COLLEGE COUNCIL CHARTER OF THE DAVID ECCLES SCHOOL OF BUSINESS

Approved by the David Eccles School of Business College Council: September 21, 2021
Approved by Academic Senate Executive Committee: August 14, 2023
Academic Senate Information Calendar: August 28, 2023

AUTHORITY OF THE COLLEGE FACULTY AND COLLEGE COUNCIL

The college faculty shall have, subject to the approval of the Academic Senate and appeal to the University faculty, jurisdiction over all questions of educational policy affecting that school or college, including requirements for entrance and graduation, and for major and prescribed subjects of study. [University Policy 6-001]

A college council shall be organized and shall function within each academic college. A college council shall formulate policies and exercise primary authority to make decisions relating to school 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 power of the Academic Senate to establish uniform policies and take final action on all matters of University concern. [University Policy 6-003]

COUNCIL PURPOSE AND FUNCTIONS

The purpose of College Council of the David Eccles School of Business (hereafter called Council) is to facilitate faculty governance. Its role includes (1) ensuring faculty committees are attending to faculty business in a timely manner, (2) supervising the preparation of materials that are presented or provided to the faculty so there is time to consider proposed changes to educational policy, (3) conducting annual evaluations of standing committee performance, and (4) conducting regular faculty meetings to ensure the faculty are continuously involved in all aspects of educational policy. The majority of the work of the faculty is performed by the David Eccles School of Business's (hereafter called College's) standing committees, and when issues arise that (1) span or cross the jurisdictions of the College's standing committees and/or (2) are not addressed by College's standing committees, the Council will appoint an ad hoc committee of faculty to study the issue and make a recommendation to the faculty.

The Council, or its committees (standing or ad hoc), has oversight responsibility for college-wide policies dealing with (a) curriculum, (b) college admissions, (c) long-range planning in regard to academic affairs, and (d) faculty appointments, promotion, retention, and tenure (RPT).

The Council will determine whether matters for presentation to the faculty are assigned to the consent or debate schedule. Matters that are assigned to the consent schedule must receive unanimous approval by the Council. Any voting member of the faculty may directly submit a proposal to the Council for consideration.

COUNCIL STRUCTURE AND MEMBERSHIP

The College Council is an elected, representative faculty council of the College.

The voting members, each of whom has one vote, include the Faculty President, one tenure-line faculty member from each academic unit, two career-line faculty members, and two students.

Faculty: Every other year, the tenure-line faculty of each of the College's academic units elect one of its tenured faculty members to the Council for a two-year term. Terms are staggered with about half of the council members replaced each year. The career-line faculty of the College as a whole elect two career-line members to the Council for two-year terms.[1] The Faculty President serves as the Chair Council and has a vote and equal rights as other Council members.[2]

Students: One undergraduate and one graduate student shall be elected by the Business Student Executive Committee to be members of the Council after the ASUU elections each spring.

Substitutes and vacancies for members other than the Faculty President: Each member who is elected to the Council has the responsibility to designate a substitute when the elected member is unable to attend a meeting. A representative may resign for good cause as judged by the other members of the Council. If the representative resigns, the department elects a new representative to serve out the remainder of the term.

Substitutes and vacancies for the Faculty President: If the Faculty President is unable to attend a meeting, the Faculty Vice President will chair the meeting for which the Faculty President is absent. A Faculty President can resign for good cause after discussion with the College Council. In the event that the Faculty President resigns, the previous year's Faculty President will step back in as President for the remainder of the academic year. If the previous year's President is not available then the President from two years prior will step in.

Non-voting: The Dean's office will be represented by one non-voting member (the Dean or designee). The Faculty Vice President also serves as a non-voting member of the Council unless the Faculty Vice President is also his/her College Council departmental representative.

TERMS OF OFFICE

Terms of office for elected faculty members are two years. Elections are staggered so that elections are held annually. The term of office for the Faculty President is one year and the term of the Faculty Vice President is two years, the first year as Vice President and the second as President. Elections are held during Spring Semester with newly-elected members assuming office the first day of Fall Semester. Terms of office for student members are one year.

COLLEGE COUNCIL MEETINGS

Council meetings are regularly scheduled throughout each semester and an agenda for meetings, with proper documentation, is circulated in advance to Council members. All faculty members may attend any Council meeting.

Robert's Rules of Order will be adhered to in connection with motions, etc. Five faculty members of the Council constitute a quorum.

A complete file of all minutes of the Council will be posted online and is available to any faculty member at any time.

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[1] Career-line faculty are not eligible to vote on matters involving tenure-line RPT.

[2] The Faculty president is a member of Council for a single year. An election replaces the Faculty Vice President each year, who serves as Faculty President the second year.

COLLEGE FACULTY MEETINGS (TO APPROVE/DISAPPROVE OF COUNCIL ACTIONS)

All full-time tenure-line and career-line faculty members of the College are informed in writing or via email of all recommendations made by the Council. The Council shall call for College-wide faculty meetings and set the agenda to be approved by the faculty at the beginning of the meeting. Robert's Rules of Order will be adhered to in connection with motions, etc. Any voting faculty member is entitled to introduce a new agenda item to be discussed if the majority of the faculty approve. The consent calendar items stand unless disapproved by a majority of the voting faculty with at least a quorum in attendance. The debate calendar items must be approved by a majority of the voting faculty with a least a quorum in attendance. A quorum at the faculty meeting is 50 percent of the voting faculty.

COMMITTEES

Council shall establish appropriate committees and procedures to expedite its work and modify committees as needed.

Standing committees: The Standing Committees are the Undergraduate Curriculum Committee; the Masters Curriculum Committee; the Ph.D. Curriculum Committee; the Executive Education Degree Program Curriculum Committee; and the Retention, Promotion, and Tenure Committee. The Standing Curriculum Committees shall post minutes of their meetings online and for review by the Council and College faculty.[3]

Charters for the Standing Committees are posted online.

The Faculty President will not be the chair of any Standing Committee.

Ad hoc committees: Any faculty member, whether serving on the Council or not, may be appointed to ad hoc committees when approved by a simple majority vote of the Council. The role of the ad hoc committees is fact finding and advisory to the Council.

CHARTER AMENDMENT

This Charter may be amended by (i) approval of a proposed amendment by majority vote of the voting Council members at a regularly scheduled meeting of the Council, (ii) ratification by a majority of voting faculty members at a regularly scheduled meeting of the College faculty (see voting eligibility description for faculty meetings, above), and (iii) final approval of the Academic Senate Executive Committee—followed by presentation for the Information of the Academic Senate (per Policy 6-003).

[3] The College has chosen not to maintain a standing college faculty appointment advisory committee. An ad hoc committee may be formed by the Council if the need arises.