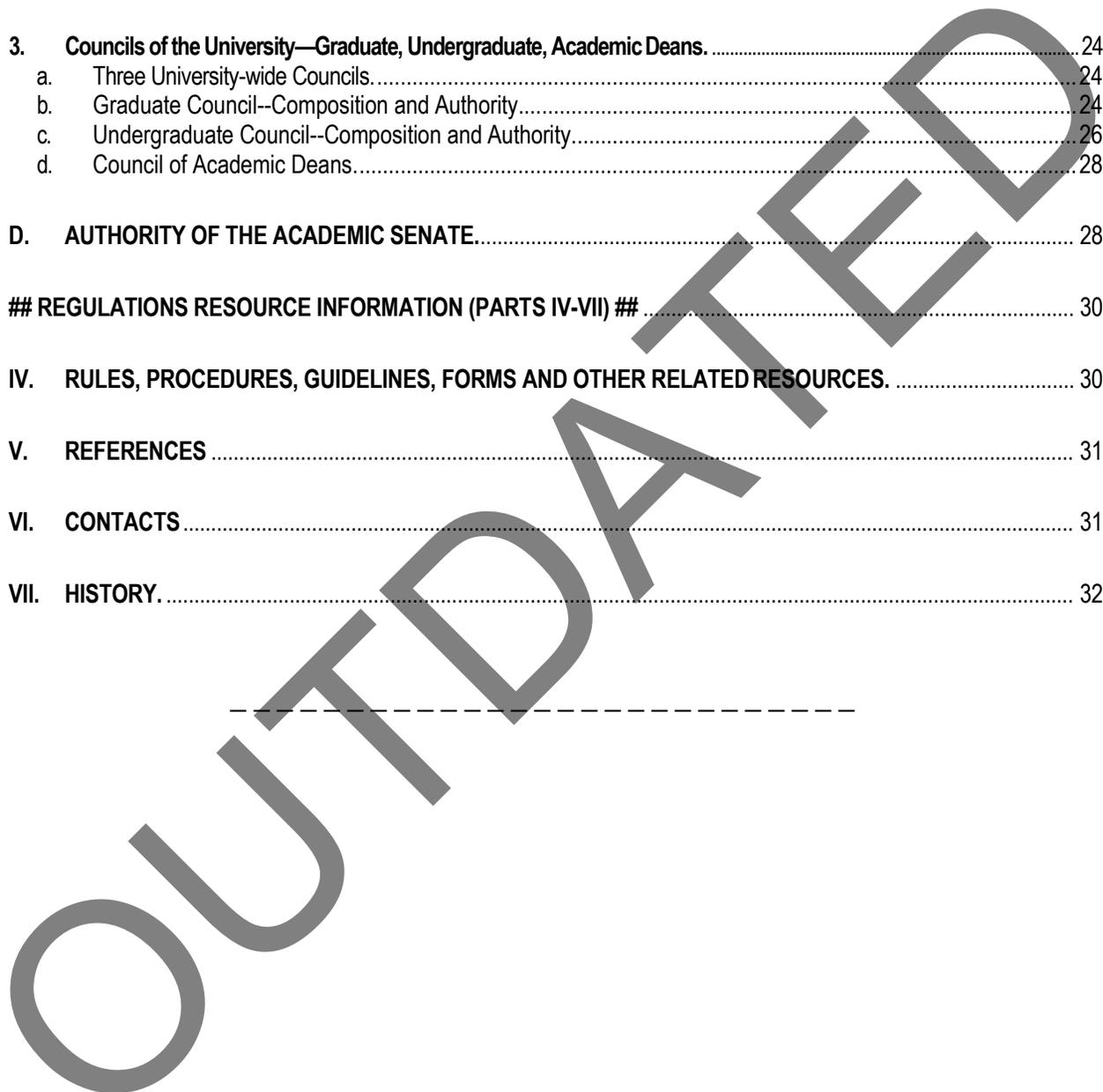
**IV. RULES, PROCEDURES, GUIDELINES, FORMS AND OTHER RELATED RESOURCES. .... 30**

**V. REFERENCES ..... 31**

**VI. CONTACTS ..... 31**

**VII. HISTORY..... 32**

---



## I. Purpose and Scope.

### A. Purpose.

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.

### B. Scope.

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.

The following definitions apply for purposes of this Policy and its associated Regulations.

- A. *Credentialed Academic Program* —means-- the term as it is defined in [Policy 6-500](#) (Curriculum Management and Administration): which provides: “each Degree, Major, Minor, Certificate, or Emphasis is considered to be a Credentialed Academic Program (“Credentialed Program”). Each such

Credentialed Program is offered by a specific academic unit, is conferred by the University, and is awarded by the Office of the Registrar.”

- B. *Course-offering unit*— means-- as is defined in [Policy 6-100-II](#) (Instruction and Evaluation), which provides:

"an academic unit authorized to offer credit-bearing courses and bearing primary responsibility for the content, instruction and evaluation of such courses."

- C. *Faculty-appointing unit*—means-- 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 [Policies 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. Shared Governance Structures.

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. Part III-A-2 below governs 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.

- A. 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.
- B. *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.
- C. 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.

D. 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 below.

E. *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.

A. 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).

B. 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 Spencer Fox Eccles 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.

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

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 formerly included a unit named the "University College" –which in 2017 was renamed the "Academic Advising Center" (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).

- i. 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.

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

- iii. 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 being advised by the Senate Advisory Committee on Academic 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 and Institutes – Rule 6-001UACI).
- 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 University Academic Centers or University Academic Institutes (hereafter "UACIs").

- ii. These UACI 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 unit through the process of approval of the unit as a Qualified Interdisciplinary Teaching Program per [Rule 6-310](#).

These 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 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 UACI units: the contents of Policy 6-001 regarding UACIs are intended to be implemented through associated Regulations including a University Rule ([Rule 6-001UACI](#)) and related

UACI Guidance. The Regulations shall: (A) further describe the functions of UACIs; (B) set procedures and criteria for creating and periodically renewing/ or discontinuing UACIs; (C) provide for a UACI coordinating committee to manage the processes of creating, reviewing and renewing/ or discontinuing UACIs; (D) ensure that creation and renewal procedures include consultation with other academic units potentially interested in or affected by activities of a UACI; (E) require a formal recommendation of the Academic Senate for creation of new UACIs, and regular reports to the Senate by the UACI coordinating committee; (F) require all new UACIs to have a trial period; (G) require that the organizational and governance structure of each UACI be described in a governance charter with a faculty shared governance body overseeing academic activities and administrative officers overseeing fiscal management and; (H) require each UACI to have a funding and sustainability plan.

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. Proposal Approvals.

Except as otherwise specified in this Policy or an associated Rule, proposals to create, modify, or discontinue academic units are considered first by the Graduate Council, then by the Academic Senate, then by the Board of Trustees.

b. Procedures and Principles (Rule 6-001CMP).

Further information regarding creation, significant modification, review, and discontinuance of academic units.

- i. Procedures for creation, significant modification, review, and discontinuance of academic units.
  - A. Academic colleges, academic departments, freestanding academic divisions. [*Reserved-- work in progress.*]
  - B. Interdisciplinary academic programs with curricular responsibilities. [*Reserved-- work in progress.*]
  - C. University libraries. [*Reserved-- work in progress.*]
  - D. University Academic Centers or Institutes. The procedures for creation, significant modification, review, and discontinuance of University Academic Centers or Institutes shall be described in Regulations associated with this Policy, including a University Rule ([Rule 6-001UACI](#)) and UACI Guidance.
- ii. Principles for creation and review of academic units with curricular responsibilities.
  - A. 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.
  - B. 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.

C. This Part III-A-2-b-ii of Policy 6-001 is intended to be implemented through associated Regulations, including a University Rule ([Rule 6-001CMP](#)) and CMP Guidance which shall provide further details of the procedures and requirements for Curricula Management Plans, and for review of such Plans as part of Seven Year Academic Unit reviews.

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 (i) the faculty of the academic department in which the individual's primary faculty appointment is made, (ii) the faculty of the college in which the department is situated, and (iii) 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 or institute (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 or institute), 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, 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. The contents of Policy 6-001 regarding University Academic Centers or Institutes (UACIs) are intended to be implemented through associated Regulations, including a University Rule ([Rule 6-001UACI](#)), and UACI Guidance.

### 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.

“(4) (a) Except as provided in Subsection (4)(b), without the approval of the [Utah Board of Higher Education], an institution of higher education may not: (i) establish a branch, extension center, college, or professional school; or (ii) establish a new program of instruction.

(b) An institution of higher education may, with the approval of the institution of higher education's board of trustees, establish a new program of instruction that meets the criteria described in Subsection (3)." [Utah Code Ann. 53B-16-102](#) (2020).

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 Utah Board of Higher Education (formerly 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. (2020).

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](#)).

Non-faculty 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. Departmental Committees.

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 (consistent with the Curriculum Management Processes and Plans required by this Policy 6-001 and [Policy 6-500](#)), 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.

- i. 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.

- ii. 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](#), the Curriculum Management Plans required under this Policy 6-001 and [Policy 6-500](#), 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 and Institutes-- UACI).
  - i. Interdisciplinary Academic Programs shall establish such committees as are appropriate to carry out their functions, consistent with this Policy 6-001 (including the requirement of Curriculum Management Plans), and with [Rule 6-310](#) for Qualified Interdisciplinary Teaching Programs.
  - ii. University Academic Centers and Institutes shall establish such committees as are appropriate to carry out their functions, consistent with this Policy 6-001, and with [Rule 6-001UACI](#).

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. Three University-wide Councils.

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](#) and associated University Regulations, 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), and proposals for name changes or major revisions of the preceding, and conducts or participates in periodic reviews of such academic units, through the processes described above in Part III-A-2 ("Creation, Review, and Discontinuance of Academic Units"). With regard to University Academic Centers and Institutes, the Graduate Council has those specific functions which are provided for by Part III-A-2 above, as implemented through [Rule 6-001UACI](#). The Council assumes other responsibilities as established by University Regulations or Utah Board of Higher Education (formerly 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, Academic Advising Center (formerly known as 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 the 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](#), [Policy 6-500](#)—Curriculum Management

and Administration, and other pertinent University Regulations or Utah Board of Higher Education (formerly 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.

1. The Academic Senate ("Senate") is constituted as provided in and governed by [Policy 6-002](#).
2. 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.

3. The Senate shall also have the following powers:
  - a. 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;
  - b. to consider matters of professional interest and faculty welfare and make recommendations to the University President and other administrative officers concerned;
  - c. 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](#)).
  
4. 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.
  
5. 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](#)].

6. 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.

---

## Regulations Resource Information (Parts IV-VII) ##

---

*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.

1. [Rule 6-001CMP](#) – Curriculum Management Plans
2. [Rule 6-001UACI](#)—University Academic Centers and Institutes

##### B. Procedures. (reserved)

##### C. Guidelines. (reserved)

##### D. Forms. (reserved)

##### E. Other related resource materials. (reserved)

## V. References

- [Utah Code Ann. 53B-16-102 \(2009\)](#)
- [Policy 2-005](#) – Officers of the University
- [Policy 6-002](#): The Academic Senate and Senate Committees: Structure Functions, Procedures
- [Policy 6-003](#): College Councils
- [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
- [Policy 6-500](#): Curriculum Management and Administration

## 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.

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"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."

"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 20

Approved: Academic Senate April 26, 2021

Approved: Board of Trustees June 8, 2021, with designated effective date of July 1, 2021

[Legislative History](#) of Revision 20.

### B. Earlier versions:

[Revision 19](#): effective dates July 1, 2017 to June 30, 2021

[Legislative History](#) of Revision 19.

[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](#) of Revision 17

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

[Legislative History of Revision 16](#)

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

OUTDATED