University of Utah College of Education
College Council Charter

As revised and approved by the College Council: March 22, 2024
Approved by the Academic Senate Executive Committee: April 15, 2024
Presented for the Information of the Academic Senate: April 29, 2024

I. Purpose and duties of the College Council

This Charter, adopted pursuant to University Policy 6-003, 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, the four Departments, and the Urban Institute of Teacher Education (UITE), to the extent authorized by 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 appointments, retention, promotion and tenure reviews, and student appeals.

II. Council Structure

- **Membership and voting privileges**

The Council shall consist of tenure-line and career-line faculty, and staff from the College of Education (CoE), with the following voting or non-voting status.

The *voting* membership of the Council shall consist of:

- all tenure-line faculty members,
- all career-line faculty members with at least a .50 FTE appointment within the College,
- all Department Chairs, Associate Deans, and the Dean with faculty appointments,
- *two* student representatives who also serve on the College Council Executive Committee.
- one staff representative with a 1.0 FTE position who also 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:

- all full-time staff (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 Chair of the College Executive Committee (elected annually as described below) serves as Chair of the Council, responsible for conducting Council meetings and distributing Council agenda materials and minutes with assistance of the Dean's office.

The Executive Committee sets agendas for the Council meetings, after consultation with the Dean.

- **Meetings**

Regular meetings of the Council will occur in fall semester and spring semester 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.

- **Quorum and Voting**

For the Council and all committees, a majority (more than 50%) of the voting members of the Council or committee shall constitute a quorum, with a majority of those voting required to carry a motion.

III. Council Committees

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 the programs and policies effectively. All council committees, standing and ad hoc, are accountable to the Council. Appointments to standing committees are reviewed and made by departments and UITE 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, the Scholarship Committee, and the Staff Committee. The College of Education College Council has determined that the College will not maintain a standing college faculty appointments advisory committee pursuant to University Policy 6-302.

Annual election and/or appointment of standing committee members shall be made by February 28th. The term of elected or appointed members shall commence July 1st. Each committee shall elect its Chair. 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's office 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 April 1 of 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. College Executive Committee

Membership and Voting

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 .50 FTE);
- one career-line faculty representative from UITE (elected by the UITE career-line faculty of at least .50 FTE);
- two additional career-line faculty from the College (elected by the career-line faculty of at least .50 FTE in the College)
- one staff representative (elected by staff of the college with at least a .75 FTE);
- one graduate student representative (elected annually by the graduate students of the college) and
- one undergraduate student representative (elected annually by the undergraduate students of the college)

The Dean and the Department Chairs with faculty appointments cannot be elected as voting members of the Executive Committee but do serve as non-voting ex officio members.

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 College Executive Committee meetings to share information, and at the discretion of the voting members, for any given period may be invited to serve as ad-hoc non-voting members.

Terms

The term of service for the elected voting faculty and staff members of the Executive Committee will be three years. Terms will be staggered across Departments and UITE (ordinarily such that the tenure-line representatives of the Department of Education, Culture, and Society and the Department of Educational Leadership and Policy, and one career-line representative from the College at large will be elected in a given year; the tenure-line representatives of the Department of Educational Psychology and the Department of Special Education, and one career-line representative from the College at large will be elected in the following year, and the representatives of UITE and staff in the third year). If a member of the Executive Committee is

unable to complete the term, the corresponding Department, UITE, career-line faculty, or staff members 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.

Meetings
Unless otherwise determined by the College Executive Committee, the College Executive Committee shall meet monthly throughout the academic year. Special meetings of the College Executive Committee may be called by the Dean or upon the request of a majority of voting members of the College Executive Committee.

The Executive Committee can vote to go into an 'executive session' during which non-voting and ex officio members are excused.

The Executive Committee shall be led by the Committee Chair (who also serves as Chair of the College 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 the spring semester. Ordinarily the Chair, for the following academic year, will be elected at the February meeting. 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
Responsibilities of the College Executive Committee include:

1) To set the agendas for meetings of the Council, after consultation with the Dean.
2) To identify the scope of work and responsibilities for each standing committee including annual review and approval of the standing committee procedure manuals.
3) To oversee elections for the College Appeals Committee, College Academic Senate representatives, the Graduate Council, the Undergraduate Council, University Promotion and Tenure Advisory Committee (UPTAC), library representatives, and the IRB representative.
4) To solicit nominations, review applications, and select CoE faculty and staff for College awards.
5) To distribute monthly minutes of the Executive Committee meetings directly to each member of the Council. Information provided to the College 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.
6) To schedule and organize college-wide events approved by the College Executive Committee.
7) To meet with the College Leadership Team at least once in the fall semester and once in the spring semester, with additional meetings scheduled as needed, to discuss CoE policy issues.

B. College RPT Advisory Committee

Membership
The College RPT Advisory Committee shall be composed of two tenured faculty members from each of the academic Departments, elected by the tenure-line faculty of that Department. Members shall ordinarily hold 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. Department Chairs and the Dean are ineligible for election.

Attendance and Participation at Meetings. In compliance with policy, neither the dean nor the chair of the department concerned shall attend or participate in the deliberations of the college committee except by invitation of the committee.

Review and Voting Eligibility
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.

Retention. All tenured committee members will be eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of retention.

Promotion: All committee members of equal or higher rank than that proposed for the candidate for promotion will be eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of promotion.

Tenure. All tenured committee members will be eligible to participate in the consideration of and to vote on recommendations in individual cases on matters of tenure.

Single vote rule. No individual may cast a vote in the same academic year in any candidate's case in more than one capacity (e.g., as member of both department and interdisciplinary academic program, as member of both department and college advisory committees, as member of both department and administration). (Policy 6-303)

Terms
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.

Responsibilities
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 unless otherwise prohibited:

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 University Policy 6-410.

D. College Curriculum Committee

Membership

The membership of the College Curriculum Committee shall consist of:

- one tenure-line faculty representative from each Department (elected by the tenure line faculty and career-line faculty of at least .50 FTE) 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 either the Department of Special Education or UITE (elected by undergraduate students from both Units).

Terms

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.

Responsibilities

The responsibilities 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

Membership
The College Scholarship Committee shall consist of the number of faculty members needed to match the estimated workload based on the number of applications received in the previous scholarship cycle. The faculty members will come equally 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 .50 FTE). In the committee's procedures, the College Scholarship Committee will include a process to determine the estimated workload of scholarship reviews, the number of faculty needed on the College Committee, and request this number of faculty members equally across departments and units by Feb. 28th annually for the following year. The College Committee may include primary reviewers on the committee and a slate of secondary reviewers who review applications and provide recommendations to the committee, but who do not attend committee meetings. In addition, each department and UITE will have department-specific committees, members of which will review scholarship applications for scholarships that apply only to that department or UITE, as needed. The College Scholarship Committee will help coordinate the awards for department or UITE scholarships and College-wide scholarships.

Terms
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.

Responsibilities
The responsibilities 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).

F. Staff Committee

Membership and Terms
The Staff Committee will consist of five full-time staff members (.75 FTE or higher in the college) elected by full-time staff members in the College for three-year staggered terms from across the College. Committee members will elect a Chair-Elect annually by Feb. 28th, who will serve as chair-elect for one year, then become the Committee Chair.

The Committee Chair will represent the Staff Committee on the College Executive Council. The Staff Committee will meet at least four times each year and as needed to fulfill its responsibilities.

Responsibilities
The Staff Committee advises the College Council on all matters reflecting staff concerns and proactively pursues and researches existing and new initiatives, policies, programs, and service projects designed to enhance, promote, and support staff development, staff welfare, and staff organizational responsibilities. The Staff Committee acts in an advisory capacity to the College Council.

Responsibilities include:

- Providing a forum for communication, soliciting, and distributing information among staff, and between staff and University administration, concerning plans, programs, and issues affecting staff.
- Representing staff when issues are considered by the College and the University.
- Representing staff on committees, planning groups, and task forces, and in the community, as deemed appropriate.
- Considering, studying, and making recommendations to the College Council regarding procedures, policies, and other general issues and concerns.

IV. AMENDMENT OF THE CHARTER

A. Proposing Amendments to Charter

Any Council member may submit a proposed amendment to the College Executive Committee or the Council membership at a Council meeting for further discussion. A majority of the Executive Committee or Council membership may vote to bring the proposed amendment to the Council for a vote.

B. Voting on Proposed Amendments

This Charter may be amended by a majority of the voting members of the Council (given a quorum, as noted above), provided that advance notice of 1 month of proposed amendments to the Charter is given to the Council. Voting may be conducted by written ballot, electronic mail, website, or any similar method. 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.