

University of Utah
School for Cultural and Social Transformation
Council Charter

Approved by the School Faculty – December 7, 2017

Approved by Dean Kathryn Bond Stockton – December 7, 2017

Approved by the Academic Senate Executive Committee – [*June 11, 2018. Provisional approval for one year pending further revision.*]

I. PURPOSES AND DUTIES

This Charter, adopted pursuant to University Policies [6-003-III-A-Secs.2&3](#) and [6-001-III-A-Sec.1-b-i&ii](#), shall govern the structure and functions of the School for Cultural and Social Transformation Council, standing committees, and ad hoc committees. The Council shall be the representative body of the School for Cultural and Social Transformation. The Council, standing and ad hoc committees shall have, subject to the approval of the Academic Senate, jurisdiction over all questions of educational policy affecting the School, including but not limited to program development, requirements for entrance and graduation, curriculum, course fees, and special projects.

II. STRUCTURE

A. Membership and voting privileges.

1. The Dean, Associate Dean(s), and the Chairs of each academic division shall be members of the Council and have voting privileges for the duration of their appointments in these positions.
2. Two tenure-line faculty members from each division shall be members of the Council and have voting privileges. The term of service for tenure-line faculty members serving on the Council will be three years. After serving a three-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 in each division, regardless of percentage of FTE appointment, are eligible to vote for a representative and eligible to serve as a representative. The voting faculty of each division will elect representatives in staggered terms to provide continuity to the council. Elections shall be initiated by the Division Chair to begin service for the following academic year according to the policy of the division or agreement of the majority of the eligible faculty. Should an elected member become unable to serve during their term, the Division Chair shall appoint a faculty member to serve the remainder of the term.
3. One career-line faculty member from each division shall be a member of the Council and have voting privileges. The term of service for career-line faculty members serving on the Council will be three years. Due to the small number of career-line faculty in each division, terms are repeatable with no break. All career-line faculty members in the School from any of the three categories of Lecturer, Clinical and Research (see University Policy 6-300) regardless of rank or percentage of FTE appointment, are eligible to vote for a representative and eligible to serve as a representative. The career-

line faculty representatives from all divisions should be elected in staggered terms to provide continuity to the Council. Should a division not have available career-line faculty to serve, a career-line faculty member from another division may be appointed by the Division Chair in consultation with the faculty in the division in order to maintain appropriate representation from career-line faculty members on the Council. Elections shall be initiated by the Division Chair to begin service for the following academic year according to the policy of the division or agreement of the majority of the eligible faculty. Should an elected member become unable to serve during their term, the Division Chair shall appoint a faculty member to serve the remainder of the term.

4. One undergraduate-student representative and one graduate-student representative (where applicable) from each division in the School shall be members of the Council and have voting privileges. These representatives are elected to staggered two-year terms by their student peers in each unit during the spring semester to begin service for the following academic year. Elections should be student organized but may be organized by the Student Support Coordinator if necessary. When possible, elected student representatives should come from the College Student Council.
 5. Two staff members from the School shall be members of the Council and have voting privileges. For the purposes of broad representation without unduly taxing divisions with small numbers of staff, all of the staff members in the School with a contract of at least .50 FTE are eligible to vote for a representative and eligible to serve as a representative. Staff representatives are elected to three-year, repeatable terms with staggered terms of service. Elections shall be initiated by an Associate or Assistant Dean to begin service for the following academic year. Should an elected member become unable to serve during their term, the Council Chair shall appoint a staff member to serve the remainder of the term.
 6. 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.
- B. Officers.
1. During the last meeting of the Council for the academic year, the Council members continuing to serve and those elected for the following year shall elect from the faculty membership of the Council a Chair and Vice Chair to serve for the following year. The Chair shall appoint a Secretary to serve for the year. The Dean and Associate Dean(s) shall not be eligible to serve as officers of the Council. The Chair shall be responsible for calling meetings, collecting agenda items from Council members, and running Council meetings with assistance from the staff of the Dean's Office. The Vice Chair shall assume the duties of the Chair should the Chair be unable to meet their responsibilities. The Secretary of the Council shall be responsible to assemble and circulate agendas one week prior to meetings, to arrange for a staff member to take minutes of meetings, and to file official copies of agendas and minutes with the Dean's Office for archiving with assistance from the staff of the Dean's Office.
- C. Nominations and Election.

1. Nominations and elections of faculty, student, and staff representatives to serve on the Council will take place prior to the last scheduled Council meeting or by April 30th, whichever is sooner, preceding the year in which these members will serve.

D. Meetings.

1. The Chair of the Council shall schedule meetings of the Council as needed, but at least one time per year, with an agenda circulated one week in advance.
2. Previous meeting agendas and minutes will be available to School faculty, students and staff in the Dean's Office. Agenda items for new meetings may be submitted by any Council member and are due to the Chair of the Council three weeks prior to the meetings, with an agenda circulated one week prior to meetings by the Council Secretary. School faculty, students and staff will be apprised of scheduled meetings via email by the Council Secretary.
3. Special meetings shall be held at the call of the Dean, at the request of any member of the Council, or by signed petition of 2/3 of the tenure-line and career-line faculty in the School.

E. Quorum.

1. A majority of the voting members of the Council shall constitute a quorum, with a majority of that quorum required to carry a motion.
2. Voting will ordinarily be by voice vote, but shall be conducted by written ballot at the request of any member.

- 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

The Council shall designate such standing and ad hoc committees as the Council deems necessary to prepare and administer its programs and policies effectively. All committees are accountable to the Council, and all actions taken by the Council shall be subject to review by the Executive Committee of the Academic Senate and shall be subject to the power of the Senate to establish uniform policies and to take action on all matters of University concern (University Policy [6-003](#)). 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.

Membership on standing and ad hoc committees shall consist of tenure-line and career-line faculty of the School, and of appointed student and/or staff representatives when appropriate. Annual election or appointment of standing and ad hoc committee members shall be made by April 30th of the spring semester, preceding the year in which these members will serve. The

term of elected or appointed members for standing and ad hoc committees shall commence at the beginning of the fall semester following their spring election or appointment. Unless prohibited from doing so by University Policy, the Dean or her or his designee shall serve as an ex officio member of all standing and ad hoc committees except the Executive Committee, which the Dean chairs.

A. Standing committees serve to address ongoing needs in the School and include:

1. Executive Committee. Membership on this committee shall consist of the Dean, Associate and Assistant Deans of the School, the Division Chairs, the Division Associate Chairs, and the School Student Support Coordinator. The Executive Committee shall convene at the discretion of the Dean. The Executive Committee serves as an advisory board to the Dean.
2. Teaching and Curriculum Committee. Regular membership on this committee shall consist of two faculty members (with at least one of these being from the tenure-line faculty) appointed from each division by the Division Chair for a term of three years, the Associate Chairs from each division, and the School Student Support Coordinator. A faculty representative shall be elected by the full committee and chair the meetings with the chair rotating between divisions each year. The School Student Support Coordinator will act as the Secretary for the committee.
 - a. The Committee reviews curriculum requests from academic units in the School including course proposals, new programs, program changes, degree offerings, course fees, minors and certificate programs. The committee recommends for or against approval of requests. The committee may request additional clarification from the proposing unit before making such a decision, or alternatively recommend approval pending the proposing unit's response to certain specific conditions.
 - b. The Committee reviews student appeals in accord with the University Policy [6-400](#)-Sec. IV-C, V-C, VI-C (Student Code—Academic Appeals Committee). When required to function in the appeals process, the committee shall add one representative appointed by the Personnel and Elections Committee of the Academic Senate and the appropriate student representatives on the College Council as stipulated in University Policy [6-400](#)-Sec. IV-C, V-C, VI-C (Student Code—Academic Appeals Committee).
 - c. The committee provides counsel to the School on curriculum-related matters including but not limited to course fees, community-engaged learning, innovative modes of course delivery, and honors theses.
 - d. The committee solicits and reviews nominations for faculty teaching awards.
3. Research Advisory Committee. Membership shall consist of one tenure-line faculty member from each division appointed by the Division Chair for a term of two-years and the Associate Dean for Research. The Associate Dean for Research shall chair the committee. The committee will assist the Associate Dean with research initiatives in the

School; provide information, and solicit and review nominations for faculty research awards; and provide information about and review Undergraduate Research Opportunity Program proposals.

- B. Ad hoc committees will be created at the Council Chair's discretion or by vote of the Council for specific concerns, issues, or projects of a limited scope and duration.

IV. SCHOOL PROVISIONS FOR FACULTY APPOINTMENTS ADVISORY COMMITTEES

Pursuant to University Policy 6-003-III-C, the School shall provide for school-level committee processing of faculty personnel actions by referring matters to the University Promotion and Tenure Advisory Committee in lieu of a School Faculty Appointments Advisory Committee due to the small size of the School.

Pursuant to University Policy [6-302](#)-III-B, in each Division of the School there shall be a faculty appointments advisory committee. The committee membership shall include all tenured and tenure-track faculty, consisting of the professors, associate professors and assistant professors (both tenured and tenure-eligible), except as follows: the Chair of the Division shall serve as chair of the committee but shall not vote on actions of the committee. Deans, and other administrative officials who are required by the regulations to make their own recommendations in an administrative capacity, and who hold regular faculty appointments within the division, may attend meetings and participate in discussions, but shall not vote on actions of the committee. If approved by a majority of the tenured/tenure-track faculty, other interested persons—which may include career-line faculty, adjunct faculty, tenure-track faculty from outside the division, staff, students, and community representatives—may be allowed to participate in discussions with the committee, but shall not vote on actions of the committee.

The School allows current, full-time, long-term (at least .50 FTE for 3 years), career-line faculty to serve as voting members of division faculty appointments advisory committees for particular cases involving either appointments or reappointments to career-line faculty positions, if a majority of the tenure-line faculty of the division has approved the inclusion of career-line faculty on the committee either by continuing policy or for purposes of a particular appointment decision. Such policies may provide for inclusion of all current, full-time, long-term, career-line faculty members within any specified categories and ranks or for a specified number of representatives of any categories (with a specified means of selecting such representatives). Whenever any career-line faculty are made members of the committee for purposes of a particular appointment recommendation, the Division Chair shall include a description of such participation in the written report transmitted to the Dean of the School and record the career-line faculty votes separately from tenure-line faculty votes, as provided for in Section III-D of University Policy 6-302.

V. INTER-COLLEGE RELATIONSHIPS

It is expected that the various college committees will not hesitate to recommend consultation with other colleges of similar academic interests, particularly in regard to curriculum and graduation requirements.

VI. AMENDMENTS TO THE CHARTER

The Charter may be amended by a simple majority vote of those in attendance at a meeting of the Council when a quorum is present. Written notice of proposed amendment(s) must be submitted to each Council member at least three weeks prior to the meeting. All amendments are reported to the Executive Committee of the Academic Senate for approval, pursuant to University Policies 6- 003-III-Sec. 2 and 6-001-III-D.