

College of Engineering College Council Charter  
Revised September 2013

*Approved by the tenure-line faculty of the College 2013-09. Final approval by the Academic Senate Executive Committee 2013-10-21, to take effect on final approval.*

I. Purpose and Duties

The College of Engineering Council ("Council") shall formulate policies and exercise primary authority to make decisions relating to College and department affairs to the extent authorized by University Regulations (available at <http://regulations.utah.edu/>). It advises the administration of the University and the College of the views of the faculty of the College, and receives and disseminates information to the faculty and students of the College, directly and through their elected representatives on the Council.

II. Membership

A. The voting membership of the Council shall consist of: the College of Engineering dean and the two associate deans; the tenure-line and career-line faculty members (currently six and one, respectively) representing the College of Engineering on the University of Utah Academic Senate (all serving three-year terms and elected as per University [Policy 6-002](#)); the three tenured faculty members comprising the College RPT Advisory Committee (chosen as described in section VI); one graduate student elected from and by the Engineering Graduate Student Advisory Committees, and one undergraduate student who is the Engineering representative to the ASUU Student Senate.

Through the nominating process for Academic Senators, the College will strive to have each rank of tenure-line faculty (Assistant Professor, Associate Professor, and Professor) and a broad set of departments represented on the Academic Senate and therefore on the College Council.

B. Non-voting ex officio members of the Council shall consist of the leaders of College of Engineering academic units (department chairs/director) and directors of other degree-granting programs in the College (subject to change and currently consisting of Computer Engineering, Nuclear Engineering and Entertainment Arts and Engineering).

III. Officers of the Council

A. The Dean of the college will act as Chair of the Council.

B. The Chair of the Council shall preside at all meetings of the Council. The Chair shall determine the agenda for each Council meeting and shall place any item on the agenda brought by two or more voting or ex officio members. The Chair may participate in discussions and vote during the Council meetings.

C. The College Administrator will act as Secretary for the council. The Secretary shall notify the tenure-line and career-line faculty of the meeting time

and place, and disseminate the agenda to those faculty and to members of the Council in advance of each meeting. The Secretary shall record any actions taken at a meeting, summarize any discussions, and post that information so that it is available to the Council members and to the tenure-line and career-line faculty of the College.

#### IV. Meetings

- A. Meetings will be held at least once in Fall and once in Spring semesters.
- B. Special meetings may be called by the Chair. The Chair shall call a special meeting at the written request of at least five voting or ex officio Council members, and the agenda for such a special meeting will be the items stated on that written request.
- C. The Council may adopt any rules necessary for the orderly conduct of its business.
- D. Two-thirds of the voting membership of the Council shall constitute a quorum for any meeting.
- E. All meetings of the Council shall be open to all faculty and students of the College, except that the Council can vote to go into closed session, if permitted by University Regulations and applicable law.

#### V. Actions of the Council

- A. The Council will perform all actions as required by the pertinent University Regulations, including those actions prescribed in Policies [6-001](#), [6-003](#), and [6-101](#), and meet all other requirements of University Regulations.
- B. The Council shall formulate College policy as permitted by University Regulations. However, such policy approved by the Council must be ratified by a majority vote of the applicable College faculty.
  - 1. The voting faculty for such ratification shall include the tenure-line faculty of the College, and the appropriate category of career-line faculty for the particular policy under consideration (e.g., *Lecturer* faculty for policy regarding teaching and curricular matters, and *Research* faculty for policy regarding research matters, which shall be determined by a vote of the Council in each instance).
  - 2. Voting for such ratification may be conducted by written ballot, electronic mail, web site or any similar method, and shall be supervised by

the Secretary. The voting period shall be long enough for a discussion of the matter and to allow all voting faculty to participate.

3. At the written request to the Dean from at least twenty-five percent of the faculty eligible to vote on the matter, a special meeting of the College faculty shall be called by the Dean to discuss the issue. Voting on the matter shall be extended until after such a meeting.

C. The council will perform all additional actions as prescribed by the College.

D. In accord with Policy [6-001](#) (authority of faculty to review actions of council) and [6-300](#) (primary role of tenure-line faculty in setting policies), actions of the council may be reviewed and rescinded. At the written request to the Dean from at least twenty-five percent of the tenure-line faculty of the College, a special meeting of the College faculty shall be called by the Dean to discuss rescinding any vote or other action taken by the Council. Following that meeting, the tenure-line faculty shall vote on the proposed rescission by written ballot, electronic mail, web site or any similar method, with the Secretary supervising the voting. The proposal voted upon shall include a description of the substitute policy or outcome which is intended to result if the majority approves rescission of the council's prior action.

#### VI. Committees

A. Two standing committees shall report to the Council: the *College Retention, Promotion, and Tenure Advisory Committee* and the *College Curriculum Committee*. Each standing committee shall report at least yearly to the Council, indicating actions taken and making any recommendations for changes in College policy in their area of responsibility.

B. The *College Retention, Promotion, and Tenure Advisory Committee* is established for purposes of making recommendations in RPT cases of tenure-line faculty pursuant to Policy [6-303](#)-III-G. It shall consist of three tenured faculty members with the rank of Professor, nominated by Department Chairs or self-nominated, and elected college-wide by an approval vote of all tenure-line faculty. No more than one member may be from a given department. Committee members serve three year (July 1 through June 30) staggered terms, with an election for one member conducted in the preceding spring of each year. A member may not serve consecutive terms.

Members cannot serve as Department RPT Advisory Committee Chairs or on Department RPT Review Subcommittees, and cannot vote on candidates at the department level (single vote rule, Policy 6-303-III-A-3-a-v). Members of the committee will usually participate in the discussion, deliberation and voting for all RPT candidates, including those from their own departments, but when a member of the committee has had a close working or personal relationship

(whether positive or negative) with the candidate, s/he will recuse her/himself from participating. When a member of this committee cannot serve for any reason, either on a particular case or for a year, she or he will be replaced by the person who most recently stepped down from the committee, and who is not from the same academic department as either of the other members. The chair of this committee is elected by its members each year.

The role of the College RPT Advisory Committee is to review and make recommendations in all retention, tenure and/or promotion cases. Its recommendations are to be based on determining whether the Department RPT Advisory Committee and Department Chair reasonably applied the written substantive and procedural guidelines in each case, i.e., does the evidence support the recommendation (Policy [6-303](#) III-3-G-1-d).

C. The *College Curriculum Committee* shall be responsible for approving all proposed changes, additions, or deletions from departmental curricula and the processing of required university reports. The committee shall consist of one tenure-line or full-time career-line faculty member appointed by each department in the College and the Associate Dean for Academic Affairs as a non-voting ex officio member representing the Dean's office. The committee chair is appointed by the dean from among the committee members.

D. *Faculty Appointments*. In accord with Policies 6-003 and 6-302-III-B, the College has chosen not to establish a college advisory committee to provide recommendations regarding faculty appointments. For departmental Faculty Appointments Advisory Committees, it is the policy of the College that each department is authorized to include career-line faculty as voting members of the departmental committee for purposes of considering initial appointments, reappointments, and/or reappointments with promotion of any career-line faculty candidate if the department so chooses. Documentation of the involvement of career-line faculty in any actions of the departmental committee shall be provided as required by Policy 6-302-III-B.

E. The Council may appoint ad hoc committees as necessary. Members of such ad hoc committees do not need to be members of the Council.

## VII. Amendment of this Charter

This charter may be amended by a two-thirds majority vote of the tenure-line faculty of the College. Voting may be conducted by written ballot, electronic mail, web site or any similar method, and shall be supervised by the Secretary. At least one week's notice shall be given for the collection of ballots.

Pursuant to Policy [6-003](#), the revised charter is subject to the final approval of the Academic Senate Executive Committee.