UNIVERSITY OF UTAH
COLLEGE OF SOCIAL WORK
COLLEGE CHARTER
[date: 2003 ?]

I. College Council

The College Council is established in compliance with University Faculty Regulations to be the representative body of faculty, staff, and students responsible for College governance. Policies and procedures specified in the Council Charter are based upon University regulations which take precedence in the event of differences.

II. Structure

A. Membership - Membership of the Council shall consist of the dean; the associate dean(s); all social work faculty with tenure-track appointments; all social work faculty with full-time (1.0 FTE) auxiliary appointments; administrative directors, three student representatives; and one staff representative.

1. The three student representatives shall consist of one student from each of the following programs: B.S.W., M.S.W., and Ph.D. Student representatives shall be elected or appointed by their respective student organizations. In the event that the students of any program have not established an organization, their representative(s) will be elected by students enrolled in that program(s). Student representatives shall serve one-year terms.

   In the event that a student organization selects co-representatives both shall have full discussion and floor privileges, but only one vote in matters of Council business.

2. The staff representative shall be elected by vote of staff members who hold appointments at .75 FTE or higher.

B. Chair - The Council shall be chaired by the dean or dean's designate.

C. Committees - The Council shall designate such standing and ad hoc committees as it deems necessary to prepare and administer its programs and policies effectively.

III. Meetings

A. Schedule - The Council shall meet once a month during the academic year. Additional meetings may be called at the discretion of the dean or by petition of one-third of the Council membership.

B. Agenda - The dean shall prepare the agenda for College Council Meetings. Items for consideration may be submitted by any voting member of the Council. Agendas and supporting documents shall be distributed to Council members one week prior to Council meetings.

C. Quorum - A majority of the members of the Council shall constitute a quorum for the transaction of business, and all actions or recommendations of the Council shall be by majority vote of the members present, unless otherwise determined herein.

D. Rules of Order - Council meetings shall be conducted using Robert's Rules of Order. The dean shall appoint a parliamentarian to rule on matters of dispute.

E. Voting - All members shall have full discussion and voting privileges, except for matters relating to appointment, retention, tenure, or promotion, for which voting eligibility is otherwise prescribed by Faculty Regulation. Only those with faculty appointments may vote on curriculum matters. The Dean shall vote only to break an equal division of the Council. Voting shall be by secret ballot if requested by any member of the Council.

F. Minutes - Minutes shall be taken at all Council meetings by the Administrative Assistant to the Dean. They shall be distributed to all members of the Council for approval at the next meeting.

IV. Responsibilities

The College Council shall serve as the legislative body regarding academic affairs of the College, subject to University regulations. The Council or committees which it may appoint has the responsibility of legislating college-wide policies on (a) curriculum, (b) student admissions, (c) student behavior, (d) graduation, and (e) long-range program planning. The Council acts in an advisory capacity to the dean concerning budgets and resource allocation.

V. Amendment Procedures

The College Charter may be amended by a simple majority of those in attendance at a meeting of the Council. For such a meeting, a quorum shall consist of at least two-thirds of the total number of eligible members of the Council. All amendments must be reported to the Executive Committee of the University Senate.