



POLICY MANUAL

GENERAL

Number 1000D

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1000D.1 INTRODUCTION

In the spirit of the collegial governance of the University, representative groups of faculty, students, and others serve in advisory capacities to the administration and otherwise contribute to the policy making and operational functions of the University. These groups are organized into University councils, University committees, Faculty Senate committees, advisory councils, advisory boards, and advisory committees. Where applicable, this code details duties and membership determination of these councils, committees, and boards. Some of these groups are responsible to the Faculty Senate and are appointed by the senate (policy 402). Some of these groups are responsible to the President and college and division administrators and receive their appointments administratively. The Executive Committee of the Associated Students (ASUSU) designates members of the undergraduate student body and the Graduate Student Senate designates members of the graduate student body to serve with faculty and share in the deliberations and responsibilities of group participation.

The activities of the University are systematized largely through the councils, committees, and boards described in this chapter. These councils, committees, and boards are advisory to the appropriate administrator, usually the chair of the council, committee, or board. However, where the council, committee, or board formulates educational policies, these are referred to the Faculty Senate for action. When requested, University councils and University committees report to the Faculty Senate.

1.1 Definitions

(1) University councils.

A group of administrators, faculty, and/or other staff or student members, equal in authority, elected or appointed, to provide consultation, deliberation, or discussion.

University councils serve in administrative, legislative (policy making) and advisory capacities with respect to issues relevant to the entire University community. University councils are standing councils.

(2) University committees.

A group of administrators, faculty, and/or other staff or student members, elected or appointed, to perform a function such as investigating, considering, or reporting on matters of limited scope pertinent to particular segments of the University community. University committees are expected to report to a higher authority, usually the person or group that appointed the committee. University committees are standing committees.

(3) Faculty Senate committees.

A group of Faculty Senate members and other faculty or student members, elected by the senate or by faculty in the colleges, appointed by the senate president, or nominated by the senate committee on committees and ratified by the senate to perform specific functions of the senate. See policy 402. Faculty Senate committees are standing committees.

(4) Advisory boards, committees, and councils.

Organized bodies of administrators, faculty, staff, students, or others from the local community that have an advisory function with respect to specific units of the University. Advisory boards, advisory councils, and advisory committees do not directly make policy for the University community, but may voice approval or disapproval to proposed policy for the University community. Advisory councils, advisory committees, and advisory boards are not standing councils, committees, or boards of the University.

1.2 The Establishment and Disbandment of Councils, Committees, and Boards

Councils, committees, and boards are created to aid in the governance of the University as needs arise. They are disbanded when they have served their purposes. Standing councils, committees, and boards of the University exhibit the vitality that makes them permanent governance structures of the University.

(1) Official councils, committees, and boards.

The official councils, committees, and boards of the University external to colleges and departments are defined and described in the Faculty Handbook. Groups external to colleges and departments that are not defined in the Faculty Handbook are not recognized as part of the governance structure of the University. Moreover, pronouncements, decisions, and actions of such groups are neither binding on nor necessarily endorsed by the University. While having official status in the governance of specific units of the

University, committees of the colleges and departments are neither defined nor described in this manual, nor in the Faculty Handbook.

(2) The establishment of councils, committees, and boards.

To be part of the governance structure of the University, a council, committee, or board of the University must be recognized by the President or by an authorized delegate of the President. Authorized delegates can include but not be limited to the Provost, the vice presidents, the Faculty Senate, the ASUSU President, or the Graduate Student Senate President. The recognition of a group should define the group's name, purposes, composition, constituencies, and term of existence.

(3) The disbandment of councils, committees, and boards. Either of two events disbands a council, committee, or board of the University:

(a) the President or an authorized delegate of the President notifies the presiding officer of the group that the group is to disband. This notice should include the reason(s) for the group's disbandment and the date the disbandment becomes effective; or

(b) the group has made no report to its constituency in three years. Evidence of a report includes but is not limited to written documents generated by the group in the course of accomplishing its purpose and submitted to an official of the University or the parent group, published meeting agenda, or published meeting minutes.

1000D.2 UNIVERSITY COUNCILS, UNIVERSITY COMMITTEES, FACULTY SENATE COMMITTEES, AND ADVISORY BOARDS, COUNCILS AND COMMITTEES

2.1 University Councils

(1) Administrative Council.

The Administrative Council is responsible for developing and reviewing the plans and internal policies of the University, and for coordinating the programs to be implemented by the colleges, departments, and other organizational units of the University. Those policies and procedures which come within the legislative responsibilities assigned to the faculty by the President and approved by the Board of Trustees are referred to the Faculty Senate for consideration. Administrative officers of the University are invited to discuss specific problems with the council.

(a) Membership of the council. The Administrative Council consists of: (1) the President, (2) the Provost, (3) the Vice President for **Finance and Administrative Services**, (4) the Vice President for Research, (5) the Vice President for University Extension and Continuing Education, (6) the Vice President for Student Services, (7) the Vice President for University Relations and Development, (8) the Dean of the School of Graduate Studies, (9) the deans of the colleges of the University, and such other persons as the President may appoint.

(b) Chair of the council. The President serves as chair and the Provost as vice chair of the council. A secretary to keep and report the minutes of meetings is named by the President.

(2) Athletics Council.

The Athletics Council advises the President with respect to the athletics department. The duties of the council are to: (1) help maintain an athletics program compatible with the best academic interests of the University; (2) help ensure compliance with the rules of the appropriate conferences, the National Collegiate Athletic Association (NCAA), and the University athletics code; (3) review and recommend to the President and the Board of Trustees all intercollegiate athletics budgets; and (4) recommend policies and procedures for all aspects of the intercollegiate enterprise.

(a) Membership of the Council. The Athletics comprises: (1) the President, as a nonvoting member; (2) member of the Board of Trustees; (3) Utah State University financial contributor to athletics (4) the Provost; (5) Vice President for Legal Affairs & General Counsel (advisory); (6) the Vice President for Finance and Administrative Services; (7) the Vice President for Student Affairs; (8) the Vice President and Director of Athletics, Deputy Director of Athletics, Senior Women's Administrator, Associate Athletics Directors for Compliance and Academic Services;(9) the USUSA President; (10) the USUSA Athletics Vice President; (11) four student-athletes, two men and two women, nominated by USU Athletics (12) four faculty members, two men and two women, to be appointed by the faculty senate for terms of four years, the terms to be staggered (13) the NCAA Faculty Athletics Representative; and (14) when appropriate, the NCAA Faculty Athletics Representative-elect.

(b) Chair of the Council. The Athletics Council is chaired by one of the four faculty members of the council or by the NCAA Faculty Athletics Representative. The chair is elected or reelected annually (2-year terms is the aim for chairs and vice chairs) by a simple majority of the entire council. The vice chair is also chosen from the four elected faculty members or the NCAA Faculty Athletics Representative and is elected or reelected annually by a simple majority of the entire council. In decisions of the council, the chair exercises a vote only in the event of a tie.

(c) NCAA Faculty Athletics Representative. The NCAA Faculty Athletics Representative is a tenured or tenure-eligible faculty member. He or she is nominated by a committee composed of the President, the four appointed faculty members, and the two USUSA student members of the council, and is ratified by the Faculty Senate. Unless the office is vacated prematurely, the NCAA Faculty Athletics Representative is ratified one year in advance of taking office. If the office is vacated prematurely, the nomination process begins again.

(3) Council on Teacher Education.

The Council on Teacher Education advises the University community on teacher preparation. It develops or approves teacher education curricula, establishes admission and certification policies (in conjunction with the State Office of Education), and works to improve the University's teacher education program. The council is concerned with:

(1) the development of teacher education curricula; (2) the approval of all teacher education curricula; (3) the election, admission, and counseling procedures for students in teacher education programs; (4) the graduation requirements and the recommendation of students for professional certification; and (5) the improvement of graduate programs in professional education.

(a) Membership of the council. The council is composed of: (1) the Dean of the College of Education; (2) the Provost; (3) representatives of the colleges of the University offering teaching majors and minors; (4) representatives of the academic departments within the College of Education involved in the training of teachers. Council members are to be nominated by their respective deans, in consultation with their staffs, and approved by the senate. The term of office is for three years with staggered appointments.

(b) Chair of the council. The council is chaired by the Dean of the College of Education.

(4) Deans Council.

The Deans Council is responsible for coordinating all academic programs of the University; acting on student appeal cases; and, in cooperation with the Faculty Senate, developing other policies and procedures for carrying forward the academic programs and activities of the University.

(a) Membership of the council. The Deans Council consists of: (1) the President, (2) the Provost, (3) the deans of the colleges of the University, (4) the Dean of the School of Graduate Studies, and (5) the Dean of Information and Learning Resources.

(b) Chair of the council. The Provost serves as chair of this council.

(5) Department Heads Council.

The Department Heads Council advises the President and the Provost in matters pertaining to the operation of academic departments in the University. The duties of the council are to: (a) review matters of policy and procedure affecting department heads' roles and responsibilities; (b) recommend procedures and policies related to the effective operation of the University's academic departments; and (c) plan and accomplish an annual department heads' conference as well as periodic department heads' meetings during each year.

(a) Membership of the council. The membership of the council consists of all department heads of the academic departments of the University.

(b) Executive committee of the council. The council is governed by an executive committee comprised of an elected chair and eight department heads, one from each college of the University elected to serve two-year, nonrenewable terms. Replacements on the executive committee will be nominated by department heads within each of the eight colleges. Efforts will be made to ensure that all department heads, through a rotation system, have an opportunity to serve on the executive committee. The executive committee meets at least quarterly, at the call of the chair, or at the request of at least four department heads, to review issues, make recommendations to the council,

and plan the annual conference and activities of the council for the year. The executive committee assumes key responsibilities in the accomplishment of the decisions of the council.

(c) Chair of the executive committee of the council. The council is chaired by a member of the council elected by the department heads at the annual conference to serve a term of two years. The chair of the executive committee of the council represents the council at meetings of the Administrative Council and chairs all meetings of the executive committee of the council and the council itself.

(6) Graduate Council.

The Graduate Council establishes regulations and standards for graduate study with the approval of the Faculty Senate and advises the Dean of the School of Graduate Studies on exceptions or adjustments to policy.

(a) Membership of the council. The Graduate Council consists of: (1) the Dean of the School of Graduate Studies, (2) the Dean of Information and Learning Resources, (3) one faculty member elected, in a manner consistent with policy 402.10.2, by and from the faculty in each of the colleges of the University, (4) one representative from the Faculty Senate, and (5) two graduate students. All college faculty representatives serve four-year terms, with two elected each year. The Faculty Senate representative is nominated by the Faculty Senate for a two-year term. The graduate students are appointed for one-year terms by the Graduate Student Senate.

(b) Chair of the council. The Dean of the School of Graduate Studies chairs the council and rules on all exceptions or adjustments to policy by and with the advice of the council.

(7) University Libraries Advisory Council

The University Libraries Advisory Council advises the Vice-Provost for University Libraries and Instructional Support in (1) meeting the learning, instruction, and research needs of students, faculty and staff; (2) formulating library policies in relation to circulation, services, and the collection development of resources for instruction and research; and (3) interpreting the needs and policies of the libraries to the University. The Council membership will consist of nine faculty members, one from each College and Extension with one undergraduate and graduate student appointed by the Provost. Faculty members will serve three-year terms and are renewable once. The Vice-Provost for University Libraries and Instructional Support serves as an ex-officio, non-voting member. The chair will be elected from the Council membership on an annual basis.

(8) Research Council.

The Research Council advises the Vice President for Research in all matters pertaining to research and other scholarly or creative activity of the University: (1) In the formulation of policy, including research priorities and procedures for attaining them; (2) In the encouragement and stimulation of research in the context of instructional and other goals of the University; (3) In monitoring, reviewing, and evaluating cross-college research

programs in the University; and (4) In recommending to the Vice President for Research the allocation of all funds available for research and related purposes to be expended through the office of the Vice President for Research.

(a) Membership of the council. The permanent membership of the Research Council consists of: (1) the Vice President for Research; (2) the Provost; (3) the Dean of the School of Graduate Studies; (4) the Director of the Water Research Laboratory; (5) the dean of each college of the University or a staff member designated by the dean to represent research in the respective college, and (6) the Director of the Agricultural Experiment Station. Additional members may be added to the council upon recommendation of the Vice President for Research and approval by the senate.

(b) Chair of the council. The council is chaired by the Vice President for Research.

(9) University Assessment Coordinating Council

The University Assessment Coordinating Council will coordinate and represent the university's efforts in educational and program assessment at the university, college, department, and unit levels. This council will also coordinate the university's preparations for periodic evaluations of the university's regional accreditation.

(a) Membership of the Council: The permanent membership of the University Assessment Coordinating Council consists of (1) Director of Analysis, Assessment, & Accreditation; (2) an Associate Dean from each college charged with that college's assessment program; (3) the Dean of the School of Graduate Studies; (4) An Associate Vice President for Research; (5) An Associated Vice President for Student Services; (6) An Associate Vice President for University Extension; (7) an Associate Vice President for Administrative Services; (8) a Vice Provost charged with the assessment of University Studies; (9) two faculty senate members appointed by the Faculty Senate; (10) on faculty member appointed by the Provost; (11) the Provost (ex officio); (12) an Assistant Provost (ex officio); (13) members of the Office of Analysis, Assessment, & Accreditation (ex officio).

(b) Chair of the Council: The Director of Analysis, Assessment, & Accreditation or a designee from the Office of Analysis, Assessment & Accreditation chairs this council.

2.2 Other Councils, Committees, and Boards

Other councils, committees, boards, and task forces are listed and described in the councils and committees booklet, published annually.

2.3 Faculty Senate Committees

The Faculty Senate and its committees are described in policy 402.

2.4 Employee Associations

Employee associations are organized bodies of University employees and include the Professional Employees Association and the Classified Employees Association. These associations are not part of the University academic or policy making process but they provide grievance and representation functions for professional and classified employees.