University of Utah College of Social and Behavioral Science
College Council Charter

Version:
Approved by College Council __[In lieu of an established College Council, approved by College Executive Committee 9-22-14 and by full college faculty 11-30-14.]
Final approval by the Academic Senate Executive Committee **December 15, 2014**, and presented for the Information of the Academic Senate January 5, 2015.

I. PURPOSE AND DUTIES

This Charter is adopted pursuant to University Policy 6-003-III-A-3 (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."

The College of Social and Behavioral Science Council receives and disseminates information to the faculty and students of the College through the elected representatives on the Council.

II. STRUCTURE

A. Membership and voting privileges.

1. The *voting* membership of the Council shall consist of the Dean, the Associate Dean(s), the chair/director of each academic unit within the College (including all academic departments as defined in Policy 6-001, and certain interdisciplinary academic programs and other academic units as specified in Appendix 1 of this Charter), one elected *tenure-line* faculty member from each academic department of the College, two elected *career-line* faculty members, and a total of two elected student representatives. At present this would consist of [[29]] members.

a). The two student representatives shall be elected Student Advisory Committee (SAC) representatives--one undergraduate representative and one graduate representative from the College SACs to be elected by their peer SAC representatives. They are elected annually to serve for one year, repeatable terms.

b). The term of service for the tenure-line (tenured/tenure-track) faculty members serving on the Council will be two years. After serving a two-year term, a faculty member must be off the Council for at least one year before being eligible for re-election. All tenure-line faculty members in each academic department, regardless of rank or percentage of FTE appointment, are eligible to vote for a tenure-line representative and eligible to serve as a representative. The

voting faculty will elect one representative annually to replace the outgoing faculty member from their department providing continuity through staggered terms.

c). The term of service for career-line faculty members will be two years. After serving a two-year term, a member must be off the Council for at least one year before being eligible for re-election. 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 .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 with appointments of at least .75 FTE in the College are eligible to serve as an elected representative.

d). The Dean, Associate Deans, and department Chairs/ Program Directors shall be members of the Council for the duration of their administrative appointments.

2. The *non-voting ex officio* members of the Council shall consist of the Director of College Computing, and three elected staff members of the College.

a) For the staff representatives, all staff members with a contract of at least .50 FTE in the College are eligible to vote in the elections. Only staff members with a contract of at least .75 FTE are eligible to serve as the elected representative. Staff representatives are elected to two year terms.

B. Officers. The Dean of the College of Social and Behavioral Science shall serve as Chair of the Council. An Associate Dean shall serve as Vice Chair.

C. Nominations and Election. Nominations and elections of faculty, student, and ex officio staff representatives to serve on the Council and their alternates will take place prior to the last scheduled Council meeting of each spring semester.

D. Meetings. The Dean of the College shall schedule meetings of the Council as needed, but at least one time per year, with an agenda circulated in advance. The meeting agenda and minutes will be available to the College faculty via an intranet. Agenda items are due to the Dean's office one week prior to the meetings. Special meetings shall be held at the call of the Dean or at the request of any 12 members 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 conversation but shall vote only in the event of a tie. Voting will ordinarily be by voice vote, but shall be conducted by written ballot at the request of any member. Non-voting ex officio members shall have full discussion privileges but shall not vote.

F. All meetings of the Council shall be open to all faculty and students of the College, except that the Council may by majority vote go into closed session

limited to voting-eligible members, if permitted by University Policy and Procedures and applicable law.

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.

As further described below, membership on standing and ad hoc committees shall consist of tenure-line (tenured, tenure-track) or full time (at least .75 FTE) career-line faculty of the College, and of appointed student representatives, and appointed staff representatives, when appropriate.

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 school during Fall Semester. The term of elected or appointed members shall commence at the beginning of the Fall Semester. Unless prohibited from doing so by University Policy, the Dean shall serve as an ex officio member of all standing committees except the Executive Committee, which he or she chairs.

A. Executive Committee. 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 of the academic departments, and Directors of the interdisciplinary academic programs within the College, the Director of Hinckley Institute, and Director of College Computing. 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. College Retention, Promotion and Tenure Advisory Committee. Members of this committee must be *tenured* faculty, and ordinarily must have the rank of full Professor so as to be qualified to vote on cases of promotion to that rank (unless an insufficient number with that rank are available) with one member elected by the tenure-line faculty of each Department. Department Chairs are ineligible for election. Terms are of two years. No members will serve more than two consecutive terms. The Dean or Associate Dean shall call a meeting of the committee by November 15, at which time the committee will select its chair from its own elected members. The elected chair of the College RPT Advisory Committee will not serve in that capacity for more than two consecutive years. Members cannot participate in the discussion or vote on cases from

their own departments. The committee's purpose is to make recommendations to the Dean in RPT cases as described in University Policy 6-303-III-G-1 (Rev.20).

C. Curriculum Committee. Membership on the Curriculum Committee consists of departmental and program representatives selected by their corresponding units. This committee provides counsel to the college on curriculum related matters such as community engaged learning, innovative modes of course delivery, and honors theses. Normally, those selected will be the faculty members charged with departmental and program curricular and scheduling responsibilities. Where appropriate and at the discretion of the dean, new programs will be represented on the Curriculum Committee. One graduate and one undergraduate student from the college will serve on the committee selected by the dean from nominations of the departments. The Associate Dean of Undergraduate Studies serves as the chair of the Curriculum Committee. The committee reviews curriculum requests and proposals for new and changes to: 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 6-003-III-B-3. The committee also selects the recipient of the college's Superior Teaching Award. Members of the committee will serve two year terms.

D. Research Advisory Committee. Members of this committee shall consist of a representative faculty member from each department and interdisciplinary academic program within the College selected by their corresponding unit. Members of the committee will serve three year terms. The committee will select its chair from its own members. The committee will select the winner of the college Superior Research Awards and assist the Associate Dean for Research with research initiatives.

E. Scholarship Committees. The *undergraduate* scholarship committee will be comprised of the staff member in the College who coordinates scholarships, two advisory board members appointed by the dean, and one representative from each of the departments and the interdisciplinary programs in the college selected by their corresponding unit. This committee will select recipients of undergraduate honor roll scholarships. The *graduate* scholarship committee members will be appointed by the dean, comprised of the staff member in CSBS who coordinates scholarships together with the directors of graduate studies from each department. This committee will select the graduate scholarship awardees.

F. Academic Appeals Committee. The Associate Dean 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:

> "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 multi-department 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. 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, per Policy 6-003 and Policy 6-001.

V. Appendices.

Appendix 1. List of existing academic units (academic departments and programs, including interdisciplinary academic programs) represented within the CSBS College Council.

A. Departments
- Anthropology
- Economics
- Family and Consumer Studies
- Geography
- Political Science
- Psychology
- Sociology

B. Programs
- Ethnic Studies
- Environmental and Sustainability Studies
- Gender Studies
- Health, Society, and Policy
- Hinckley Institute
- Master of Public Administration
- Master of Public Policy
- Master of Science in International Affairs and Global Enterprise
- Aerospace Studies
- Military Science
- Naval Science