

College of Health Council Charter

ARTICLE I: NAME

The name of this Council shall be the College of Health Council.

ARTICLE II: FUNCTIONS

The University of Utah College of Health Council (hereafter referred to as Council) is established as a part of University governance. Its function is to serve as the legislative body for the College in accordance with University Regulations. The Council may instruct its respective committees regarding academic policy and may approve, revise, or reject the recommendations of its committees. All powers residing in the Council that have been delegated to its committees may be retrieved by the Council at any time with a majority vote. The Council Charter shall be consistent with all University of Utah policies as contained in University Regulations (available at <http://regulations.utah.edu>).

The Council “may recommend to the Academic Senate, through the Executive Committee of the Academic Senate, new policies or policy modifications in relationship to any aspect of the University’s operation.” “All actions taken by the Council shall be reviewed by the Executive Committee of the Academic Senate and shall be subject to the power of the Senate to establish uniform policies and take final action on all matters of University concern” (Policy [6-003-III-Sec.2](#)).

ARTICLE III: MEMBERSHIP

Section A: Eligibility

Elected members of the Council shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty. As defined in University Policy [6-300](#) (The University Faculty—Categories and Ranks), Tenure-line includes tenured and tenure-track faculty, and Career-line includes Clinical, Lecturer, and Research faculty. As required by Policy 6-300-III-B-2, a majority of the voting members of the Council shall be Tenure-line faculty. [And if results of any round of ordinary elections would lead to non-compliance with that majority requirement, the current chair of the Council and the Dean shall by random lot select a sufficient number of departments/divisions which shall then conduct revised elections producing a number of Tenure-line members sufficient to restore the required majority.]

Student representation shall be by full-time students in residence.

Section B: Representation

Faculty: Each department or division shall elect one member to the Council. Each elected member of the Council shall serve for a period of three years. Initially, terms of office will need to be staggered by department/division representation; as a term of office is completed, a new member will be elected for a full three-year term.

Department and division faculty members holding administrative appointments (i.e. department and division chairs, associate deans) are eligible to be elected by their respective department or division faculty to serve as voting faculty representatives.

Dean: The Dean of the College of Health shall serve on the Council as a non-voting, ex-officio member.

Staff: A full-time member of the College of Health staff shall be nominated and elected by the staff of the College to serve a one-year term as a non-voting member. Election of the staff representative will be coordinated by the Dean's Office.

Council's Subcommittees: The Academic Senators for the College of Health and each of the Council's standing subcommittees (i.e., College Advisory, Computing Information Services, Curriculum, and Research) shall each elect one member to serve a one-year term as non-voting members of the Council.

Chair: The Tenure-line faculty and the full-time Career-line faculty (.75 FTE or greater) of the College as a whole, shall elect a Chair for the Council for a two-year term. In the second year of service, the outgoing Chair will initiate a "call for nominations" seeking eligible nominees (tenured faculty member with prior Council experience). Each department representative on the Council will directly solicit eligible and interested tenured faculty within their department as potential candidates. The call for nominations will be initiated not less than five weeks prior to the final day of classes of the Spring Semester. The department representatives will forward the name(s) of nominees to the Chair. The retiring Chair will then forward the list of nominees to the Dean's office no later than three weeks prior to the final day of classes. The Dean's office will then conduct an online election allowing sufficient time for all eligible faculty to vote. The Dean's office will oversee the execution of the election and counting of ballots. The results of the election will be announced at the annual Spring meeting of the College of Health.

Student Representation: One graduate and one undergraduate major student within the College shall be elected during the last meeting of the academic year by the College of Health Student Council for a one-year term, with each having full voting rights.

Section C: Elections

Council members are nominated and elected by departments or divisions during the Spring Semester preceding the appropriate term. Each term begins July 1 of the election year.

ARTICLE IV: OFFICERS

Section A: Chair

The College faculty (see III-B above) shall elect a chair for the Council during the Spring Semester to serve a two-year term beginning July 1. A temporary chair will be appointed by the current Chair in the event of his/her absence.

Section B: Recording Secretary

A recording secretary shall be elected annually by the Council members from within their ranks.

Section C: Parliamentarian

A parliamentarian shall be elected annually by the Council members from within their ranks.

ARTICLE V: MEETINGS

Section A: Regular and Special Meetings

One regular meeting of the Council shall be scheduled each semester and as deemed necessary during the academic year. In the event that a member cannot be present, he/she may designate a department/division alternate from their faculty for that meeting.

A simple majority of the Council, or the Chair, may call a special College-wide faculty meeting. Notice regarding a special meeting must be provided to each Tenure-line and Career-line faculty member at least three working days prior to the date of the meeting.

Meetings will be considered open to all interested faculty. Notice regarding regularly scheduled meetings must be provided to the College of Health Tenure-line and Career-line faculty and staff at least one week prior to the meeting. Non-members may address the Council when invited to speak by an elected Council member and recognized by the Chair.

Section B: Robert's Revised Rules of Order

Robert's Revised Rules of Order shall be the authority for parliamentary procedure.

Section C: Minutes and Records of the Council

The recording secretary shall take minutes of all Council meetings, distribute such minutes to all Council members and keep records. The Council Chair will notify all College faculty members of meetings, notify appropriate committees and individuals of actions taken by the Council and distribute the agenda for each Council meeting.

Section D: Agenda

Agenda items may be submitted by any Council member or chair of a standing committee or special committee. Agenda items shall be submitted to the Chair seven (7) working days prior to the scheduled meeting and distributed five (5) working days prior to the meeting. The agenda shall be developed by and be the responsibility of the Chair of the Council.

Section E: Voting

The Chair of the Council shall be non-voting with the exception of casting the deciding vote in the event of a tie.

Motions or resolutions requiring a vote may only be presented by elected Council members, the Council Chair, or Chairs of standing or special committees duly constituted by the Council or Council Chair.

Upon request, any member of the Council may secure a ballot vote.

One-half of the voting members shall constitute a quorum. A simply majority of those voting is required to carry a motion.

Officially designated alternates shall have full parliamentary privileges during the session they attend.

ARTICLE VI: COMMITTEES

SECTION A: STRUCTURE

Membership on standing committees of the Council shall be elected by the Tenure-line and full-time Career-line faculty (.75 FTE or greater) within their respective department or division. The Chair of each committee shall be elected by the respective committee members unless otherwise noted.

Special committees may be created as determined to be necessary by the Chair or by the Council. When formed by the Chair, the special committee shall be designated a task force; when formed by the Council, the special committee shall be designated an ad hoc committee.

Standing committees and special committees shall, in general, be (a) advisory; and (b) fact finding. The Committees shall provide an oral report to the faculty and Dean at the end of the year College meeting and shall make recommendations to the Council. Committees required by University Regulations will adhere to University policy in formation, charge, and reporting procedures.

SECTION B: MEMBERSHIP

Except for the College Advisory Committee on Retention, Promotion and Tenure (Section C, 1A) Tenure-line and full-time Career-line faculty (as defined in Article III, Section A) are eligible for full membership on committees, consistent with the requirements of University Policy [6-300](#)- (specifically sections III-A-4, III-B-2, and III-D-5).

Student representatives are eligible for membership on committees specified by University and College policy.

SECTION C: STANDING COMMITTEES

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

This Committee is established in compliance with University Policies [6-003](#)—III-Sec.2-B and [6-303](#)-III-F.

Membership: The Committee shall consist of one member from each department/division, each of whom shall be tenured faculty as defined in University Policy 6-300. Committee members shall be elected by the Tenure-line (tenured and tenure-track) faculty of the department/division that they represent. In the event that no tenured faculty member for a particular department/division is available for service on the CAC, Tenure-line faculty of that department/division shall elect a representative from another department/division within the College or University who is a tenured faculty member. Such representatives shall serve a one year term. All other CAC members shall serve for a period of two years, with eligibility for re-election following each two-year term. Membership shall be arranged so that the term of office shall expire for approximately one-half of the Committee members each year.

Department and Division Chairs are eligible for election. Tenured faculty who serve as Associate Dean are eligible for election to the CAC. Associate Deans who participate as members of the CAC may not, however, also participate in consideration of candidates at the Dean's level of review.

Functions: One function of the CAC is to suggest, debate, review and enact College policies governing college-level *procedures* for cases of retention, promotion, and tenure. The decisions of this Committee shall, with appropriate administrative approval, be College policy on these procedural matters.

The primary function of the Committee, in compliance with Policy 6-303, is to make recommendations in individual cases of retention, promotion, or tenure of Tenure-line faculty. When considering recommendations for retention, promotion, or tenure, the Committee shall evaluate candidates and present a recommendation that is (a) consistent with the criteria established by the department/division making the recommendations; (b) consistent with College criteria (where available); and (c) in agreement with University Policy 6-303.

The College Advisory Committee shall review the file of each case referred to it and shall determine if the department/division reasonably applied its written criteria, standards and procedures to each case. The College Committee shall make its recommendations on an individual's retention, promotion, or tenure, based upon its assessment whether the department's/division's recommendations are supported by the evidence presented. The College Committee shall use the department's/division's criteria and standards in making their assessment. The College Committee shall advise the Dean in writing of its vote and recommendations. (University Policy 6-303-III-G-1-d.)

Voting: For retention recommendations, CAC members who are tenured, regardless of rank, are eligible to vote. For tenure recommendations, all CAC members, who are tenured, regardless of rank, are eligible to vote. For promotion recommendations, CAC members who are of equal or higher rank than the rank proposed for the candidate shall be eligible to vote.

CAC ad hoc Committee on Promotions to Professor: During years in which one or more Tenure-line candidates are under consideration for promotion to professor, a CAC ad hoc committee on Promotion to Professor shall be formed. The ad hoc committee shall consist of all Tenure-line faculty with the rank of Full Professor in the College. All members of the ad hoc committee shall be eligible to participate in discussions of and vote upon promotion of candidates to Professor. Results of the ad hoc committee's actions shall be forwarded directly to the Dean. Members of the CAC, who are not full professors, do not participate in discussions of and are not eligible to vote upon candidates being considered for promotion to Professor.

CAC and ad hoc committee members who cast a vote on a particular candidate for retention, promotion or tenure at the department/division level are not eligible to cast a vote on retention, promotion or tenure for that candidate at the College level. CAC and ad hoc committee members who participate and vote at the department/division level may attend the College RPT meeting of the candidate under review from their department/division, to answer questions about the file that other CAC members may have, but they do not participate in the discussion and may not vote.

COMPUTING AND INFORMATION SERVICES COMMITTEE (CIS)

Membership: The Committee shall consist of one voting faculty member from each department/division in the College and one voting student representative. The faculty members shall serve a two-year term. The student member shall be elected by the CIS Committee members to one year terms from a list of nominees (one per department/division) provided by the respective Student Advisory Councils. The College Network Coordinator and Facilities Manager will serve as non-voting, ex-officio members.

Functions: The CIS Committee shall serve in an advisory capacity to the Dean of the College of Health. In this role, the CIS Committee shall represent the College Faculty in all matters pertaining to the orderly, efficient, and effective operations of computers and associated information services and technology in the College.

Specific duties of the CIS Committee shall include:

Advise the Dean of the College, in a timely manner, on all matters relating to computing and information services.

Advise and recommend to the Dean, in a timely manner, the position of the faculty in response to any and all proposed computing and information systems policy and management decisions made by any level of College Administration

Advise the Dean and represent the College faculty in all strategic planning for College computing and information services.

Advise the Dean regarding priorities for faculty and student computing and information services needs.

Prepare and submit to the Dean requests for software and hardware in the Student Computing Facility

Prepare and submit to the Dean requests for instructional computing hardware to meet the needs of College faculty.

Assist the Dean, as needed, with preparing of institutional requests for computing resources.

Periodically evaluate and assess the level of computing and information service literacy, use and level of satisfaction among faculty, staff and students in the College.

Assist in the advancement of personal and professional computer literacy among College of Health faculty and staff through formal and informal seminars highlighting current uses and applications or by referral to University resources.

Respond to specific requests from the College Council and/or the Dean regarding any special computing and/or information service issues before the College.

CURRICULUM COMMITTEE

Membership: The Committee shall consist of one voting faculty member from each department and division in the College and a non-voting, ex officio member from the Dean's staff appointed by the Dean. Committee members shall be elected by the Tenure-line and full-time Career-line faculty of the department/division that they represent. Each member shall serve for a period of two years. Membership shall be arranged so that the term of office shall expire for approximately one-half of the committee members each year.

Functions: Evaluate curriculum at the undergraduate and graduate levels relative to the College Mission, the goals and purposes of the University, and the needs of the professions and the community. The Committee has the delegated responsibility from the Council to approve/disapprove curriculum changes.

DIVERSITY AND INCLUSION COMMITTEE

Membership: The Committee shall consist of one voting faculty member from each department/division, a non-voting, ex officio member from the Dean's staff appointed by the Dean, and two voting student representatives (one graduate and one undergraduate). The student members shall be elected by the faculty Committee members to one year

terms from a list of nominees (one per department/division) provided by the respective Student Advisory Councils. Committee members shall be appointed by the Chair of the department/division they represent. Such representatives shall serve for a period of two years, with eligibility for re-appointment following each two-year term. Membership shall be arranged so that the terms of office shall expire for approximately one-half of the Committee members each year.

Functions: The function of the Diversity and Inclusion Committee is to suggest and debate College policies governing diversity in hiring of faculty and staff, student recruitment, and inclusion programming for the College of Health.

RESEARCH COMMITTEE

Membership: Members of the Research Committee shall be Tenure-line or full-time (.75 FTE or greater) Career-line faculty.

Faculty: Each department or division Chair shall assign one member to the Research Committee from their respective department or division. Each member of the Research Committee shall serve for a three year term for no more than two consecutive terms. Initially, terms of office will need to be staggered by department/division representation; as a term of office is completed, a new member will be assigned for a full three-year term. Members are assigned during the Spring Semester preceding the appropriate term. Each term begins July 1 of the assignment year.

Department/division faculty members holding administrative appointments (i.e. department or division chairs, associate deans) are eligible for the Research Committee. Subcommittees will be formed on an as-needed basis. These subcommittees will not necessarily be limited to Research Committee members.

Dean: The Dean of the College of Health shall serve on the Research Committee as a non-voting, ex-officio member. The College of Health Grants and Contracts Officer may serve as the designated alternate for the Dean.

Chair: The Research Committee, as a whole, shall elect a Chair for the Research Committee for a three-year term for no more than two consecutive terms. The Chair must be a tenured faculty member with prior membership on the Research Committee. The Chair will ensure that all parliamentary procedures are upheld. A temporary chair will be appointed by the Chair in the event of his/her absence.

Functions: The College of Health Research Committee (hereafter referred to as Research Committee) is established as a part of University governance. Its function is to coordinate and implement the annual College of Health Research and Creative Grant Competition. It also oversees and selects from a list of nominees those who will receive the College of Health Research Awards (every one to two years).

Voting:

- The Chair of the Research Committee shall have full-voting privileges.
- Motions or resolutions requiring a vote may only be presented by Research Committee members or the Research Committee Chair.
- Upon request, any member of the Research Committee may secure a ballot vote.
- One-half of the voting members shall constitute a quorum. A simple majority of those voting is required to carry a motion.
- Officially designated alternates shall have full parliamentary privileges during the session they attend.

SCHOLARSHIPS AND AWARDS COMMITTEE

Membership: The Committee shall consist of one voting faculty or staff member from each department/division and a non-voting, ex officio member from the Dean's staff appointed by the Dean. Committee members shall be appointed by the Chair of the department/division they represent. Such representatives shall serve for a period of two years, with eligibility for re-appointment following each two-year term. Membership shall be arranged so that the terms of office shall expire for approximately one-half of the Committee members each year.

Functions: The function of the Scholarship Committee is to select recipients of the College of Health scholarships, awards, and honors. The Committee has the delegated responsibility from the Council to select these recipients.

ARTICLE VII: LIAISON

The Council shall maintain continuous liaison with the Dean and the College of Health's Dean Advisory Council (DAC) so as to communicate on matters that are deemed important to the overall operation of the College.

ARTICLE VIII: AMENDMENTS TO CHARTER

The Charter may be amended by a two-thirds vote of Council members. Due written notice of proposed amendments must be submitted to each Tenure-line and Career-line faculty member five working days prior to the meeting. Approved amendments to the Charter must be ratified by a majority vote of the Tenure-line and full-time (.75 FTE or greater) Career-line College faculty, and finally approved by the Academic Senate Executive Committee (University Policy [6-003](#)).

Approved:
02/25/2014 College Council
2014-03-17 Academic Senate Executive Committee final approval