

# **Policy 6-002: The Academic Senate and Senate Committees: Structure, Functions, Procedures. Revision 32. Effective Date July 1, 2018**

## **I. Purpose and Scope**

This Policy (i) establishes the Academic Senate of the University and provides for its membership structure, election of members, election of officers, schedule of meetings and order of Senate business, and authority to promulgate rules of Senate procedures (ii) establishes the Senate Executive Committee and Senate Personnel and Elections Committee and provides for their membership structure, election of members, and functions generally, and (iii) establishes the other standing committees of the Senate and provides for their membership structure, procedures for elections, and committee functions generally.

## **II. Definitions**

(Reserved)

## **III. Policy**

### **A. Establishment and Authority of the Academic Senate.**

1. Establishment. The Academic Senate, hereinafter referred to as the Senate, is hereby established.

2. Authority

a. General Powers. Subject to the authority of the State Board of Regents and Board of Trustees, the Senate shall have power to act for the faculty of the University in general, and act on behalf of the particular constituency groups of faculty, deans, and students eligible to elect the voting members of the Senate pursuant to this Policy, in the areas specified by applicable provisions of University Regulations. As more fully described in [Policy 6-001](#), and other applicable Regulations, Senate

powers include acting on behalf of the faculty and students in all matters of educational policy, receiving reports and making recommendations, being informed of appointments and resignations of faculty members, responding to requests for advice on matters referred by the University President, and through processes governed by [Policy 1-001](#) participating in adoption and revising of University Regulations.

3. The Senate shall have power to make rules governing its own organization and Procedure.

**B. Senate Membership.** The Senate shall be constituted as follows:

1. Ex Officio Members.

- a. Administrative Officers: The following administrative officers shall be ex officio members of the Senate: (1) the University President, and the senior vice president for academic affairs and the senior vice president for health sciences. These ex officio members shall have full rights of discussion and making motions but not the right to vote. (2) Each dean, or an associate or assistant dean designated as a dean's representative. Each dean or a dean's designee shall have full rights of discussion and making motions on matters directly associated with the dean's college or administrative responsibility, but, except for the two voting deans [see III-2-b below] not the right to vote.
- b. Academic Advisors. One representative of an organization of the University's professional academic advisors, selected annually by the organization, shall be an ex officio member of the Senate, with full rights of discussion and making motions on matters directly associated with the responsibilities of academic advisors, but not the right to vote.
- c. University Staff Employees. One representative of an organization of the University's staff employees, selected annually by the organization, shall be an ex officio member of the Senate, with full rights of discussion and

making motions on matters directly associated with the responsibilities of staff employees, but not the right to vote.

2. Elected Members.

a. Faculty members.

i. Tenure-line faculty members.

A. The voting membership of the Senate shall include tenure-line faculty members as defined in [Policy 6-300](#) elected from the following areas of representation: the individual academic colleges and the University libraries considered as a unit. All tenure-line members of the faculty, without regard for rank or for time in rank, shall be eligible for election to membership in the Senate, except ex officio members of the Senate and members of the faculty serving in administrative positions higher than department chair. All tenure-line members of the faculty, without regard for rank or for time in rank, shall be eligible to vote for candidates for Senate membership only in the areas of representation where they hold primary appointments.

B. Tenure-line faculty membership in the Senate shall be apportioned by allocating not more than 79 representatives among the eighteen areas of representation (seventeen academic colleges and the University libraries area\*) on a prorated basis of 50 percent according to the number of tenure-line faculty members in each area and 50 percent according to student credit hours, including evening residence hours, taught in each area during the preceding academic year (regardless of whether taught by faculty, of any faculty category, or by non-faculty instructional personnel). The base allocation of not more than 79 tenure-line faculty members shall be adjusted to ensure that each area of representation will

have a minimum of two representatives. The Senate Personnel and Elections Committee shall reapportion the Senate according to the foregoing formula every two years.

\*Representation from the tenure-line faculty of the University libraries will be determined by taking the average number of student credit hours taught within the academic colleges during the preceding academic year (regardless of by whom taught), per tenure-line faculty member, of all other colleges, and multiplying that value by the number of library tenure-line faculty.

- C. Areas of representation which, under the foregoing formula, would contribute more than 20 percent of the voting tenure-line faculty membership of the Senate may, with Senate approval, be subdivided by the Senate Personnel and Elections Committee along department or administrative lines, into two or more separate representation areas, none of which shall contribute more than 20 percent of the voting tenure-line faculty membership of the Senate. The membership of such subdivided representation areas shall be apportioned by the Committee among the areas as nearly as possible in accordance with the above prorationing formula.

ii. Career-line faculty members.

The voting membership of the Senate shall include career-line faculty members as defined in Policy 6-300.

- B. There shall be one career-line faculty representative elected from each of the following nineteen areas of representation: the seventeen individual academic colleges, the University libraries considered as a unit, and the Qualified Interdisciplinary Teaching Programs identified in [Rule 6-310] considered as a unit.

- C. All members of the faculty who, continuously for the three years preceding the date their term of Senate membership would begin, have had career-line faculty appointments of at least 75 percent Full-Time-Equivalent (.75 FTE) within a single area of representation, without regard for rank and without regard for category within the career-line categories (Clinical, Lecturer, or Research), shall be eligible for election to membership in the Senate from the areas of representation where they hold such .75 FTE appointments, except ex officio members of the Senate and members of the faculty serving in administrative positions higher than department chair.
- D. All members of the faculty who at the time of the election hold career-line faculty appointments of at least 50 percent Full-Time-Equivalent (.5 FTE) within a single area of representation, without regard for rank or for time in rank, and without regard for category within the career-line categories (Clinical, Lecturer, or Research), shall be eligible to vote for career-line candidates for Senate membership in the areas of representation where they hold such .5 FTE appointments.

iii. General provisions for both tenure-line and career-line elected faculty members.

- A. Faculty representatives shall be elected to serve regular three-year terms (or as provided in the subsection below regarding vacancies to complete three-year terms of representatives who do not complete their regular terms). Senate faculty members shall be ineligible for nomination for another term until at least one year has elapsed following the expiration of their terms of office or date of resignation therefrom. New terms shall begin on May 15.

- B. Disputes respecting eligibility for election or eligibility to vote shall be decided by the Senate Personnel and Elections Committee, subject to appeal to the Senate.
  - C. An annual orientation shall be provided for newly elected Senators.
  - D. Beyond service in the Senate, faculty members of the Senate should expect that they may be called upon to serve on standing and ad hoc committees.
- iv. Election of Faculty Members to the Senate – Role of Senate Personnel and Elections Committee.
- A. General Provisions.
    - 1. The Senate Personnel and Elections Committee ("Committee") shall supervise elections to the Senate, which shall be conducted during the month of April.
    - 2. No person shall be nominated or elected to represent more than one area. No person shall be elected to the Senate without receiving a majority of all votes cast by the eligible voters in the area which that person is to represent in the Senate.
  - B. Election Procedures.
    - 1. Not later than March 1st of each year, the Committee will send an announcement to each area represented in the Senate from which at least one faculty representative's term is set to expire, giving notice that elections are to be held in each such area for new representatives to the Senate. The announcement sent to each area shall describe the applicable eligibility requirements (as specified in this Policy) for both the candidates and the voters for each position for which an election is to be conducted.

2. Subject to approval by the Committee, each area represented in the Senate shall develop its own plan for obtaining nominations and for conducting the election of its allotted representatives to the Senate.
3. Not later than April 15 of each year in which it is authorized to elect one or more representatives to the Senate, each area shall forward to the Committee a report of the person or persons elected to represent that area. Each area shall also forward to the Committee all ballots cast in the process of nominating candidates and electing its representative(s) to the Senate.
4. After verifying the election results, the Committee shall announce the roster of newly elected Senators at the May meeting of the Senate.

C. Vacancies.

In the event the Senate position of an elected faculty member is vacated before expiration of the term for which he or she was elected, the Personnel and Elections Committee shall appoint the runner-up from that member's original election to the Senate to serve the remainder of that member's term or until the next general election held within that area (or if necessary a special election), when the vacancy shall be filled by election for the unexpired term.

b. Deans.

- i. The deans shall elect two deans as voting representatives in the Senate. The voting deans shall be elected to serve regular two-year terms, (or to complete two-year terms of representatives who do not complete their regular terms, elected through the same procedure described in the preceding section for filling vacancies of elected faculty members). The term of one of the deans' voting representatives

will begin on May 15 in even numbered years; the term of the other deans' voting representative will begin on May 15 in odd numbered years.

c. Students - representatives of the Associated Students of the University of Utah ("ASUU") [See [Policy 6-401](#) Students of the University.]

- i. Each academic college (as described in Policy 6-001) as an area of representation shall elect one representative from its members to the ASUU Student Senate. (And for the limited purposes of student representation in the Academic Senate, the "Academic Advising Center" (as described in Policy 6-101) and "Honors College" together shall be considered as an area of representation of students equivalent to an academic college for purposes of equal representation.) The elected members of the ASUU Student Senate shall be entitled to attend Academic Senate meetings with full rights of discussion and vote. If a student member resigns his or her position on the ASUU Student Senate, the vacancy will be filled by the next runner-up in the affected college or otherwise according to Procedures described in the ASUU Student Handbook.
- ii. The ASUU president or the ASUU vice president if designated by the ASUU president and an additional student appointed by the ASUU President shall also be members of the Academic Senate, with full rights of discussion and vote.
- iii. Student members of the Academic Senate shall serve one-year terms dating from their installation as ASUU officers.

3. Alternates.

Each elected member of the Senate is expected to attend its meetings regularly. When absence of a member is unavoidable, the member shall designate in writing to the secretary of the Senate an alternate to serve with

full power during the elected member's absence. The alternate so designated shall be one of the available unsuccessful candidates for that Senate seat in the previous election. In the absence of available unsuccessful candidates, any other person eligible for election to that Senate seat may be designated as an alternate.

### C. Senate Officers.

#### 1. Presiding Officer.

- a. The President of the Senate will be elected annually by the Senate from the tenure-line faculty at large excluding those who at the time of nomination to the office of Senate President are either ineligible for Senate membership or serve as chair of an academic department. The Senate Personnel and Elections Committee will provide a slate of candidates for election. The person elected for this responsibility will serve a two-year term, the first year as President-elect, the second as President. If the President-elect is at the time of his or her selection, an elected member of the Senate, the President-elect shall be considered an ex officio member of the Senate Executive Committee with full rights of discussion and making motions but without voting privileges. If the President-elect is not, at the time of his or her selection, an elected member of the Senate, the President-elect will be considered an ex officio member of both the Senate and of the Senate Executive Committee, with full rights of discussion and making motions but without voting privileges. If the Senate President, at the time he or she takes office, is an elected member of the Senate, the President shall not, for apportionment purposes, be considered one of the tenure-line faculty members representing the colleges and University libraries; and the college or area which he or she represents shall choose another member with full voting privileges to replace the President during his or her time in office. If the Senate President, at the time he or she takes office, is not an elected member of the Senate, he or she shall be

considered a full member of the Senate, with voting privileges as explained in the paragraph below and in Section 4. A .1. a. below, but the President shall not, for apportionment purposes, be considered one of the tenure-line faculty members representing the colleges and University libraries.

- b. Upon his or her own initiative, the President may, or upon the vote of at least two-thirds of the assembled voting members of the Senate, the President shall, with respect to a specific agenda item, relinquish the gavel to the President-elect if available (and if not available, then to the immediate past-President) with respect to a specific agenda item. In the absence of the President or President-elect, (or immediate past-President), the Senate shall elect a president pro tempore. The President or president pro tempore shall be entitled to vote on matters before the Senate only where, after vote of the Senate, the President's vote will prevent an equal division of the Senate.
- c. The Senate President shall have a manual on Senate organization, operations, and basic Procedures prepared and distributed to all incoming Senate members.

## 2. Secretary.

The secretary of the faculty [see [Policy 6-001-III-B-3-c Members and Officers of the University Faculty](#)] shall be ex officio the secretary of the Senate, but the presiding officer may appoint an assistant secretary at any time.

## 3. Parliamentarian and Liaison to the Institutional Policy Committee

Subject to the approval of the Senate, the presiding officer shall appoint a parliamentarian of the Senate to ensure proper observance of established parliamentary Procedures, and shall appoint a liaison from the Senate to the University's Institutional Policy Committee to facilitate in promulgation of University Regulations [per [Policy 1-001](#)]. If these appointees are not

otherwise elected voting members of the Senate during their terms of appointment, then during their appointed terms they shall be ex officio members and shall have full rights of discussion and making motions but not the right to vote.

#### 4. Faculty Representative to the Board of Trustees

The President of the Senate will serve as a faculty representative to the Board of Trustees. [See University [Policy 2-002](#), and [Board of Regents Policy R223](#).]

### D. Senate Committees.

#### 1.

##### a. Establishment of standing committees of the Senate.

i. The standing committees of the Academic Senate described in this Policy are hereby established, and the membership and functions of each shall be implemented as described here (or as described in the other governing Regulations for each such committee as referenced here).

ii. There are three categories of such standing committees.

A. Standing committees for which the primary responsibilities include managing the internal affairs of the Senate. These are (1) the Senate Executive Committee and (2) the Senate Personnel and Elections Committee. In keeping with the principle that internal affairs of the Senate are to be managed by the Senate members, eligibility for election to serve on these committees is based on status as an elected member of the Senate, as more fully described below.

- B. Standing committees for which the primary responsibilities include investigating, reviewing, or conducting hearings regarding individual case disputes among University personnel. The Senate delegates to these committees certain responsibilities for conducting investigations, informal dispute resolutions, and hearings, as more fully described in the pertinent governing Policies. These are (3) the Senate Committee on Academic Freedom and Faculty Rights, and (4) the Senate Consolidated Hearing Committee. Membership in the Senate is not a requirement for faculty members or officers of these committees.
- C. Standing committees for which the primary responsibilities include generally advising the Senate and the University administration on matters of significant academic importance. These are (5) the Senate Advisory Committee on Academic Policy, (6) The Senate Advisory Committee on Budget and Planning, (7) The Senate Advisory Committee on Diversity, (8) The Senate Advisory Committee on Student Course Feedback, (9) The Senate Advisory Committee on Information Technology, and (10) The Senate Faculty Review Standards Committee. Membership in the Senate is not a requirement for faculty members or officers of these committees.

b. Senate Executive Committee.

The Academic Senate Executive Committee ("Senate Executive Committee"/ or "Executive Committee"/ "SEC") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here.

i. Membership and Officers.

- A. The membership of the Executive Committee with full voting rights consists of the following voting members of the Senate:
1. *twelve* persons representing its (tenure-line or career-line) faculty and voting dean members (elected annually to serve a one year term on the Committee, must be a voting member of the Senate during the term of service on the Committee, no restriction on re-election for consecutive terms). At least ten of the twelve must be full-time faculty members, and not more than two may be from the same area of representation.
  2. *three* student members (Consisting of the ASUU president, one graduate and one undergraduate representative from the student Academic Senators, one of whom shall be the Student Senate Chair and the other of whom shall be selected by the Student Senate. The student members shall serve one-year terms dating from their installation as ASUU officers).
- B. The President of the Senate shall serve as chairperson of the Committee (or if not available, second the President-elect, third the immediate past-President, or fourth the Executive Committee shall elect a president pro tempore as acting chairperson). The chairperson shall have the limited right to vote to prevent an equal division of the Committee.
- C. The Committee also consists of the following ex officio, non-voting members with full rights of discussion and making motions: the University President, the senior vice president for academic affairs, the senior vice president for health sciences, or their designees; the President-elect; and the immediate past- President of the Senate, and the Senate Parliamentarian and Senate Liaison to the Institutional Policy Committee.

- D. The Committee shall ordinarily meet within two weeks after commencing its term and elect a secretary from its elected or ex officio membership.
  - E. The Committee shall ordinarily meet approximately two weeks prior to the monthly meetings of the Senate, and the chairperson may call meetings at any time and must call a meeting of the committee upon written petition of any three members of the committee within ten days of the date of the petition, or at such earlier time as is otherwise specified in the petition.
  - F. A quorum to conduct business shall consist of a majority of the twelve voting members representing the faculty and deans.
- ii. Functions. It shall be the duty of the Executive Committee to:
- A. Prepare the Senate agenda, assigning non-controversial items to the consent calendar, and assigning other items to the information calendar, interest calendar or debate calendar, as appropriate in accord with [Sections I, F, G, H below], and in accord with specific provisions of other relevant Policies (including the requirements of [Policy 1-001](#)-A-4 for proposed changes of University Regulations); set time limits for debate; and make such procedural stipulations of other sorts (nonbinding) as may be necessary.
  - B. Report to the Senate at each regular meeting, noting matters which it has and has not placed on the agenda and the reasons and voting on each question of calendaring.
  - C. Study the actions of committees and college councils and the Graduate and Undergraduate Councils [See [Policy 6-001](#)] (preferably with a representative of the committee or council involved present in a given instance), and in appropriate cases return any report by such a body to that body for re-examination,

where the Executive Committee judges that the report is unclear, is inadequately developed, or suffers from other significant problems. Such return by the Executive Committee shall be nonbinding on the committee or council involved.

- D. At its discretion, identify questions in connection with a committee or council report, or item from the administration, which it thinks the Senate should consider and which it accordingly conveys to the Senate members in advance of the meeting involved.
- E. Refer to an appropriate committee for its consideration items which may be urgent, or in extremely urgent cases, make a recommendation itself directly to the Senate.
- F. Recommend to the Senate the creation of an ad hoc committee to study a specific important issue where the topic involved does not fall under the jurisdiction of an existing ad hoc or standing committee, with or without recommendations on the design and specific wording of the charge to such a committee.
- G. Act in behalf of the Senate on urgent matters which cannot wait for action by the Senate in regular sessions, and act on behalf of the Senate during vacation periods and the summer semester, providing that a full report of such action is made to the Senate at its next regular meeting. Any substantive decisions shall be subject to reconsideration when they are presented to the Senate at this time.
- H. Initiate studies and legislation for Senate action on matters not assigned to other university committees, nor assignable to them.
- I. Receive confidential committee reports indicating a serious concern about the systemic operation of a program, department or college or other academic unit, and to request further supporting

information from any committee so empowered to report. If the Executive Committee concludes that there is a serious concern about the systemic operation of an academic unit, it shall bring this to the attention of the cognizant vice president and provide supporting information. The cognizant vice president shall acknowledge receiving the report and in a timely fashion inform the Executive Committee and the originating committee of the steps are being taken to investigate or resolve the concerns and, subsequently, inform both committees of the outcome of the investigation and of any resolution achieved. [See [Policy 6-010](#) (SCAFFR), [Policy 6-011](#) (SCHC).]

- J. Carry out such functions as are described in various University Regulations from time to time enacted, including but not limited to the following matters (*listed here for convenience—and the Senate President, after notifying the Executive Committee, is hereby authorized to update this list as an editorial correction, consistent with approved Regulations changes.*):
- Nomination of candidates for election to membership on the Senate Advisory Committee on Budget and Planning (see Section III-D-1-h below), the Senate Advisory Committee on Student Course Feedback (Section III-D-1-k), and the Senate Advisory Committee on Information Technology (Section III-D-1-l).
  - Approval of staff members as members of the Senate Advisory Committee on Diversity (Section III-D-1-j).
  - Regarding membership of the Senate Consolidated Hearing Committee (Section III-D-1-e), (i) in consultation with the administration select a slate of faculty candidates for election to the SCHC pool, drawn from a list of nominees developed by the

Personnel and Elections Committee, and (ii) provide consultation to the Senate President to develop a list to submit for Senate confirmation, of five elected CHC pool members prepared to serve as SCHC panel chairpersons.

- Approval of nominations of career-line members for, and organization of subcommittees of, the Senate Faculty Review Standards Committee (Section III-D-1-k)
- Election of faculty members of the Background Review Committee for background checks of academic personnel ([Policy 5-130](#) and [Rule 5-130A](#))
- Selection of a Senate representative to the University Internal Commercialization Coordinating Council.
- Review of all actions taken by any college council, including final approval of contents of the charters of each academic college council ([Policy 6-003-III](#)).
- Receipt and forwarding to the Senate of reports from University administrators, or University committees or councils which are not committees of the Senate but are directed to report to the Senate, such as: annual report of the administration regarding faculty make-up ([Policy 6-300-III-F](#)); report of the Student Course Feedback Oversight Committee ([Policy 6-100-III-N](#)).

K. Take such other action or assume such other duties as may be assigned or referred to the Executive Committee, upon resolution of the Senate or upon request of the University administration with the consent of the Executive Committee and the Senate.

c. Senate Personnel and Elections Committee.

The Senate Personnel and Elections Committee ("SPEC") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here.

i. Membership and Leadership.

- A. The membership of the Committee with full voting rights consists of *twenty-one* persons elected from the voting members of the Senate. Nineteen shall be faculty members elected by the Senate, and shall include one tenure-line or career-line faculty representative from each of the eighteen Senate areas of representation (seventeen academic colleges, the University Libraries, and the Quality and Interdisciplinary Teaching Programs). The number of career-line faculty members shall not exceed the number of tenure-line faculty members. Faculty members shall be elected for three-year terms and each must be a senator at the time of election, but can remain on the Committee for three years even though his or her term of service on the Senate may expire during that three-year period of time. There shall be two student members, and each shall serve a one year term, be a voting member of the Senate during that term, and be elected to the Committee in accordance with procedures established by the ASUU. As with Senate standing committees generally, the President of the Senate, or the President's designee, shall be an ex officio, nonvoting member, and elections of faculty members, and appointment and confirmation of the Committee officers, shall proceed as described in [Parts III-D-3 and III-E], provided however that the President of the Senate, may serve as Committee chairperson or co-chairperson, if so appointed by the immediate-past President and confirmed by the Committee and the Senate Executive Committee.

## ii. Functions.

- A. This committee shall make nominations for elections of members of standing committees of the Senate and for all other Senate committees (except as otherwise provided for a specified committee, including the Senate Advisory Committee on Budget and Planning per Section III-D-1-h below), and if the Senate is authorized by any University Regulation, or requested by a University administrator, to make nominations or recommendations of members for a committee to be appointed by the University administration, the Personnel and Elections Committee shall prepare the list of nominees (See [Policy 6-U-1-III-C-2 University Committees](#)).
- B. It will review Senate standing committees and University standing committees on a 5-year rotating schedule. This review will use self-study Procedures, and include an assessment of perceived appropriateness of committee membership, charter, functions, meetings and others.
- C. The Committee shall review any new University-wide standing committee charters or changes to such charters.
- D. In alternate years, it will apportion Senate membership according to [Part III-B of this Policy].
- F. The Committee will also review the necessity of retaining existing Senate and University committees, recommending to the Senate or appropriate administrative officers any possible excisions.
- F. It shall pursue an affirmative action program to secure significant representation of women, minorities, and nontenured faculty members in positions of responsibility within the University, and to seek a distribution of committee nominations among colleges and

departments in order to obtain a range of backgrounds among the members of each committee.

G. Among the particular duties of the Committee with regard to University committees as established by specific Regulations are the following (*listed here for convenience—and the Senate President, after notifying the Executive Committee, is hereby authorized to update this list as an editorial correction, consistent with approved Regulations changes.*)

- Appointment of alternate faculty members for vacancies on the University Promotion and Tenure Advisory Committee ([Policy 6-304](#)).
- Appointment of faculty members on the Student Course Feedback Oversight Committee ([Policy 6-100-III-N](#)).

d. Senate Committee on Academic Freedom and Faculty Rights

The Senate Committee on Academic Freedom and Faculty Rights ("SCAFFR") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy are generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. *[Earlier iterations of this committee was formerly known as the Academic Freedom and Faculty Rights Committee--AFFRC (2006-2014), and earlier as the Academic Freedom and Tenure Committee--AFTC (before May 2006).]*

i. Membership and Officers.

The membership of the Committee with full voting rights consists of twelve members elected by the Senate from the University tenure-line and career-line faculty members other than ex officio members of the Senate. As with Senate standing committees generally, the terms of

voting faculty members are three years and staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E].

See a special provision in [Policy 6-010](#) that student representatives may be asked to serve with the Committee to consider a particular matter addressing substantial issues that involve students.

ii. Functions.

The functions of this committee, and procedures followed in its investigations and informal dispute resolutions, are as described in [\[Policy 6-010\]](#)

e. Senate Consolidated Hearing Committee

The Senate Consolidated Hearing Committee ("SCHC") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. *[User note: prior to 2014 this committee was known as the Consolidated Hearing Committee on Faculty Disputes—CHC, and certain of its functions were prior to 2004 conducted by the predecessor Faculty Hearing Committee—FHC.]*

i. Membership and officers (pools and panels).

A. The Senate Consolidated Hearing Committee shall consist of a pool, from which members may be drawn to serve on panels in specific cases as the need arises. The pool shall consist of at least 30 faculty members, tenure-line and career-line. At least 5 members of the pool shall be faculty members with extensive

experience as researchers and as recipients of sponsored research grants. These members shall be available to serve as panel members in hearings involving allegations of (sponsored) research misconduct. The pool shall include a sufficient number of tenured members to serve on SCHC panels in cases for which tenure is a requirement, as described in [\[Policy 6-011\]](#).

First, the faculty members will be nominated by the Senate Personnel and Elections Committee.

Second, the Senate Executive Committee will review the nominees and in consultation with the University administration will provide from that list a slate to the Senate which shall consist of more nominees than available positions.

Third, the Senate will select by ballot sufficient members to fill the pool. SCHC pool members will normally be elected for 6 year staggered terms. There may be expedited elections if necessary to fill vacancies in the pool or to provide sufficient members for a particular panel.

- B. The Academic Senate President in consultation with the Senate Executive Committee and the University administration shall identify at least 5 persons from the elected SCHC pool to be available to serve as chairpersons of panels. The chairpersons shall be individuals who will agree to undergo significant training in preparation for chairing the SCHC panels. Their appointment to the position (but not to a specific panel) shall require confirmation by the Academic Senate.

ii. Functions.

See [[Policy 6-011](#)] for the governing description of the functions and procedures of the SCHC, including the process by which members from the pool are selected for the panel in a particular case.

f. Senate Advisory Committee on Academic Policy

The Senate Advisory Committee on Academic Policy ("SACAP") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. *[user note: prior to 2018 the functions of this committee were divided among three separate committees, including SACAP itself, the Senate Advisory Committee on Library Policy, and the Senate Advisory Committee on Salaries and Benefits. In 2018 the three committees and three sets of responsibilities were consolidated into this single SACAP committee. Also prior to 2014 this committee was known as the Academic Policy Advisory Committee--APAC.]*

i. Membership and officers

The membership of the Academic Policy Advisory Committee with full voting rights consists of *nine* tenure-line or career-line faculty members and three students. As with Senate standing committees generally, the terms of voting faculty members are three years and staggered so that an approximately equal number are elected each year, the Senate president or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E]. Student members shall be selected for one-year terms in accordance with Procedures established by the ASUU.

ii. Functions

The Committee is authorized to consider any matter relating to academic policy broadly defined, including matters relating to academic activities to teaching and research, the University libraries (formerly a function of the Senate Advisory Committee on Libraries), and salaries and benefits of faculty and other academic personnel (formerly a function of the Senate Advisory Committee on Salaries and Benefits). It may consider any relevant matter which may be suggested by members of the Committee, members of the faculty, administrative officers, or students. The Senate Executive Committee or the Senate, may refer to this committee any question or consideration of any proposal regarding academic policy which is not otherwise assigned to another committee of the Senate, and which may benefit from study by this committee as well as another committee. Upon its selection of a subject for study, the Committee shall notify all interested agencies within the University, including standing committees, and invite their cooperation. For matters related to the University Libraries, consultation shall include the Libraries administrators, and for matters related to academic personnel salaries and benefits consultation shall include human resources administrators. At least once each academic year, the Committee shall submit a written report of its studies and recommendations, if any, to the Senate.

#### Senate Advisory Committee on Budget and Planning.

[Use note: As of spring 2018 plans are underway to restructure the membership of this committee and modify its functions. A specific proposal to revise this section of Policy 6-002 is anticipated to be brought to the Senate during 2018-2019. Contact the Senate office for further information.] The Senate Advisory Committee on Budget and Planning ("SACBP") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate

apply for this Committee, except as otherwise specifically described here.  
[User note: this committee was formerly known as the Faculty Budget and Planning Advisory Committee--FBPAC.]

i. Membership and officers.

The membership of the Committee with full voting rights consists of six tenure-line or career-line faculty members who shall represent the University faculty as a whole and not any particular area or college. As with Senate standing committees generally, the terms of voting faculty members are three years and staggered so that an approximately equal number are elected each year. The Senate President or designee is an ex officio nonvoting member and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E]. The Chief Human Resources Officer (or equivalent officer or designee) shall also be an ex officio nonvoting member of the Committee.

ii. Functions.

The Committee shall function in a research and advisory capacity and shall report to the Senate at least annually regarding its activities, and from time to time make recommendations to the Senate on matters relating to sabbatical leaves, salaries, salary schedules, cost of living, faculty retirement plans, annuities, health and life insurance, and other benefits. The Committee shall not, however, exercise budgetary or administrative powers in relation to these subjects. The Committee shall advise the administration on matters pertaining to salaries and benefits and report the advice they gave to the next regular meeting of the Senate. The Senate Executive Committee, or the Senate, may refer to this committee any question or consideration of any proposal regarding the topics listed above which is not otherwise assigned to another committee of the Senate.

#### h. Senate Advisory Committee on Budget and Planning.

The Senate Advisory Committee on Budget and Planning ("SACBP") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. *[User note: this committee was formerly known as the Faculty Budget and Planning Advisory Committee--FBPAC.]*

##### i. Membership and officers.

The membership of the Committee with full voting rights consists of eight tenure-line or career-line faculty members who shall represent the University faculty as a whole and not any particular area or college and not more than two may be from the same area or college. The terms of voting members are four years (rather than the typical three), and as with Senate standing committees generally, the terms are staggered so that an approximately equal number (two) are elected each year. The Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E] with the exception that nominations for members to stand for election to this committee (except nominations made from the floor during a meeting of the Senate) shall originate from the Senate Executive Committee rather than the Personnel and Elections Committee.

##### ii. Functions

The Committee may establish its own rules which shall provide that individual faculty members are entitled to submit information to the Committee, that no Committee member is permitted to participate in

discussions or to vote on matters directly affecting the member's own college or area, and that Committee members will hold in strict confidence all budget information which the Committee receives on a confidential basis from the University President or other administrative officers of the University.

The Committee should respond to directions from the Senate, while retaining the freedom to set its own agenda. The Committee's principal role is one of consultation with the University administration, and of presenting and arguing for the views and interests of the whole faculty in the administration's long-range academic and budgetary planning. The Committee should strive to persuade the administration to make critical budgetary and academic policy decisions in as open and public a way as possible.

The Committee shall perform the functions assigned to it by applicable provisions of [Policy 6-313](#) (Terminations and Program Discontinuance-Declaration of Financial Emergency)

i. Senate Advisory Committee on Diversity.

The Senate Advisory Committee on Diversity ("SACD") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. *[User note: this committee was formerly known as the University Diversity Committee—UDC(1998-2014, became a Senate-elected Senate standing committee in 2003), and earlier known as the Faculty Affirmative Action Committee—FAAC (pre-1998).]*

i. Membership and officers.

The membership of the Committee with full voting rights consists of eighteen persons. Twelve shall be faculty members (six tenure-line and six career-line). Three shall be staff members serving three year terms (approved by the Senate Executive Committee after nomination by the University of Utah Staff Council-UUSC---see [Policy 5-003](#)). Three shall be students serving one year terms (selected by ASUU). As with Senate standing committees generally, the terms of voting faculty members are three years and staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio non-voting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Part III-D-3 and III-E], except that terms of all members shall begin August 1 (rather than June 16).

Holders of the following positions (or equivalents) shall also be ex officio non-voting members: Academic Senate Past-president, Associate VP for Equity and Diversity, Associate VP for Diversity for Health Sciences, UUSC Chairperson, ASUU President, Director of Equal Opportunity and Affirmative Action, Director of LGBT Resource Center, Assistant VP for Human Resources, and two representatives from the community. To ensure regular cross-communication between the Committee and the University's Presidential Commission on the Status of Women, the Commission shall be invited to annually designate one of its members to serve as a non-voting ex officio member of the Committee representing the Commission (unless the Commission determines that adequate representation is already provided by a current voting or ex officio member of the Committee).

ii. Functions.

The Committee shall provide leadership and expertise to the University community in promoting diversity in their various roles and activities

and; serves as a forum for the exchange of ideas within the University. The Committee should respond to directions from the Academic Senate, while retaining the freedom to set its own agenda. The Committee's principal role is to identify issues, projects, and proposals that would further a positive climate of diversity on the University campus, would enhance relations with diverse elements in the community, and would promote appreciation of diversity in the wider community. The Committee's role includes forwarding information and recommendations to the Academic Senate. The Committee will submit an annual report to the Academic Senate on its activities.

iii. Budget.

An annual budget for the Committee will be offered by the President and administered by the Office of the Associate Vice President for Equity and Diversity.

j. Senate Advisory Committee on Student Course Feedback (SACSCF)

The Senate Advisory Committee on Student Course Feedback is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. [*User note: this committee was formerly known as the Student Course Feedback Oversight Committee (2011-2015) and was established by Policy 6-100-III-D-4.*]

i. Membership and officers.

The membership of the Committee with full voting rights consists of seven faculty members, and four students.

Faculty members. The faculty members are a mix of elected and appointed.

There shall be four *elected* faculty members with terms of three years and limited to two consecutive terms. In accordance with Policy 6-300-III-B, elected faculty members should be broadly representative of the University, with at least one representative from Health Sciences, at least one representative from career-line (lecturer) faculty, at least one representative of tenure-line faculty, and one faculty member with experience as an academic unit administrator with responsibilities for reviews of faculty members. As with Senate standing committees generally, the terms are staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts II D-3 and 4E], with the exception that nominations for members to stand for election to this committee (except nominations made from the floor during a meeting of the Senate) shall originate from the Senate Executive Committee and the Personnel and Elections Committee.

Three faculty members are *appointed* to the committee as full voting members, including the Associate Dean for General Education (or designee), a faculty representative of the Undergraduate Council (a Council member appointed to the Committee annually by the chairperson of the Undergraduate Council), and a faculty representative of the Graduate Council (a Council member appointed annually to the Committee by the chairperson of the Graduate Council).

Student members. The four student representatives will include the ASUU Academic Affairs Director (or designee), the ASUU Senate

chairperson (or designee), and two Student Advisory Committee (SAC) representatives appointed by the ASUU Academic Affairs Director, including one graduate student and one undergraduate student. Students will have annual terms of service, but may be reappointed.

Non-voting ex officio members. Holders of the following positions (or equivalents) shall also be ex officio non-voting members: Director of the University unit responsible for the administration and analysis of student course feedback, and Student Course Feedback Program Manager.

Committee Officers Appointment and Confirmation. The committee officers, selected from the elected faculty members of the committee, shall be appointed and confirmed as follows. There shall be a committee chairperson and a vice-chairperson, the vice-chairperson preferably succeeding the chairperson in the year following service as vice-chairperson. The Academic Senate President, in consultation with the Director of the University unit responsible for the administration and analysis of student course feedback, annually appoints the committee officers with notification by the Senate Executive Committee, and then subject to confirmation of the Senate-elected committee's voting membership. The chairperson may at any time appoint a member or other person to act as secretary for the committee.

ii. Functions.

The Committee's primary functions shall be as more fully described in Policy 6-100-III-N, Course Assessment and Feedback (course evaluations), including evaluation and provision of input and oversight on the development and revision of course feedback instrument(s), report form(s), and procedure(s), which shall be presented to the Academic Senate for approval. Full evaluation of student course feedback forms, report forms, and administration procedures will be

reported to the Academic Senate every four years. The Committee shall confer with the Senate Faculty Review Standards Committee and relevant administrators regarding the use of course feedback results in conjunction with reviews of teaching performance of faculty members and non-faculty instructional personnel (Policies 6-303 and 6-310). The Committee shall report to the Senate at least annually regarding its activities.

k. Senate Advisory Committee on Information Technology

The Senate Advisory Committee on Information Technology ("SACIT") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here.

i. Membership and officers

The membership of the Committee with full voting rights consists of twelve tenure-line or career-line faculty members, who meet the qualifications for election to the Academic Senate (but need not be members of the Senate), and two students.

For the *faculty members*: ordinarily at least three shall be tenure-line and at least three career-line; they shall represent the University faculty as a whole and not any particular college or equivalent and ordinarily not more than three may be from the same college or equivalent; the terms are three years, and there is no limit on serving multiple consecutive terms. As with Senate standing committees generally, the terms are staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as

described in [Parts III-D-3 and III-E], with the exception that nominations for members to stand for election to this committee shall originate from the Senate Executive Committee and the Personnel and Elections Committee, which will consider recommendations from relevant administrators and past participants in the work of this Committee.

Selection of faculty members should be guided by the following principles, consistent with the functions of the Committee:

- Awareness of the roles of information technology in an academic setting
- Some familiarity with trends in information technology relevant to academic activities,
- Representation of the very diverse academic sectors of the University,
- Interest in assuring that information technology resources are deployed so as to best support the University's multiple academic missions, and interest in maintaining effective relationships among the University's academic users of information technology and the pertinent administrators and staff,
- Given the importance of continuity of membership, willingness to be considered for nomination for consecutive terms.

The two *student members* shall be selected by ASUU, shall serve one-year terms, and preferably will include one undergraduate and one graduate student. The University's Chief Information Officer (or equivalent), or designee, will serve permanently as a *non-voting ex-officio member* of the committee. The committee may consult with anyone involved in University information technology as necessary for the performance of its responsibilities, but none of these individuals will be members of the committee. As with other standing Senate

committees, this Committee's *officer(s)* shall be selected annually from the elected faculty members of this Committee, appointed by the Senate President, ratified by the Senate Executive Committee, and confirmed by this Committee's voting membership, and there are no restrictions on reappointment to multiple consecutive annual terms.

ii. Function.

The primary role of the Committee is to ensure ongoing robust communication among representatives of the University's academic users of information technology (especially faculty and students), and administrators responsible for planning for, acquiring and deploying information technology resources. Such administrators shall regularly inform and consult with the Committee regarding information technology resources. The Committee should regularly consult with information technology user constituencies and convey input to relevant administrators.

If for any particular matter being considered by the Committee any individual member has a potential conflict of interest which might reasonably be considered to significantly affect that member's judgment (e.g., affecting that member's home unit far more greatly than other University units generally), the member should disclose that concern and if judged appropriate by the majority of other voting members should refrain from any voting on that matter.

In light of typically rapid changes in information technology, and possible occasional changes in the University's overall administrative governance structure relevant to information technology, the administrative positions and other University committees which this Committee will interact with might change frequently. It is intended that this Committee serve as a permanent fixture and constant participant within the governance structure.

Proposals for University Regulations significantly affecting academic uses of information technology should be developed within or otherwise considered by the Committee prior to being presented to the Senate.

The Committee shall report on its activities and present its recommendations, as needed and at least annually, to the Senate.

#### I. Senate Faculty Review Standards Committee

The Senate Faculty Review Standards Committee ("SFRSC") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. [*User note: this committee was formerly known as the University RPT Standards Committee--URPTSC (2004-2014), and earlier as the University RPT Standards and Appeals Committee--URPTSAC (pre- 2004)*]

##### i. Membership and officers.

A. The membership of the Committee with full voting rights consists of *twenty-three* faculty members, including *seventeen tenured* (one from each of the sixteen academic colleges and the University Libraries), and *six career-line* (selected as described below). The terms of all voting members are four years (rather than the typical three), and any individual who has served two consecutive terms will not be eligible for nomination for another term until an interval of one year has passed following the completion of the second term. As with Senate standing committees generally, the terms are staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and

confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E], except that the *Senate Executive Committee shall approve nominations of the career-line faculty members* (as described below), and the single chairperson (or at least one of two co-chairpersons if leadership is so structured in a given year) shall be a *tenured member*.

B. For the career-line members: the allocation of members for a given period should be made as will best achieve appropriate representation of University areas with significant numbers of such faculty and provide perspectives from the three career-line sub-categories (Clinical, Lecturer, Research), and consistent with the anticipated work of the Committee, generally including among the total of six at least two from the academic colleges within health sciences, and at least two from the other areas of Senate representation (other academic colleges, the libraries, and the qualified interdisciplinary teaching programs). The nominations (other than nominations made from the floor at a Senate meeting), after having been prepared by the Personnel and Elections Committee, shall be approved by the *Senate Executive Committee* prior to the election within the Senate.

C. As recommended by the Committee and *with the approval of the Senate Executive Committee*, for any given year the members may be organized into subcommittees, e.g., for purposes of those work projects related to tenure-line faculty and those related to career-line faculty and non-faculty academic personnel.

D. The Associate Vice President for Faculty, or designee, shall also be a non-voting ex officio member of the Committee and any subcommittees.

ii. Functions and procedures.

The Committee generally advises the Senate and University administration regarding Regulations and practices for regular periodic reviews of members of the University faculty (and also non-faculty instructional personnel teaching credit-bearing courses, see [Policy 6-310](#)). And, acting on behalf of the Senate with authority hereby delegated to it, the Committee has the following specific functions for review and approval of the Statements describing and governing the University's systems for reviews of individual faculty (and such non-faculty instructional personnel).

- A. RPT Statements. The Committee shall develop and implement procedures with which it will review and approve the Statements of Retention, Promotion and Tenure criteria, standards, and procedures applicable for members of the tenure-line faculty of each academic unit as required by University [Policy 6-303](#). Such reviews should be conducted with due concern to the unique characteristics or requirements of the discipline and with the objective of improving the stature of the University by ensuring that such criteria and standards are consistent with the University's commitment to academic excellence. Such reviews will be conducted in conjunction with the faculty and administrators of the academic unit being reviewed. The Statement of any academic unit may be reviewed at the initiative of the Committee or on a regular schedule which the Committee may establish in consultation with the cognizant senior vice president. Requests for reviews other than on such regular schedule may be made to the Committee by the cognizant senior vice president, the University Promotion and Tenure Advisory Committee (see [Policy 6-304-III-E](#)), or the Graduate Council (pursuant to regular evaluations of academic units per [\[Policy 6-001\]](#)), as well as by deans, department chairpersons, or individual tenure-line faculty members. The Committee shall use its judgment and discretion in formulating

responses to such requests. The Committee shall annually report on its reviews to the Senate and to the University Promotion and Tenure Advisory Committee.

- B. Tenured Faculty Review Statements. The Committee shall review and approve the Statement of Tenured Faculty Review procedures applicable for the tenured faculty members of each academic unit as required by [[Policy 6-303-III-L](#)].
- C. Statements for Review of Career-Line and Adjunct Faculty and Non-Faculty Instructional Personnel. The Committee shall review and approve the Statement of Review, Reappointment and Promotion Criteria, Standards and Procedure applicable for members of the career-line faculty, adjunct faculty and non-faculty instructional personnel of each academic unit as required by [[Policy 6-310](#)].
- D. The Committee is also an appropriate forum for reviewing any proposed changes to University Regulations relating to the above specific functions of the Committee, including any with respect to retention, promotion, or tenure.

## 2. Other Committees Established by the Senate.

### a. Other Standing Committees.

The Senate may by ordinary vote create a new standing committee of the Senate, provided that within one year of such establishment by vote, the committee shall be fully established by an approved revision of this Policy incorporating a description of the membership structure and functions of such additional standing committee.

### b. Special Committees.

The Senate shall have the power to provide for the appointment or election of such special committees as in its discretion may be needed to serve the best interests of the University. (As described above, the Senate Executive Committee has the power to recommend to the Senate the establishment of such a special committee). The membership structure and terms, functions, and period of existence for each such special committee shall be as described in the proposal for establishment of the committee as approved by the Senate, and in the special charge issued to the committee.

c. Ad Hoc Committee to Review Structure of Senate

The Senate may by secret ballot elect an ad hoc committee to review the structure and functions of the Senate.

3. General Provisions for Committees of the Senate.

a. Membership Election, Terms, and Quorum

i. Elections of faculty members to Senate standing committees (and filling of vacancies) are conducted as described below [Part III-E- Elections Within the Senate].

ii. Except as otherwise specified above or in another governing Regulation for a particular committee, the terms of membership for faculty members elected to standing committees of the Senate, and for members of all special committees of the Senate shall begin on June 16 the regular term of membership of a faculty member of such a Senate committee shall be three years, terms shall be staggered such that an approximately equal number of faculty members are elected each year, and there is no general restriction on serving multiple consecutive terms.

- iii. The secretary of the Senate shall notify faculty members who are appointed or elected by the Senate to membership on any standing or special committee. These members shall be notified immediately following such election or appointment to their new positions.
  - iv. A quorum for any committee shall consist of a majority of the voting members (unless otherwise provided, as for the Senate Executive Committee and Senate Consolidated Hearing Committee).
- b. Committee Officers Appointment and Confirmation.
- i. For each *standing committee* of the Senate, unless otherwise specified in another governing Regulation (and except for the Executive Committee, and Consolidated Hearing Committee, as described above), the committee officers selected from the elected faculty members of the committee, shall be appointed and confirmed as follows. There shall be a committee *chairperson*. Also, if appropriate based on current circumstances, as annually determined by the Academic Senate President and ratified by the Senate Executive Committee, there shall be either a *co-chairperson* or a *vice-chairperson*. The Academic Senate President annually appoints the committee officers with ratification by the Senate Executive Committee, and then subject to confirmation of the Senate-elected committee's voting membership. There is no general restriction on any officer being reappointed to multiple consecutive annual terms.
  - ii. For each *special committee* of the Senate, the above-described process shall also apply, unless otherwise provided for in the charge approved upon establishment of the special committee.
  - iii. The chairperson of any standing or special committee may at any time appoint a member or other person to act as *secretary* for the committee.

c. Senate President as ex officio member.

The President of the Senate, or the President's designee, shall be an ex officio, nonvoting member of all Senate Standing Committees (and also of each special committee of the Senate unless otherwise provided for in the charge approved upon establishment of the special committee).

d. Privileges of the Senate Floor.

For any standing or special committee of the Senate established under this Policy 6-002 (and also for any other University committee which has been scheduled to present a report to the Senate), committee members, whether voting or nonvoting ex officio, not having membership on the Senate shall have the privilege of discussion on matters being reported to the Senate by the committee of which they are members.

e. Access to Records.

All standing and special Senate committees established pursuant to this Policy 6-002 shall have full access to the minutes of the Board of Trustees and to the books of the secretary of the Trustees. [See [Policy 2-002](#), and the [Bylaws of the Board of Trustees](#)].

f. Committee General Charters, Special Charges, and Reports.

- i. For each standing committee of the Senate, a permanent *general charter*, updated consistent with the provisions of this Policy and any other governing Regulation, shall *be approved by the Senate Executive Committee*, kept in the Academic Senate Office, and made available to all committee members. In addition, any special task assigned to a standing committee during a particular time period shall be described in a *special charge* delivered to the committee's officer(s).
- ii. Each standing committee of the Senate shall report to the Senate, and unless otherwise provided shall *at least annually submit for the*

*information of the Senate* a report of recent activities (except that reports of a confidential nature, including activities of the Consolidated Hearing Committee as described in [Policy 6-011](#), shall be directed only to the Senate Executive Committee).

- iii. For each special committee of the Senate, a committee description and *special charge approved by the Senate Executive Committee* shall be kept in the Academic Senate Office, delivered to the committee's officer(s) and made available to all committee members. The special committee shall submit a report of such type and at such time as provided for in the charge.
- iv. *Committee reports ordinarily shall be presented on the Senate Information and Recommendations Calendar.* If any report from any standing or special committee of the Senate includes a specific proposal for action to be taken by the Senate, the Executive Committee, upon determining that the proposal is ready for the consideration of the Senate, shall place that proposal on the Senate Debate Calendar.

#### **E. Elections Within the Senate.**

1. Scope. Elections *within* the Senate include election of the President/President-elect of the Senate, election of faculty members for all standing committees of the Senate, and such other elections as may be required for any special Senate committee or other University committee. All elections shall be supervised and conducted by the Senate Personnel and Elections Committee, and shall be conducted during a regular or special meeting of the Senate, except that any particular election (other than of the Senate President/President-elect) may be conducted through *electronic means* (electronic mail or a secure internet site or similar means) if so recommended by the Personnel and Elections Committee and approved by the Senate Executive Committee.

2. Nominations.

- a. The Senate Personnel and Elections Committee shall prepare nomination slates for all elections conducted within the Senate. For each elected standing committee of the Senate or other Senate-elected committee, the Personnel and Elections Committee shall prepare a slate containing a number of nominees equal to or greater than one and one-half times the number of positions to be filled. After presenting the slate to the Senate, the Chairperson of the Personnel and Elections Committee shall open the slate to additional nominations from the floor.
- b. If the Senate is requested to make nominations or recommendations for a committee to be appointed by the University administration, the Personnel and Elections Committee shall prepare the list of nominees.

3. Balloting Procedures.

- a. Elections within the Senate, including those for standing or special committees of the Senate, shall be conducted by the preferential balloting procedure, wherein the nominees are preferentially ranked on each ballot. Except as specified below, one balloting round per election shall be conducted and only ballots containing rankings for a number of preferred nominees equal to or less than the number of positions to be filled shall be valid.
- b. The nominees shall receive a number of points equal to the converse of their rank on a ballot. That is, the nominee who is given first preference on a ballot shall receive a number of points equal to the number of positions to be filled; the nominee who is given last preference on a ballot shall receive one point. Those nominees receiving the highest numbers of total points shall be elected.
- c. In the event that two or more nominees receive the same number of points and this number of points would ordinarily constitute election, but an

insufficient number of positions remains to be filled, a runoff balloting round shall be held. Only the names of those nominees receiving the same number of points for the contested position(s) in the first balloting round shall be included on any runoff ballot. Preferential balloting procedures shall be followed in the runoff balloting round.

#### 4. Vacancies.

- a. Vacancies, caused by the resignation, continued absence, or incapacitating illness of Senate-elected committee members shall be filled by the runner-ups from the original election or if that is not possible, by *special election* by the Senate. Nominations for such special elections shall be made by the Personnel and Elections Committee, which shall follow procedures specified herein. If an election is held to fill vacancies, it shall normally be conducted immediately following the presentation of a slate of nominees to the Senate by the Chairperson of the Personnel and Elections Committee, who shall open the slate to additional nominations from the floor. Elections shall be conducted by the preferential balloting Procedure.
- b. Individuals filling vacancies shall assume office immediately after their designation and shall serve during the incumbent's absence or for the remainder of the incumbent's term.
- c. Immediately following their designation, the secretary of the Senate shall notify the individuals designated to fill the vacancies.

#### F. Meetings of the Senate.

##### 1. Regular Meetings.

- a. Unless otherwise provided by the Senate, its regular meetings shall be held on the first Monday of each month at 3:00 p.m. Discussion of proposals on the Debate Calendar will ordinarily begin no later than 3:45.

- b. Robert's Rules of Order shall govern as the parliamentary rules of procedure in all Senate meetings (and meetings of committees of the Senate), except as otherwise provided within this Policy or another governing University Regulation or a rule adopted by the Senate (see [Policy 1-002](#)). A majority of the elected members of the Senate shall constitute a *quorum* for the transaction of business. All actions or recommendations of the Senate shall be by *majority vote* of the elected members (and alternates) present unless otherwise required here. Voting shall be by secret ballot if requested by three elected members of the Senate.
- c. When there are no Debate items scheduled for the agenda of a regular meeting of the Senate, the Executive Committee of the Senate is authorized to cancel that meeting and to carry forward all other items on the agenda, except resignations and appointments, to the next regular meeting of the Senate.
- d. Senate time should be scheduled on a regular basis for discussions with the University President and/or other officers of the University on such subjects as budget, new programs, administrative problems, etc. During these discussions it should be the prerogative of any member of the Senate to ask of the administration any question relevant to the University.

## 2. Special Meetings

- a. Special meetings of the Senate shall be held at the call of the University President, the President of the Senate, or any five members of the Senate who submit a written request for a special meeting to the President of the Senate.
- b. Rules governing the conduct of regular Senate meetings shall be in force at such special meetings.

- c. Upon motion of a member of the Senate and a majority vote of the elected members and alternates present or by written petition of ten elected members of the Senate submitted to the President of the Senate a special meeting of the Senate may be called at which ex officio members shall be present only by invitation. Deliberations of this body shall be governed by pertinent regulations of the Senate. Decisions of such a special Senate meeting shall be referred back to the regular Senate meeting for final disposition.

#### **G. Order of Business.**

##### **1. Order of Business.**

Except as otherwise provided by the Senate in a standing rule of the Senate or for a particular meeting, its order of business shall be:

- a. Call to Order
- b. Approval of Minutes
- c. Requests for New Business
- d. Consent Calendar
- e. Executive Committee Report
- f. Reports from University of Administration and from ASUU Administration
- g. Notices of Intent
- h. Debate Calendar
- i. Information and Recommendations Calendar
- j. New Business
- k. Adjournment

## 2. New Business

New business may be proposed at the beginning of a regular Senate meeting, but should be submitted in writing to the President of the Senate by the Friday prior to a regular Senate meeting. The business will then normally be considered at the end of the meeting, but a motion may be made to consider it at another specified time during the meeting.

## H. Minutes and Agenda.

### 1. Minutes.

Minutes and agenda of the Senate shall ordinarily be kept by the secretary of the faculty for use of the University President, the members of the faculty, and the Board of Trustees. They shall be made public upon authorization of either the University President or the President of the Senate.

### 2. Agenda and Minutes.

- a. Each member of the Senate shall receive a copy of the full agenda and a copy of the full minutes of Senate business. Additional copies of the full agenda and the full minutes shall be available to interested faculty members at the office of the Senate.
- b. A summary of the agenda in advance of each meeting shall be made available to all tenure-line and career-line faculty members and chairpersons of all academic departments or equivalent academic units. The summary of the agenda should regularly contain an invitation open to all members of the faculty to review or obtain a copy of the full agenda and full minutes at the Senate office and to attend Senate meetings if they so desire.
- c. Summaries of actions taken by the Senate shall be made available to each member of the University faculty within a reasonable time after each session of the Senate.

### 3. Electronic distribution.

If approved by the Senate Executive Committee and not objected to by a majority of the elected members of the Senate, the Senate President may during any year direct the secretary of the faculty to use electronic means (such as electronic mail or an internet website or similar means) to distribute any of the agenda, minutes, or summary documents required by this Policy.

## I. Faculty Initiative and Review.

### 1. Initiative.

Any ten tenure-line or career-line University faculty member (who need not be current elected members of the Senate) may petition and secure consideration by the Senate of any appropriate matter including proposed amendments to the University Regulations. An amendment to the University Regulations or any other matter to be initiated shall be presented in writing to the President of the Senate, who shall then give notice of the proposal to the Senate.

### 2. Review.

All actions of the Senate shall be subject to review by the University faculty upon written requests for an appeal made to the President of the Senate by any ten tenure-line or career-line members of the faculty. This appeal shall be made within ten days of the mailing date of the summaries of action of the Senate. The action shall be reviewed at the next regular meeting of the Faculty or at a special meeting called for that purpose after all faculty members have been given two weeks' notice of the meeting.

## J. Senate Consolidated Hearing Committee (SCHC).

**[User Note:** *The lengthy contents of former Section 10 of Policy 6-002 regarding procedures of the Senate Consolidated Hearing Committee were by Revision 30 effective May 2014 moved into new [\[Policy 6-011\]](#).]*

#### K. **Senate Committee Academic Freedom and Faculty Rights (SCAFFR).**

**[User Note:** *The lengthy contents of former Section 11 of Policy 6-002 regarding procedures of the Senate Committee on Academic Freedom and Faculty Rights were by Revision 30 effective May 2014 moved into new [\[Policy 6-010\]](#).]*

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*[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.]*

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

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

#### V. **References**

[Policy 1-001](#) (Roles of Senate Executive Committee and Senate in changes to University Regulations)

[Policy 6-001](#) Academic Unions and Academic Governance--Roles of Faculties, Committees, Councils, and Academic Senate

[Policy 6-010](#) (Senate Committee on Academic Freedom and Faculty Rights)

[Policy 6-011](#) (Senate Consolidated Hearing Committee)

## VI. Contacts

The designated contact officials for this Policy are:

**Policy Owners (primary contact person for questions and advice):** Associate Vice President for Faculty and the Associate Vice President for Health Sciences.

**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 delegatee 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 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 6-002 effective 9/15/2008, formerly known as PPM 9-3, and formerly as Faculty Regulations Chapter III.

Revision History:

A. Current version: Revision 32

Approved by Academic Senate: April 30, 2018

Approved by Board of Trustees: May 8, 2018

Effective date: July 1, 2018

[Legislative History for Revision 31](#)

B. Earlier versions of Policy 6-002:

Revision 31: effective dates July 1, 2016 – June 30, 2015

Revision 30: effective dates May 15, 2015 – June 30, 2014

[Legislative History for Revision 30](#)

[Revision 29](#): effective dates July 1, 2014 to May 14, 2014

[Legislative History](#) Vol. 1 for Policy 6-002 Rev. 29 & 6-300 Rev. 16, Vol. 1

[Legislative History](#) Vol. 2 for Policy 6-002 Rev. 29 & 6-300 Rev. 16, Vol. 2

[Revision 28](#): effective dates July 1, 2011 to June 30, 2013

[Legislative History](#) of Revision 28

[Revision 27](#): effective dates July 9, 2009 to June 30, 2011

Editorial revision

[Revision 26](#): effective dates July 1, 2009 to July 8, 2009

[Legislative History](#) of Revision 26

[Revision 25](#): effective dates July 1, 2009 to July 1, 2009.

(Note: the effective date for Revision 26 was set as July 1, 2009, the same date previously set as the effective date for Revision 25, which had been adopted earlier in the same academic year as Revision 26 was adopted.)

[Legislative History](#) of Revision 25

[Revision 24](#): effective April 8, 2007 to June 30, 2009

[Legislative History](#) of Revision 24

[Revision 23](#): effective May 8, 2006 to April 8, 2007

[Legislative History](#) of Revision 23

[Revision 22](#): effective June 23, 2004 to May 7, 2006

[Revision 21](#): effective April 19, 2004 to June 22, 2004

[Revision 20](#): effective December 8, 2003 to April 18, 2004

[Revision 19](#): effective August 13, 2001 to December 7, 2003

[Revision 18](#): effective June 12, 2000 to August 12, 2001

[Revision 17](#): effective May 17, 1999 to June 11, 2000

[Revision 16](#): effective November 2, 1998 to May 16, 1999

Earlier versions of Policy 6-305. (Note, the description of duties of the Senate Faculty Standards Review Committee now moved to 6-002 as of Revision 30 in 2014 was previously housed in Policy 6-305 ( which before 2008 renumbering was Policy 9-5.3 and earlier Faculty Regulations Chapter V Section 4), and this lists the history of that Policy 6-305 up through 2014.

Policy 6-305 [Revision 18](#): (retired notice)

Policy 6-305 [Revision 17](#): effective dates: July 1, 2009 to May 15, 2014

Legislative History

Policy 6-305 Revision 16: effective dates: 2005-2009

Policy 6-305 Revision 15: effective dates 2001- 2005

Policy 6-305 Revision 14: effective dates 1999-2001

Policy 6-305 Revision 13: effective dates 1999

Policy 6-305 Revision 12: effective dates 1998-1999

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