

# University of Utah College of Education

## College Council Charter

As revised and approved by the College Council 2018  
Approved by the Academic Senate Executive Committee 2018-06-11  
and presented for the Information of the Academic Senate 2018-08-27

### I. Purpose and duties of the College Council

This Charter, adopted pursuant to University Policy 6-003-III-A (Establishment and Authority of College Councils), shall govern the structure and functions of the College of Education Council (hereafter referred to as Council), which shall formulate policies and exercise primary authority to make decisions relating to matters of the College of Education, its four Departments, and the Urban Institute of Teacher Education (UITE), to the extent authorized by Policy 6-001 and other University Regulations.

The Council shall have, subject to the approval of the Academic Senate, the responsibility for and authority with respect to all questions of educational policy affecting the College, including program development, curriculum, College of Education scholarships, faculty (tenure-line and career-line) appointments, retention, promotion and tenure, and student appeals.

### II. Council Structure

#### A. Membership and voting privileges

The Council shall consist of tenure-line faculty, career-line faculty, auxiliary personnel, and staff (as described in University Policy 6-300) from the College of Education (CoE), with the following voting or non-voting status.

The *voting faculty* membership of the Council shall consist of all tenure-line faculty members, and all career-line faculty members with at least a .50 FTE appointment within the College, including the Department Chairs and Dean who have faculty appointments. The *voting student* membership shall consist of the *two* student representatives who serve on the College Council Executive Committee. The voting staff membership shall consist of one staff representative with at least a 1.00 FTE position who serves on the College Council Executive Committee.

The *nonvoting* membership of the Council, who shall have the privileges of introducing motions of debate and of discussion, shall include full-time staff and auxiliary personnel (at least .75 FTE or above) of the College or any of its departments, and all career-line faculty members with less than a .50 FTE appointment within the College.

The Chairperson of the College Executive Committee (a tenure-line faculty member elected annually as described in part III-A) serves as Chairperson of the Council, responsible for conducting Council meetings, and with assistance of the Dean's office responsible for

distributing Council agenda materials and minutes. The Executive Committee sets agendas for the Council meetings, after consultation with the Dean.

#### B. Meetings

Regular meetings of the Council will occur in September and April of every academic year, with additional meetings scheduled if necessary. Meetings of the Council may be called at other times by the Dean or by a written petition signed by at least five voting members of the Council. The agenda of each meeting will be available to Council members at least 10 business days before the meeting. Council members will be invited to review and make recommendations within five business days.

#### C. Quorum

A majority (more than 50%) of the voting members of the Council shall constitute a quorum, with a majority of those voting required to carry a motion.

### III. Council Committees

College committees required by University Policy shall be established according to such Policy, and the Council shall designate such additional standing and ad hoc committees as it deems necessary to prepare and administer its programs and policies effectively. All committees are accountable to the Council. Appointments to standing committees are reviewed and made annually. Ad hoc committees will be constituted by a vote of the Council or by the Dean.

As further described below, membership on standing and ad hoc committees shall consist of tenure-line faculty members, and career-line faculty members with at least .50 FTE or higher in the College, and of appointed student and/or staff representatives, when appropriate.

The standing committees of the College shall be the College Executive Committee, College Retention, Promotion and Tenure (RPT) Advisory Committee, Academic Appeals Committee, Curriculum Committee, and the Scholarship Committee.

Annual election and/or appointment of standing committee members shall be made by April 30<sup>th</sup>. The term of elected or appointed members shall commence immediately. Each committee shall elect its Chairperson. Unless prohibited from doing so by University Policy, the Dean or their designee shall serve as an ex officio member of all standing committees except the Executive Committee and the College RPT Advisory Committee. The Dean shall provide administrative support to all standing committees. Standing committees serve to address ongoing needs in the College.

Each standing committee shall create and maintain its manual on operating policies and procedures. Such rules must conform to University regulations and any guidelines, rules, or directives provided by the Council or Executive Committee. A copy of each committee's current procedure manual, together with a report of actions taken during the academic year, will be submitted for approval to the Executive Committee by the 1<sup>st</sup> of May each year.

Ad hoc committees will be created at the Dean's discretion or by vote of the Council for specific concerns, issues, or projects of a limited scope and duration; with membership, terms, and timelines as specified at the time of creation.

#### A. Executive Committee

The voting membership of the College Executive Committee shall consist of: one tenure-line faculty representative from each of the four Departments (elected by that department's tenure line faculty and career-line faculty of at least .50FTE); one career-line faculty representative from UITE (elected by the UITE career-line faculty of at least .50FTE); one staff representative; and two student representatives as described below. CoE faculty representatives from the Academic Senate, the Graduate Council, the Undergraduate Council and other University committees who are not otherwise serving as voting members may be invited to Executive Committee meetings to share information, and in the discretion of the voting members for any given period may be invited to serve as ad-hoc non-voting members.

The term of service for the elected voting faculty members of the Executive Committee will be three years. Terms will be staggered across Departments and UITE (ordinarily such that the representatives of the Department of Education, Culture, and Society and the Department of Educational Leadership and Policy will be elected in a given year, the representatives of the Department of Educational Psychology and the Department of Special Education elected in the following year, and the representative of UITE in the third year). If a member of the Executive Committee is unable to complete the term, the corresponding Department or UITE will immediately elect a replacement to complete the term in order to provide for appropriate representation and to continue the staggered terms of the whole Committee.

The voting staff representative shall consist of one college staff person of at least 1.00 FTE who shall be elected annually by staff of the college of at least .75 FTE.

The voting student representatives shall consist of one graduate student representative and one undergraduate student representative who shall be elected annually by students of the college.

Unless otherwise determined by the Executive Committee, the Executive Committee shall meet monthly throughout the academic year. Special meetings of the Executive Committee may be called by the Dean or upon the request of a majority of voting members of the Executive Committee. A majority (more than 50%) of the voting members of the Committee shall constitute a quorum, with a majority of those voting required to carry a motion.

The Dean and the Department Chairpersons with faculty appointments cannot be elected as voting members of the Executive Committee but do serve as non-voting ex officio members. Due to their faculty appointments, they are voting members of the Council. The Executive Committee can vote to go into 'executive session' during which non-voting ex officio members are excused.

The Executive Committee shall be led by the Committee Chair (who also serves as Chair of the Council during the term). The Chair shall be one of the voting tenure-line faculty members of the Committee, elected annually to the Chair position by the other voting members of the Committee during one of the regularly scheduled meetings during spring semester. Ordinarily the Chair, for the following academic year, will be elected at the second to last meeting of the year. As a general principle, the position of Chair should be rotated regularly among representatives of the various departments of the College. In the annual election of the Chair, a Chair-elect is named, to act as Chair for any meeting or duties of the Committee or the Council which the Chair is unable to attend.

Responsibilities of the Executive Committee include:

- To set the agendas for meetings of the Council, after consultation with the Dean.
- To identify the scope of work and responsibilities for each standing committee.
- To oversee elections for the College Appeals Committee and College representatives to the Academic Senate, the Graduate Council, the Undergraduate Council, University Promotion and Tenure Advisory Committee (UPTAC), library representatives, and IRB representative.
- To solicit nominations, review applications, and select CoE faculty for research, teaching, and service awards.
- To distribute monthly minutes of the Executive Committee meetings directly to each member of the Council. Information provided to the Executive Committee by CoE faculty representatives from the Academic Senate, the Graduate Council, the Undergraduate Council and other University committees will be included in the minutes.
- To review and approve the procedure manuals of standing committees annually.
- To schedule and organize college-wide events approved by the Executive Committee.
- To meet with the College Leadership Team at least once in the fall and once in the spring semester, with additional meetings scheduled as needed, to discuss CoE policy issues.

#### B. College RPT Advisory Committee

The College RPT Advisory Committee shall be composed of two tenure-line faculty members from each of the academic Departments, elected by the tenure-line faculty of that Department. Members shall ordinarily be tenured, and preferably with the rank of Professor. If this is not possible due to the tenure and rank constellation of a given Department, they will have the option of electing tenured members with the rank of Associate Professor, or in extraordinary circumstances a non-tenured faculty member to the Committee (after consultation with the Associate Vice President for Faculty Affairs). Department Chairs and the Dean are ineligible for election. The Dean or their representative, and the Chair of the department from which a case arises may attend and participate in deliberations of the Committee regarding a particular case only by invitation of the Committee (consistent with University Policy 6-303, Sec. III-G-1-C). Committee members from the same Department as the candidate being reviewed may be present at the meeting but shall not vote; they shall not participate in deliberation unless clarifications are requested and questions are directed to them. In the event that a Committee member is under

review or has a conflict of interest (e.g., spouse/partner of faculty under review), they will be excused from the discussions and will be blocked from accessing any related materials.

The faculty members elected to this committee shall serve two-year terms. No faculty member shall serve consecutive terms except under extenuating circumstances. When possible, terms of Committee members will be staggered within Departments, such that one of a Department's members is elected on a given year and the second on the following year.

The College RPT Advisory Committee has the responsibility to make independent recommendations on the retention, promotion, and tenure of candidates based on the approved Departmental RPT Statement, and to review Departmental processes to determine whether the Department followed its written criteria, standards, and procedures in making recommendations. Each College RPT Advisory Committee member will have the following responsibilities in completing the review process: (1) to independently review all of the materials in each candidate's file; (2) to review the materials in light of the criteria and standards as set forth in the Departmental RPT Statement in the areas of research, teaching, and service; (3) to vote on evaluation ratings in research, teaching, and service of the candidate and to vote on retention, promotion, and/or tenure; (4) to share determinations and rationale as called upon by the RPT Committee Chair in scheduled Committee meetings; (5) to contribute to the reporting process as required by University regulations; (6) to maintain the highest standards of professional judgment and conduct in completing each element of the review process, and (7) to preserve the confidentiality of the materials and the proceedings.

### C. College Academic Appeals Committee

The makeup of the Academic Appeals Committee will be formed according to College procedures, subject to the parameters established by the Student Code—University Policy 6-400, Secs. IV-C-3:

*“Two faculty members shall come from the college. The Personnel and Elections Committee of the Academic Senate shall appoint one faculty member from outside the college. The faculty members shall be appointed to the Committee for staggered three-year terms. The dean shall appoint two undergraduate student members and two graduate student members who are either from the relevant Student Advisory Committee or listed as a major within the college. Undergraduate student and graduate student members will be appointed for staggered two-year terms. No more than one faculty member and two Committee members in total may come from the same department [or academic unit for the College of Education] in a multi-department college. The members of the Committee who shall hear the case are the three faculty members and the two students from the appealing student's peer group (i.e., undergraduates or graduates). The dean shall designate one of the faculty members to serve as chair of the Committee. The Committee shall establish internal procedures consistent with the Student Code.”*

#### D. College Curriculum Committee

The College Curriculum Committee shall consist of one tenure-line representative from each Department (elected by the tenure line faculty and career-line faculty of at least .50FTE]] of that department; one career-line representative from UITE (elected by the UITE career-line faculty of at least .50FTE); one graduate student representative (elected by graduate students of the college), and one undergraduate student representative from the Department of Special Education or UITE (elected by undergraduate students from that Department and Unit). The term of service for the faculty members of the Curriculum Committee will be two years. Terms will be staggered across Departments and UITE such that the representatives of the Department of Education, Culture, and Society, the Department of Educational Psychology, and UITE will be elected in a given year, and the representatives of the Department of Educational Leadership and Policy and the Department of Special Education will be elected in the following year.

The duties of this Committee are to: (1) review and approve the recommendations of the Departments and UITE for course and program additions, deletions, or modifications at both the undergraduate and graduate level, (2) review and identify course redundancies across Departments and UITE in the College, (3) identify potential areas of shared curricular interest and/or collaboration across Departments and UITE, and (4) recommend to the Dean official actions regarding the curriculum. The responsibilities of the College Curriculum Committee as part of the curricula management processes within the College will be further described in the Curricula Management Plans each unit of the College is required to prepare in accord with University Policies 6-001 and 6-500.

#### E. College Scholarship Committee

The College Scholarship Committee shall consist of one faculty member from each Department and UITE, either tenure-line or career-line (elected by the Unit's tenure-line faculty and the career-line faculty of at least .50FTE). The term of service for the faculty members of the Scholarship Committee will be two years. Terms will be staggered across Departments and UITE such that the representatives of the Department of Special Education and the Department of Educational Psychology will be elected in a given year, and the representatives of the Department of Educational Leadership and Policy, the Department of Education, Culture, and Society, and UITE elected in the following year. The duties of this Committee shall be to review undergraduate and graduate CoE scholarship applications and make awards selections and/or recommendations to the Dean as appropriate (e.g., Steffensen Cannon scholarship).

### IV. AMENDMENT OF THE CHARTER

#### A. Proposing Amendments to Charter

Proposals to amend this Charter may be made by either a) a majority (more than 50%) of those present at a Council Meeting voting in favor of such proposals or b) by a majority (more than 50%) of the Executive Committee. Any Council member may identify a section of the Charter in need of amendment to bring before the Executive Committee or the membership at a Council meeting for further discussion.

## B. Voting on Proposed Amendments

This Charter may be amended by a majority (more than 50%) vote of the ballots returned by the voting membership of the Council in an electronic or paper ballot, provided that over 50% of the voting members cast a ballot.

This Charter may and will be amended, as needed, to conform to University Regulations.

The Charter, and any amendments, are subject to the final approval of the Executive Committee of the Academic Senate, and will then be presented for the Information and Recommendations of the Academic Senate, per Policy 6-003.