

**University of Utah College of Science
College Council Charter**

As revised and approved by the College Council [April 19, 2019]
Approved by the Academic Senate Executive Committee [June 17, 2019]
and presented for the Information of the Academic Senate [August 26, 2019]

I. PURPOSE AND DUTIES

This Charter is adopted pursuant to University [Policy 6-003](#) (Establishment and Authority of College Councils), which provides that a College Council shall be organized in each academic college, and indicates that College Councils shall “formulate policies and exercise primary authority to make decisions relating to college and department affairs to the extent authorized by [Policy 6-001](#) and other University Regulations. All actions taken by a college council shall be reviewable by the Executive Committee of the Academic Senate in accordance with criteria approved by the Senate, and shall be subject to the powers of the Academic Senate to establish uniform policies and take final action on all matters of University concern.” Policy 6-003 III-A-3 (Rev. 6).

II. STRUCTURE

A. Membership and voting privileges.

1. Voting Membership. Based on the College’s current structure of four academic departments/schools, the *voting* membership of the Council shall consist of *twelve* faculty members, *eight* students, and *eight* administrative officers, with terms as follows:
 - a. Tenure-line faculty (8). The term of service for the tenure-line (tenured/tenure-track) faculty members serving on the Council will be two years. Tenure-line faculty may not serve two terms consecutively. All tenure-line faculty members in each academic department and school, regardless of rank or percentage of FTE appointment, are eligible to vote for a tenure-line representative and are eligible to serve as a representative. Each year the voting faculty will elect one representative annually to replace the outgoing faculty member from their department or school, for a total of *two* representatives from each department and school serving staggered terms.
 - b. Career-line faculty (4). The term of service for career-line faculty members will be two years. Career-line faculty may not serve two terms consecutively. All career-line faculty members in any of the three categories of Lecturer, Clinical, and Research (as defined in University [Policy 6-300](#)) with appointments of at least 0.50 FTE in the College, are eligible to vote in elections for the career-line representatives. Only career-line faculty members in one of these three

categories (regardless of rank) with appointments of at least 0.75 FTE in the College are eligible to serve as an elected representative. Every other year each department and school will elect one career-line representative from their department/ school, for a total of *one* representative from each department/ school serving staggered terms.

- c. Students (8). The Student Advisory Committee (SAC) of each department and school shall designate *one* undergraduate student SAC member and *one* graduate student SAC member, who is enrolled in a degree program in that department or school, as members of the Council for a one-year term.
- d. Administration (8). The Dean, the *three* Associate Dean(s), and department Chairs/school Directors shall be voting members of the Council for the duration of their administrative appointments (with the dean's role voting only for tie- breaking as described below).

2. Non-voting Ex Officio Membership. The Directors of the academic centers and institutes (as listed in Appendix 1) shall serve as non-voting ex officio members of the Council, for the duration of their administrative appointments.

B. Officers. The Dean of the College of Science shall serve as Chair of the Council. An Associate Dean designated by the Dean shall serve as Vice Chair.

C. Nominations and Election. Nominations and elections of faculty and student representatives to serve on the Council will take place prior to the first scheduled Council meeting of each fall semester.

D. Meetings. The Dean of the College shall schedule regular meetings of the Council as needed, but at least twice per year, with an agenda circulated in advance. Special meetings shall be held at the request of the Dean or any voting member of the Council.

E. Quorum. A majority of the voting members of the Council shall constitute a quorum, with a majority of those voting required to carry a motion. All voting eligible Council members shall have full discussion and voting privileges with the exception of the Dean, who may participate fully in the discussion but shall vote only in the event of a tie. Voting will ordinarily be conducted verbally, but shall be conducted by written ballot at the request of any member.

III. 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 made annually. Ad hoc committees will be constituted by the Dean, or by a vote of the Council.

The standing committees of the College shall be the: College Executive Committee; College Retention, Promotion and Tenure Advisory Committee; Curriculum Committee; Research Advisory Committee; Scholarship Committees; and the Academic Appeals Committee.

Annual election and/or appointment of committee members shall be made by the 1st day of classes during Fall Semester. The term of elected or appointed members shall commence at the beginning of Fall Semester. Unless prohibited from doing so by University Policy, the Dean shall serve as a non-voting ex officio member of all standing committees except the Executive Committee, which he or she chairs.

Unless otherwise specified in this Charter or limited by University Regulations, the voting faculty members of the standing committees may be either tenure-line faculty (of any FTE), or career-line faculty with appointments of at least .50 FTE in the College.

A. Executive Committee.

Membership: The College Executive Committee shall consist of the Dean of the College or the Dean's representative (who serves as Chair), the Associate Deans, the Chairs and Directors of the academic departments and schools, and the Directors of the academic centers and institutes within the College (as listed in Appendix 1).

Functions: The Executive Committee shall convene at the discretion of the Dean. It will set the agenda for Council meetings and serve as an advisory board to the Dean. Proposals will be approved by the Executive Committee and then circulated to the members of the College Council.

B. Committee on Retention, Promotion, and Tenure (RPT)

Membership: The College RPT Advisory Committee shall consist of one tenured faculty member from each department and school who holds the rank of full Professor, nominated by the department Chairs and school Directors or self-nominated, and elected collegewide by a vote of all tenure-line faculty. Department Chairs and school Directors and department/school RPT committee and subcommittee chairs are ineligible for election to the College RPT Committee. Committee members shall serve **three-year staggered terms** and may not serve more than one term consecutively. Each year the Committee will elect a Committee Chair from among its members. At the College level, College RPT Committee members are ineligible to *vote* on RPT cases from their own departments and schools if they have already voted at the department/school level, but may otherwise *participate* in College Committee discussions of those RPT cases.

Functions: The function of the RPT Advisory Committee is to consider and make recommendations in all retention, promotion, or award of tenure cases of tenure-line faculty submitted by the departments and schools to the Dean of the College of Science, pursuant to University [Policy 6-303-III-G](#) (Rev. 23). This committee will also serve to advise on *appointments* of tenure-line faculty as these cases are referred to the Committee by the Dean in the Dean's discretion, pursuant to University [Policy 6-302](#) (Rev. 8). In cases of

any appointments to be made with award of tenure, the Committee shall consider this award of tenure and tender their recommendation to the Dean, per Policy 6-303.

C. Curriculum Committee

Membership: The Curriculum Committee shall consist of the Associate/Vice Chairs and Associate Directors of the academic departments and schools, and Directors of the academic centers and institutes (as listed in Appendix 1) within the College. Each department/school will also nominate one additional representative to serve a one-year term. The representative can be tenure- line or career-line faculty appointed by the department chair/school director. Where appropriate and at the discretion of the dean, new programs will be evaluated by the Curriculum Committee. The Associate Dean of Academic Affairs serves as the Chair of the Curriculum Committee. One graduate and one undergraduate student from the college will serve on the Committee for a **one-year term** and be selected by the dean from nominations of the departments and schools.

Functions: The membership and functions of the College Curriculum Committee are more fully described in the applicable Curriculum Management Plan, which directly governs the curriculum management process within the college in accord with University Policies [6-001-III-A-2](#) (Rev.19) and [6-500-III-B-1](#) (Rev.0).

In summary, the Committee reviews departmental learning outcomes as well as curriculum requests and proposals for new and changes to: “Credentialed Academic Programs” (as defined in Policy 6-500, including undergraduate majors, minors, certificates), and courses. The Chair of the Committee represents the College in serving as a member of the University Curriculum Policy Review Board, per Policy 6-500-III-B-2. It shall be the prerogative of this committee to review the “Credentialed Academic Programs” of any department or school in the College of Science and to recommend changes to those curricula. The Committee may work with the Office of Undergraduate Studies in assessing its Departmental Learning Outcomes.

Finally, this committee is responsible for setting broad educational goals for the College of Science, for ensuring the efficacy of the curriculum delivery, and for assessing curriculum effectiveness.

D. Research Advisory Committee.

Membership: The Committee shall consist of one voting faculty member from each department or school, and one from each academic center or institute within the College (as listed in Appendix 1), who shall be appointed by the respective Chair/ Director of each unit. Faculty members shall serve for a **three-year term**. The committee will select its Chair from its members.

Function: The committee will select the recipient of research awards and intramural research grants administered by the College of Science, and otherwise advise the

Associate Dean for Research on research activities and initiatives as needed.

E. Scholarship and Awards Committee

Membership: The Committee shall consist of one voting faculty member from each department and school (appointed by the department chairs/ school director), one graduate student (appointed by the Dean annually), and a non-voting ex-officio member from the Dean's staff appointed by the Dean. Faculty members shall serve for a **four-year term**.

Functions: The function of the Scholarship Committee is to select recipients of the College of Science scholarships, awards, and honors. The Committee will also be involved in selection of national awards such as the Barry M. Goldwater Scholarship and the Beckman Foundation Scholars Program.

F. Academic Appeals Committee. The Associate Dean for Academic Affairs will form the Academic Appeals Committee according to College procedures, subject to the following parameters established by the Student Code---University [Policy 6-400](#), Secs. IV-C-3/ V-C-3/ VI-C-3 (Rev. 8):

“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 [Associate] 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 in a multidisciplinary 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 [Associate] 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.”

G. Faculty Hiring Advisory Committee.

Membership: This committee shall consist of the current Chair/ Director of each of the departments and schools, and the Associate Deans. The Dean will serve as chair of the committee.

Function: The Committee shall review department and school proposals for new faculty positions and assess the extent to which they meet the strategic needs of the department, school, college. The Committee shall rank proposals according to criteria specified in the “Strategic Hiring in the College of Science”. The Dean, in consultation with the Associate Deans, will utilize these rankings annually to allocate and prioritize faculty searches

within the College.

H. Ad Hoc Committees.

Ad Hoc committees may be created at the Dean's discretion and appointment. These committees serve as information resources and are advisory **to the Dean.**

IV. AMENDMENT

This Charter may be amended by a majority of the voting members of the Council, provided that advance notice of intent to amend the Charter is given. Its contents are subject to final approval by the Senate Executive Committee acting with the delegated authority of the Academic Senate, and the approved Charter is presented for the Information of the Senate, per [Policy 6-003 \(Rev.6\)](#) and [Policy 6-001 \(Rev.19\)](#).

V. APPENDICES

Appendix 1. List of existing academic units (academic departments/ schools, and academic centers and institutes) represented within the College of Science College Council or College Committees. For descriptions of these various categories of academic units, see University [Policy 6-001](#)—Academic Units and Academic Governance—Roles of Faculties, Committees, Councils, and Academic Senate.

A. Academic Departments

- Chemistry
- Mathematics
- Physics and Astronomy

B. Academic Schools

- School of Biological Sciences

C. Academic Centers and Institutes

- Center for Science and Math Education (CSME)
- Center for Cell and Genome Sciences (CCGS) Henry
- Eyring Center for Theoretical Chemistry Quantitative
- Biology Center
- Utah High Energy Astrophysics Institute