

Subject: COUNCIL CHARTERS - COLLEGE OF MINES AND EARTH SCIENCES

I. OBJECTIVES, PURPOSES, AND RESPONSIBILITIES

The College Council:

- A. Ensures that the mission and objectives of the University are being met by the College of Mines and Earth Sciences, recognizing that the Council shall operate within the confines and limits of scope and authority delegated to it by the Academic Senate;
- B. Establishes standing committees within the College Council to assist in Council business and sets up procedures for operation of the Council and its standing committees;
- C. Receives and reviews the reports of the chairpersons of College standing committees; and
- D. Assists in any other functions and duties assigned to the Council by the Academic Senate.

II. RULES AND REGULATIONS

The College Council functions under the guidelines outlined in the University of Utah Policy and Procedures, PPM 9-4, Chapter IV, Section 2, pp. 1-4. The chairperson of the Council will be the dean of the College.

The Council shall have the power to make rules governing its own organization and procedure. In conducting its meetings, in the absence of special rules to the contrary, the Council shall follow Robert's Rules of Order. Faculty members and students may visit any Council meeting unless prohibited by the Council chairperson or a majority of Council members in attendance at that meeting. The Council chairperson may extend the privilege of discussion or presentation to a visitor.

III. PROCEDURES

Recommendations, where applicable, will proceed from departmental and/or College Council standing committees to the dean. Recommendations from the Council go to the dean for approval and submission to the appropriate person or group within the University for further action.

In the event there is a difference of opinion between the administration of the College and the Council about a particular matter or recommendation, the Council can vote to submit contrary recommendations directly to the vice president for academic affairs for consideration.

Requests for action on the part of the Council can be initiated by any faculty member. Such requests must be submitted to the Council in writing. Only those matters submitted 24 hours in advance of a Council meeting will be considered for inclusion on the agenda of a regular

meeting.

A subject currently under consideration at any level (Academic Senate, etc.) should not be considered by the Council in an appeal meeting.

IV. ORGANIZATION OF THE COLLEGE COUNCIL

A. Council Members:

The organization, structure, and membership of the College Council shall be determined and modified as needed by a majority vote of all voting members.

Each department will be represented by its chairperson, one elected faculty member, and one student. Additional faculty representation will be on a pro rata basis according to FTE for each department, one representative being elected for each 10 FTE. One research faculty member from the College will serve on the Council.

B. Voting Members:

The chairperson of the Council (dean) is a non-voting member but may vote in the case of a tie.

The associate dean and department chairpersons are nonvoting members unless they are elected as representatives. The elected faculty representatives, the research faculty representative, and the student representatives are voting members of the Council.

A voting member may, with prior notice to the chairperson of the Council, designate an alternate voting member from the faculty of his/her department to attend a Council meeting that the permanent voting member cannot attend.

Approval of minutes and adjournment, as well as all other votes of the Council, will be by show of hands, unless any member of the Council requests a secret ballot.

All actions or recommendations of the Council shall be by a majority vote of the voting members and designated alternates present at the meeting. Proxy votes from voting members not in attendance at the meeting will not count.

V. ELECTION OF COUNCIL MEMBERS

A. Departmental representatives will be elected by secret vote of the faculty from each department.

B. The representative of the research faculty will be elected by a majority vote of research faculty of the College, with membership rotating among the departments.

C. Student representatives to the Council will be the chairpersons of each departmental Student Advisory Committee.

D. The selection of representatives will take place each year before, or at the beginning of autumn quarter and the terms of office will be from October 1 to September 30.

VI. TERM OF OFFICE

- A. **Departmental Representatives.** Departmental representatives are elected for two-year terms. However, elected members of the Council may serve a subsequent term if so elected by the faculty in their departments. Each year one-half of the representatives will be elected for a term of two years. In case of absence because of resignation, leave, etc., the cognizant department chair will appoint an alternate member to complete the term of the absent member.
- B. **Research Faculty Representative.** The research representative will be elected for a term of one year, with membership rotating among the departments.
- C. **Student Representatives.** The student representatives will serve for a term coinciding with their terms of office as the chairpersons of the departmental Student Advisory Committees.

VII. MEETINGS

Council meetings will be held at least once annually, but may be more frequent if the need arises. Additional meetings of the Council may be held at the call of the chairperson or of any five members of the Council. A majority of the voting members of the Council shall constitute a quorum for the transaction of business.

An agenda for all items to be discussed at Council meetings will be prepared in the dean's office and distributed to Council members before the meeting. Additional agenda items may be submitted by Council members 24 hours in advance of a meeting.

The secretary of the Council will be the dean's administrative assistant or designee. Minutes of the meetings will be prepared under the direction of the dean and will be distributed to the College faculty and Council members within ten days after the Council meeting.

VIII. STANDING COMMITTEES

- A. **College Executive Committee.** The members of the Executive Committee are automatically the dean, who serves as chair, and the department chairpersons. Meetings are held as needed. Strategic planning, budgetary issues, space problems and arrangements, and other matters pertaining to departmental and College affairs are discussed.
- B. **College Faculty Relations Committee.** Actions of the College Faculty Relations Committee will follow the same procedures established for the University Promotion and Tenure Advisory Committee (UPTAC), with the exception that all committee members will be tenured faculty. (See University of Utah Policy and Procedures, PPM 9-5.2, Chapter V., Section 3, pages 1-
- C. **Each department will elect two members to serve on the College Faculty Relations Committee. The duties of this committee will be:**
 - 1. To study and make written recommendations to the dean of the College concerning regular faculty appointments, retention, tenure, and promotions. Appointment of auxiliary faculty (adjunct, research, visiting, etc.) may be referred to the Faculty Relations Committee at the discretion of the dean.

2. To engage in such other duties involving faculty relations as may be assigned to it by the College Council.

The committee members shall be elected from the tenured faculty members within the College but need not be members of the Council. Faculty members who hold administrative positions at or above the level of department chairperson or associate dean are not eligible for membership on this committee. Committee members are to be excused from meetings when their own department colleagues are being considered.

Members of this committee shall serve a term of two years. One-half of the members shall be elected annually. A resignation shall be filled by election in the department of the resigned faculty member. The chairperson of the committee shall be elected by the committee's own membership. The chairperson shall have the right to vote.

The committee will seek and utilize input from the entire faculty. In cases of controversy, the committee will seek additional information from all concerned parties. Any faculty member who is being considered by the committee may appear before the committee to present his/her case if so desired.

- D. College Curriculum Committee. The Council shall establish a Curriculum Committee, consisting of one regular tenured or tenure-track faculty member from each department. Each department will establish its own procedure for selecting its representative on the Curriculum Committee. The representative may serve more than one year. The committee chairperson is appointed by the dean and will serve a term of three years.

The duties of the Curriculum Committee are:

1. Receives, evaluates, and makes recommendations to the dean concerning any petition from a department for any curriculum change in the College. Such curriculum changes include initiation of a new course, substantial change to an existing course (including change in title, level, number of credit hours, or major change in the course description), or a change in prerequisites to a course that is required for a major in another department. The committee does not review or make recommendations concerning scheduling of courses, minor editorial changes in course descriptions, or changes in degree requirements that do not involve changes in particular courses.
2. Confers with representatives of related colleges on curriculum matters.
3. Performs other appropriate functions, as assigned by the Council or as initiated by the committee.
4. Submits a report of the committee's activities and decisions to the College Council. The decisions of the committee may be reviewed by the College Council, but they shall not be overturned by the College Council.

- E. College Loan Committee. Regular faculty members from each department serve on the Loan Committee. Each department will establish its own procedure for selecting its representative. The chairperson is appointed by the dean. The responsibility of this committee is to administer financial aid from a loan fund within the College to students in need. The loans are repaid by the students according to stipulations agreed to in promissory notes signed by the students.

- F. College Computer Committee. Regular faculty members from each department serve on the Computer Committee. Each department

will establish its own procedure for selecting its faculty representative. In addition, one technical staff member may be appointed by each department chair and one technical staff member from the College may be appointed by the dean to serve on this committee. The chairperson is appointed by the dean and will serve a term of three years. The duties of the Computer Committee are to assess the computer needs within the College, prioritize those needs, and recommend items to be included in proposals when funding is available through the University Task Force on Computing, Electronic Classroom Subcommittee, or other such resources.

- G. College Teaching Awards Committee. Regular faculty members from each department serve on the Teaching Awards Committee, as well as members of each departmental Student Advisory Committee. Each department will establish its own procedure for selecting its representatives. The chairperson is the recipient of the previous year's outstanding Teaching Award for faculty. The responsibilities of the Teaching Awards Committee are to solicit nominations, review candidate files, and select recipients for the Outstanding Teaching Award and the Outstanding Teaching Assistant Award, both of which are presented at convocation.
- H. College Convocation Committee. The members of the Convocation Committee are the dean, the administrative assistant to the dean, one or more regular faculty and one student appointed by the dean. On alternate years, the dean of the College is the host for the joint convocation with the College of Engineering and has the major responsibility for calling meetings, making assignments, and following through on details regarding the convocation exercises.
- I. College McGregor Library Committee. Regular faculty members from each department serve on the McGregor Library Committee. Each department will establish its own procedure for selecting its representative. The chairperson is appointed by the dean and will serve a term of three years. The duties of the McGregor Library Committee are to solicit suggestions from College faculty and students for library acquisitions and to make recommendations to the dean of the College for these items to be purchased and placed in the Science and Engineering Library.
- J. College Safety/Emergency Preparedness Committee. The members of the Safety/Emergency Preparedness Committee represent faculty and staff selected by each department chairperson within the College and a fire marshall from Environmental Health and Safety. The chairperson is appointed by the dean. Meetings are called when safety issues require discussion, when information needs to be distributed, or when safety-related training is requested. Building floor plans and evacuation procedures have been posted by this committee. Additional information is posted as needed. The committee is on standby and will act as a liaison, if departments prefer, in handling problems of unsafe laboratory conditions and chemical storage/usage. Generally, each department is responsible for informing and training personnel within its own area in matters relating to safety, such as CPR, first aid training, developing safety plans, and providing emergency water and food supplies.
- K. College Distinguished Lecture Series Committee. Regular faculty members from each department will serve on this newly established committee. They will be recommended by the department chairpersons. A student representative will also be appointed by the dean, upon the recommendation of the chair of the College Student Council. The chairperson of the committee will be elected by the committee's own membership. The responsibility of this committee will be to plan and make arrangements for four lectures each academic year, rotating the disciplines among the academic departments in the College.
- L. College Staff Resource Committee. The members of the Staff Resource Committee are automatically the administrative assistants and officers of: the dean's office, the four academic departments, the University of Utah Seismograph Stations, the Generic Mineral Technology Center in Commintion, and the Utah Engineering Experiment Station. The chairperson is the administrative

assistant to the dean. Meetings are held as needed to discuss new policies, resolution of common problems, and ideas for improving workflow and interpersonal relations within the College.

IX. AMENDMENTS

This charter may be amended by simple majority vote of those in attendance at a Council meeting. For such a meeting, a quorum shall consist of at least 60% of those eligible to vote as representatives on the Council. The student representatives on the Council may sit as voting members at this meeting. All such amendments must be reported to the entire College faculty and the Executive Committee of the Academic Senate.

Approved: Academic Senate 2/05/96

Approved: Board of Trustees 3/11/96