University of Utah
College of Science

College Council Charter

Approved by the College of Science Council: November 20, 2023
Approved by the College of Mines and Earth Sciences Council: November 20, 2023
Ratified by the College of Mines and Earth Sciences Faculty: December 5, 2023
Approved by the Academic Senate Executive Committee: March 18, 2024
Presented for the Information of the Academic Senate: April 1, 2024

The College of Science consists of eight units (Atmospheric Sciences, Biological Sciences, Chemistry, Geology & Geophysics, Mathematics, Metallurgical Engineering, Mining Engineering, and Physics & Astronomy). The College of Mines and Earth Sciences consists of four units (Atmospheric Sciences, Geology & Geophysics, Mining Engineering, and Metallurgical Engineering) within the College of Science, and will remain a beneficiary of the Utah Trust Lands Administration.

This charter will supersede the previous charters of the College of Science and the College of Mines and Earth Sciences.

I. Purpose and Duties

This College of Science College Council Charter is adopted pursuant to University Policy 6-003 (Establishment and Authority of College Councils), which provides that a "College Council shall be organized and shall function 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." Note that University Policy 6-001.III.C1b(i) indicates that, "College councils may include councils serving more than one college where appropriate," which is consistent with COS and CMES retaining their status as individual colleges. All actions taken by the 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.

The Council shall principally:

1. Establish standing committees within the Council, to assist in Council business. It shall set up procedures for operation of the Council and its standing committees.
2. Serve as a venue in which to report on progress of initiatives, raise issues and concerns, and celebrate successes.
3. Disseminate the information it receives from the University administration to the faculty and students, either directly or through the elected representatives on the Council.

The College Council also has the following powers and duties:

1. The Council may recommend to the Academic Senate, through the Executive Committee of Academic Senate, new policies or policy modifications in relation to any aspect of the university operation.

2. The Council must perform other functions or duties as assigned by the Academic Senate.

II. Structure

A. Membership and Voting Privileges

1. *Voting Membership.* Based on the eight units in the College of Science, the voting membership of the Council shall consist of 24 faculty members, 16 students, and administrative officers, with terms as follows:
    a. Tenure-line faculty (16). 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/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 individual department/school tenure-line faculty will elect one representative annually to replace the outgoing faculty member from their department/school, for a total of two tenure-line representatives from each department/school serving staggered terms.
    b. Career-line faculty (8). The term of service for career-line faculty members will be two years. 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 department/school, 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 department/school are eligible to serve as an elected representative. Every other year each department/school will elect one career-line representative from their department/school, for a total of one representative from each department/school.
    c. Students (16). The Student Advisory Committees (SAC) of each department/school shall elect one undergraduate student SAC member and one graduate student SAC member, who is enrolled in a degree program in that department/school, as members of the Council for a one-year term.
    d. Administration. The Dean of the College of Science, Associate Deans in the college, and the Department Chairs/School Directors shall be non-voting members of the Council for the duration of their administrative appointments (with the Dean voting only to break a tie as described below).

2. *Non-voting Membership.* The Directors of the academic centers and institutes (as listed in Appendix A) may be invited as non-voting members of the Council, for the duration of their administrative appointments.

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

4. *Nominations and Elections.* Nominations and elections of faculty and student representatives to serve on the Council will take place prior to August 1st. Tenure-line representatives will be elected by plurality vote of the tenure-line faculty from the respective department/school. Career-line faculty are elected by plurality vote of the career-line faculty from the respective department/school. Student representatives are designated by the respective SACs. Terms of office begin August 16th of the year the representative is elected.

5. *Meetings.* The Chair of the Council 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 Chair or any voting member of the Council. Agenda items may be submitted by Council members to the Office of the Dean of the College of Science in advance of a meeting. The agenda will be prepared by the Chair. The Council Chair may extend the privilege of discussion or presentation to a visitor. Approval of minutes and adjournment will be by a show of hands. All voting-eligible Council members shall have full discussion and voting privileges with the exception of the Chair, who may participate fully in the discussion but shall vote only in the event of a tie. Voting will ordinarily be conducted verbally but may be conducted by other methods at the request of any member.

6. *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.

III. Standing 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 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 Chair of the Council, or by a vote of the Council.

The standing committees of the Council shall be the: College Executive Committee; College Retention, Promotion, and Tenure Advisory Committee; College Curriculum Committee; Academic Appeals Committee; College Safety and Security Committee; and the Committee for College of Mines and Earth Sciences Affairs.

Annual election and/or appointment of committee members shall be made by the first day of classes of 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 of the College of Science shall serve as a non-voting ex officio member of all standing committees except the Executive Committee, which they chair with voting privilege.

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. Voting membership is defined in each standing committee description.

A. College Executive Committee (EC)

1. *Membership*. The EC shall consist of the Dean of the College of Science or designee, the Associate Deans, the Chairs and Directors of the eight academic units enumerated above, and other members at the invitation of the Dean.
2. *Functions.* The EC shall convene at the discretion of the Dean and serve as an advisory board to the Dean.

B. College Retention, Promotion, and Tenure Advisory Committee (RPT-CAC)

1. *Membership.* The RPT-CAC shall consist of one tenured faculty member from each department/school who holds the rank of Professor, nominated by the Department Chairs/School Directors or self-nominated, and elected by a vote of all tenure-line faculty in each department. Department Chairs/School Directors and department/school RPT committee chairs are ineligible for election to the RPT-CAC. Committee members shall serve three-year staggered terms and may not serve more than one term consecutively. Each year the Dean of the College of Science will select a Committee Chair from among its members. RPT-CAC members are ineligible to vote on RPT cases from their own department/school but may otherwise participate in RPT-CAC discussions of those RPT cases at the discretion of the committee. The Dean will not attend RPT-CAC meetings during discussion of cases. Department Chairs and School Directors will not attend RPT-CAC meetings.
2. *Functions.* Pursuant to University Policy 6-303, the function of the RPT-CAC is to "review the file of each case referred to it and shall determine if the department reasonably applied its written criteria, standards and procedures to each case." The committee shall make "recommendations on an individual's retention, promotion, or tenure, based upon its assessment of whether the department's recommendations are supported by the evidence presented." University Policy 6-303 outlines the procedures for appointments with tenure and the expedited review process. Membership on the RPT-CAC for expedited reviews shall include the elected members or their elected substitutes, or if those individuals are not available, the Dean of the College of Science may appoint faculty to serve temporarily on this committee from an individual unit.

C. College Curriculum Committee

1. *Function.* The College Curriculum Committee shall manage all curricular issues in the College of Science including (a) changes to existing curriculum, degrees, and programs, (b) introduction of new programs, degrees, and courses, and (c) substantial changes 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, and existing courses, and course fees. In addition, the committee may make recommendations regarding broad educational goals for the College, including ensuring the efficacy of the curriculum delivery and assessing curriculum effectiveness.

2. *Membership.* The Curriculum Committee shall consist of one faculty representative from each department/school within the College of Science, as requested by the Curriculum Committee Chair; one graduate student and undergraduate student representative as appointed by the Dean of the College of Science; and at least one Associate Dean as appointed by the Dean who will serve as the Chair of the Curriculum Committee. The faculty representatives can be tenure-line or career-line faculty appointed by the department chair/school director.

D. Academic Appeals Committee

1. *Function.* The Academic Appeals committee will address student grievances; student academic performance; student academic, behavioral and professional conduct; and matters relating to resolution of the issue or potential disciplinary action as per University policy on Code of Student Rights and Responsibilities (Policy 6-400).
2. *Membership*. The Dean of the College of Science shall ensure that the membership of the Academic Appeals Committee conforms to Policy 6-410.III.P.2. Members of the committee, except for the member appointed by the Personnel and Elections Committee of the Academic Senate, will be appointed by the Dean.
3. *Hearing Procedure.* Hearings shall be scheduled and carried out according to Policy 6-410.III.P.

E. College Safety and Security Committee (SSC)

1. *Function*. The SSC promotes a culture of safety within the college and works to identify and mitigate or eliminate hazardous situations, assess and plan for the risks associated with scientific research, and continue to improve our facilities. The committee is expected to meet monthly during the academic year.
2. *Membership.* The College of Science Director of Safety or another representative appointed by the Dean of the College of Science will serve as Chair of the SSC. Each department/school safety committee chair will serve as a member of the SSC. In some instances, several departments may agree to form joint safety committees, in which case the chair of the joint safety committee will serve on the SSC. If the department/school safety committee chair or joint departmental safety committee chair is unable to serve, the Dean of the College of Science will appoint a member of the SSC. Additional members may include, at the discretion of the Committee Chair, the College of Science Executive Director of Facilities Management, the Crocker Science Center Educational Laboratory Manager, a non-voting representative from the Office of Environmental Health and Safety, or others, as invited by the Committee Chair.

F. Committee for College of Mines and Earth Sciences (CMES) Affairs

1. *Function*: The role of the Committee for CMES Affairs is to discuss and provide advice as needed to the Dean of the College of Science on matters related to CMES-specific issues. Examples of CMES-specific considerations include the mission of CMES; the status of CMES as a beneficiary of the Utah Lands Trust Administration and other external endowments; and matters related to shared resources and policies

among CMES departments. The Dean shall schedule meetings of the Committee as needed or at the request of any voting member of the Committee.

2. *Membership*. Members of the committee shall be the Dean of CMES, who shall serve as Chair; the Dean of the College of Science, if different from the Dean of CMES; Chairs of the CMES departments, and faculty members representing the CMES departments in the College of Science Council, with their terms and term limits same as set forth for the College Council.

G. Ad Hoc Committees

Ad Hoc committees may be created and appointed at the discretion of the Dean of the College of Science. 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 6-001 and Policy 6-003.

V. Approvals

A. Revision 0.

1. Effective Date: March 18, 2024
    i. College Council Approval: November 20, 2023
    ii. Academic Senate Executive Committee Approval: March 18, 2024
    iii. Notification to Academic Senate: April 1, 2024

VI. Appendices

A. List of Academic Centers and Institutes.

1. Henry Eyring Center for Cell and Genome Science
2. Center for Science and Math Education (CSME)
3. Henry Eyring Center for Theoretical Chemistry
4. Quantitative Biology Center
5. Utah High Energy Astrophysics Institute
6. Utah Seismograph Station
7. Wilkes Center for Climate Science and Policy
8. Center for Mining Safety and Health Excellence