**Academic Senate Committees—Governing Policy 6-002**.

*Excerpts* from Policy 6-002 [Rev.35, July 1, 2020].

Prepared for the Senate Officers by Bob Flores, Senate Policy Liaison, July 2020.

(*See entire Policy 6-002 at* [*https://regulations.utah.edu/academics/6-002.php*](https://regulations.utah.edu/academics/6-002.php))

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*Excerpts from--*

Policy 6-002: **The Academic Senate and Senate Committees: Structure, Functions, Procedures.** Revision 35**. Effective Date: July 1, 2020.**

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III. Policy

1. Establishment and Authority of the Academic Senate. \* \* \* \*
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5. **Senate Standing Committees.**

a. Establishment of standing committees of the Senate.

**\* \* \* \***

* + - 1. **Senate Executive Committee. <****<Policy 6-002-III-D-1-[b]>>**

The Academic Senate Executive Committee ("Senate Executive Committee"/ or "Executive Committee"/ "ASEC") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here.

* + - * 1. Membership and Officers.

The membership of the Executive Committee with full voting rights consists of the following voting members of the Senate:

*twelve* persons representing its (Tenure-line or Career-line) faculty and voting dean members (elected annually to serve a one-year term on the Committee, must be a voting member of the Senate during the term of service on the Committee, no restriction on re-election for consecutive terms). At least ten of the twelve must be full-time faculty members, and not more than two may be from the same area of representation.

*three* student members (Consisting of the ASUU president, one graduate and one undergraduate representative from the student Academic Senators, one of whom shall be the Student Senate Chair and the other of whom shall be selected by the Student Senate. The student members shall serve one-year terms dating from their installation as ASUU officers).

The President of the Senate shall serve as chairperson of the Committee (or if not available, second the immediate past- President, third the President-elect, or fourth the Executive Committee shall elect a president *pro tempore* as acting chairperson). The chairperson shall have the privileges of discussion, but not of making motions, and shall have the limited right to vote to prevent an equal division of the Committee.

The Committee also consists of the following ex officio, non-voting members with full rights of discussion and making motions: the University President, the senior vice president for academic affairs, the senior vice president for health sciences, or their designees; the President-elect; and the immediate past-President of the Senate, and the Senate Parliamentarian and Senate Liaison to the Institutional Policy Committee.

The Committee shall ordinarily meet within two weeks after commencing its term and elect a secretary from its elected or ex officio membership.

The Committee shall ordinarily meet approximately two weeks prior to the monthly meetings of the Senate, and the chairperson may call meetings at any time and must call a meeting of the Committee upon written petition of any three members of the Committee within ten days of the date of the petition, or at such earlier time as is otherwise specified in the petition.

A quorum to conduct business shall consist of a majority of the fifteen voting members representing the faculty, deans and students.

* + - * 1. Functions. It shall be the duty of the Executive Committee to:

Prepare the Senate agenda, assigning non-controversial items to the consent calendar, and assigning other items to the information and recommendations calendar, intent calendar, or debate calendar, as appropriate in accord with [Sections III-F, G, H below], and in accord with specific provisions of other relevant Policies (including the requirements of [Policy 1-001](http://regulations.utah.edu/general/1-001.php)-III-A-4 for proposed changes of University Regulations); set time limits for debate; and make such procedural stipulations of other sorts (nonbinding) as may be necessary.

Report to the Senate at each regular meeting, noting matters which it has and has not placed on the agenda and the reasons and voting on each question of calendaring.

Study the actions of committees and college councils and the Graduate and Undergraduate Councils [See [Policy 6-001](http://regulations.utah.edu/academics/6-001.php)] (preferably with a representative of the committee or council involved present in a given instance), and in appropriate cases return any report by such a body to that body for re-examination, where the Executive Committee judges that the report is unclear, is inadequately developed, or suffers from other significant problems. Such return by the Executive Committee shall be nonbinding on the committee or council involved.

At its discretion, identify questions in connection with a committee or council report, or item from the administration, which it thinks the Senate should consider and which it accordingly conveys to the Senate members in advance of the meeting involved.

Refer to an appropriate committee for its consideration items which may be urgent, or in extremely urgent cases, make a recommendation itself directly to the Senate.

Recommend to the Senate the creation of an ad hoc (special) committee to study a specific important issue, where the topic involved does not fall under the jurisdiction of an existing ad hoc or standing committee, with or without recommendations on the design and specific wording of the charge to such a committee.

Act in behalf of the Senate on urgent matters which cannot wait for action by the Senate in regular sessions, and act on behalf of the Senate during vacation periods and the summer semester, providing that a full report of such action is made to the Senate at its next regular meeting. Any substantive decisions shall be subject to reconsideration when they are presented to the Senate at this time.

Initiate studies and legislation for Senate action on matters not assigned to other University committees, nor assignable to them.

Receive confidential committee reports indicating a serious concern about the systemic operation of a program, department or college or other academic unit, and to request further supporting information from any committee so empowered to report. If the Executive Committee concludes that there is a serious concern about the systemic operation of an academic unit, it shall bring this to the attention of the cognizant vice president and provide supporting information. The cognizant vice president shall acknowledge receiving the report and in a timely fashion inform the Executive Committee and the originating committee what steps are being taken to investigate or resolve the concerns and, subsequently, inform both committees of the outcome of the investigation and of any resolution achieved. [See [Policy 6-010](http://regulations.utah.edu/academics/6-010.php) (SCAFFR), [Policy 6-011](http://regulations.utah.edu/academics/6-011.php) (SCHC).]

Carry out such functions as are described in various University Regulations from time to time enacted, including but not limited to the following matters (*listed here for convenience—and the Senate President, after notifying the Executive Committee, is hereby authorized to update this list as an editorial correction, consistent with approved Regulations changes.*):

* Nomination of candidates for election to membership on the Senate Advisory Committee on University Strategic Planning (see Section III-D-1-h below), the Senate Advisory Committee on Student Course Feedback (Section III-D-I-k), and the Senate Advisory Committee on Information Technology (Section III-D-I- l).
* Approval of staff members as members of the Senate Advisory Committee on Diversity (Section III-D-1-j).
* Regarding membership of the Senate Consolidated Hearing Committee (Section III-D-1-e), (i) in consultation with the administration select a slate of faculty candidates for election to the SCHC pool, drawn from a list of nominees developed by the Senate Personnel and Elections Committee, and (ii) provide consultation to the Senate President to develop a list to submit for Senate confirmation, of [at least] five elected SCHC pool members prepared to serve as SCHC panel chairpersons.
* Approval of nominations of Career-line members for, and organization of subcommittees of, the Senate Faculty Review Standards Committee (Section III-D-1-k).
* Election of faculty members of the Background Review Committee for background checks of academic personnel ([Policy 5-130](http://regulations.utah.edu/human-resources/5-130.php) and [Rule 5-130A](http://regulations.utah.edu/human-resources/rules/rule_5-130A.php)).
* Selection of a Senate representative to the University Internal Commercialization Coordinating Council.
* Review of all actions taken by any college council, including final approval of contents of the charters of each academic college council ([Policy 6-003](http://regulations.utah.edu/academics/6-003.php)-III).
* Receipt and forwarding to the Senate of reports from Senate committees, and reports from University administrators, or University committees or councils which are not committees of the Senate but are directed to report to the Senate, such as: annual report of the administration regarding faculty make-up ([Policy 6-300](http://regulations.utah.edu/academics/6-300.php)-III-F); annual report and proposed admissions standards of the University Credits and Admission Committee ([Policy 6-404](https://regulations.utah.edu/academics/6-404.php)-III).

Take such other action or assume such other duties as may be assigned or referred to the Executive Committee, upon resolution of the Senate or upon request of the University administration with the consent of the Executive Committee and the Senate.

* + - 1. **Senate Personnel and Elections Committee. <****<Policy 6-002-III-D-1-[c]>>**

The Senate Personnel and Elections Committee ("SPEC") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here.

* + - * 1. Membership and Leadership.

The membership of the Committee with full voting rights consists of *twenty-one* persons elected from the voting members of the Senate. *Nineteen* shall be faculty members elected by the Senate, and shall include one Tenure-line or Career-line faculty representative from each of the nineteen Senate areas of representation (seventeen academic colleges, the University Libraries, and the Qualified Interdisciplinary Teaching Programs). The number of Career-line faculty members shall not exceed the number of Tenure-line faculty members. Faculty members shall be elected for three-year terms and each must be a senator at the time of election, but can remain on the Committee for three years even though his or her term of service on the Senate may expire during that three-year period of time. There shall be *two* student members, and each shall serve a one-year term, be a voting member of the Senate during that term, and be elected to the Committee in accordance with procedures established by the ASUU. As with Senate standing committees generally, the President of the Senate, or the President's designee, shall be an ex officio, nonvoting member, and elections of faculty members, and appointment and confirmation of the Committee officers, shall proceed as described in [Parts III-D-3 and III-E], provided however that the President of the Senate may serve as Committee chairperson or co- chairperson, if so appointed by the immediate-past President and confirmed by the Committee and the Senate Executive Committee.

* + - * 1. Functions.

This committee shall make nominations for elections of members of standing committees of the Senate and for all other Senate committees (except as otherwise provided for a specified committee, including the Senate Advisory Committee on University Strategic Planning per Section III-D-1-h below), and if the Senate is authorized by any University Regulation, or requested by a University administrator, to make nominations or recommendations of members for a committee to be appointed by the University administration, the Personnel and Elections Committee shall prepare the list of nominees (See [Policy 6-001](http://regulations.utah.edu/academics/6-001.php)-III-C-2 University Committees).

It will review Senate standing committees and University standing committees on a 5-year rotating schedule. This review will use self- study Procedures, and include an assessment of perceived appropriateness of committee membership, charter, functions, meetings and others.

The Committee shall review any new University-wide standing committee charters or changes to such charters.

In alternate years, it will apportion Senate membership according to [Part III-B of this Policy].

The Committee will also review the necessity of retaining existing Senate and University committees, recommending to the Senate or appropriate administrative officers any possible excisions.

It shall pursue an affirmative action program to secure significant representation of women, minorities, and non-tenured faculty members in positions of responsibility within the University, and to seek a distribution of committee nominations among colleges and departments in order to obtain a range of backgrounds among the members of each committee.

Among the particular duties of the Committee with regard to University committees as established by specific Regulations are the following (*listed here for convenience—and the Senate President, after notifying the Executive Committee, is hereby authorized to update this list as an editorial correction, consistent with approved Regulations changes*.)

* Appointment of alternate faculty members for vacancies on the University Promotion and Tenure Advisory Committee ([Policy 6- 304](http://regulations.utah.edu/academics/6-304.php)).
  + - 1. **Senate Committee on Academic Freedom and Faculty Rights. <****<Policy 6-002-III-D-1-[d]>>**

The Senate Committee on Academic Freedom and Faculty Rights ("SCAFFR") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. [*User note: this committee was formerly known as the Academic Freedom and Faculty Rights Committee--AFFRC (2006-2014), and earlier as the Academic Freedom and Tenure Committee--AFTC (before May 2006)*.]

* + - * 1. Membership and Officers.

The membership of the Committee with full voting rights consists of twelve members elected by the Senate from the University Tenure-line and Career-line faculty members other than ex officio members of the Senate. As with Senate standing committees generally, the terms of voting faculty members are three years and staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E].

See a special provision in [Policy 6-010](http://regulations.utah.edu/academics/6-010.php) that student representatives may be asked to serve with the Committee to consider a particular matter addressing substantial issues that involve students.

* + - * 1. Functions.

The functions of this Committee, and procedures followed in its investigations and informal dispute resolutions, are as described in [[Policy 6-010](http://regulations.utah.edu/academics/6-010.php)].

* + - 1. **Senate Consolidated Hearing Committee. <****<Policy 6-002-III-D-1-[e]>>**

The Senate Consolidated Hearing Committee ("SCHC") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. *[User note: prior to 2014 this committee was known as the Consolidated Hearing Committee on Faculty Disputes—CHC, and certain of its functions were prior to 2004 conducted by the predecessor Faculty Hearing Committee—FHC.]*

* + - * 1. Membership and officers (pools and panels).

The Senate Consolidated Hearing Committee shall consist of a pool, from which members may be drawn to serve on panels in specific cases as the need arises. The pool shall consist of at least 30 faculty members, Tenure-line and Career-line. At least 5 members of the pool shall be faculty members with extensive experience as researchers and as recipients of sponsored research grants. These members shall be available to serve as panel members in hearings involving allegations of (sponsored) research misconduct. The pool shall include a sufficient number of Tenured members to serve on SCHC panels in cases for which tenure is a requirement, as described in [[Policy 6-011](http://regulations.utah.edu/academics/6-011.php)]. First, the faculty members will be nominated by the Senate Personnel and Elections Committee. Second, the Senate Executive Committee will review the nominees and in consultation with the University administration will provide from that list a slate to the Senate which shall consist of more nominees than available positions. Third, the Senate will select by vote sufficient members to fill the pool. SCHC pool members will normally be elected for 6 year staggered terms. There may be expedited elections if necessary to fill vacancies in the pool or to provide sufficient members for a particular panel.

The Academic Senate President in consultation with the Senate Executive Committee and the University administration shall identify at least 5 persons from the elected SCHC pool to be available to serve as chairpersons of panels. The chairpersons shall be individuals who will agree to undergo significant training in preparation for chairing the SCHC panels. Their appointment to the position (but not to a specific panel) shall require confirmation by the Academic Senate.

* + - * 1. Functions.

See [[Policy 6-011](http://regulations.utah.edu/academics/6-011.php)] for the governing description of the functions and procedures of the SCHC, including the process by which members from the pool are selected for the panel in a particular case.

* + - 1. **Senate Advisory Committee on Academic Policy**. **<****<Policy 6-002-III-D-1-[f]>>**

The Senate Advisory Committee on Academic Policy ("SACAP") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here*. [User note: prior to 2018 the functions of this committee were divided among three separate committees, including SACAP itself, the Senate Advisory Committee on Library Policy, and the Senate Advisory Committee on Salaries and Benefits. In 2018 the three committees and three sets of responsibilities were consolidated into this single SACAP committee. Also prior to 2014 this committee was known as the Academic Policy Advisory Committee--APAC.]*

* + - * 1. Membership and officers.

The membership of the Academic Policy Advisory Committee with full voting rights consists of nine Tenure-line or Career-line faculty members and three students. As with Senate standing committees generally, the terms of voting faculty members are three years and staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D- 3 and III-E]. Student members shall be selected for one-year terms in accordance with Procedures established by the ASUU.

* + - * 1. Functions.

The Committee is authorized to consider any matter relating to academic policy, broadly defined, including matters relating to academic activities of teaching and research, the University Libraries (formerly a function of the Senate Advisory Committee on Libraries), and salaries and benefits of faculty and other academic personnel (formerly a function of the Senate Advisory Committee on Salaries and Benefits). It may consider any relevant matter which may be suggested by members of the Committee, members of the faculty, administrative officers, or students. The Senate Executive Committee, or the Senate, may refer to this Committee any question or consideration of any proposal regarding academic policy which is not otherwise assigned to another committee of the Senate, or which may be benefit from study by this Committee as well as another committee. Upon its selection of a subject for study, the Committee shall notify all interested agencies within the University, including standing committees, and invite their cooperation. For matters related to the University Libraries, consultation shall include the Libraries administrators, and for matters related to academic personnel salaries and benefits consultation shall include human resources administrators. At least once each academic year, the Committee shall submit a written report of its studies and recommendations, if any, to the Senate.

* + - 1. **Senate Advisory Committee on University Strategic Planning. <****<Policy 6-002-III-D-1-[g]>>**

The Senate Advisory Committee on University Strategic Planning (“SACUSP”) is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. *[User note: prior to 2020 this committee was known as the Senate Advisory Committee on Budget and Planning—SACBP, and earlier as the Faculty Budget and Planning Advisory Committee--FBPAC.]*

* + - * 1. Membership and officers.

The membership of the Committee with full voting rights consists of 12 Tenure-line or Career-line faculty members, with a majority of Tenured faculty, who shall represent the University faculty as a whole and not any particular academic college or area. The membership slate will be voted on by the Senate, upon recommendation of the Executive Committee, which should assure in the recommendation process that the large colleges or areas will have adequate representation, and that ordinarily there is no more than one member from the same college or area. The terms of voting members are four years (rather than the typical three), as with Senate standing committees generally, the terms are staggered so that an approximately equal number are elected each year, and members may serve a maximum of two consecutive terms and then shall be ineligible for nomination for another term until at least one year has elapsed following the expiration of their terms of office. The immediate Past Senate President (or other Senate Presidential Officer as designee in case of absence) will be the Chair of the committee (who shall vote only to break a tie), and a vice-Chair will be elected by the voting members of the Committee. The President-elect and the President of the Senate will be non-voting ex-officio members of the Committee.

The President of the University and the two Senior Vice Presidents (or their designees) will be non-voting ex-officio members of the Committee and serve as liaisons between the administration’s strategic planning activities and the Committee, assuring that all strategic initiatives proposed by the administration receive adequate input from the Committee. The administration should inform the Committee of important strategic planning issues each year on a schedule that allows for such adequate Committee input.

* + - * 1. Functions.

The Senate Advisory Committee on University Strategic Planning may establish its own internal rules which shall provide that individual faculty members are entitled to submit information to the Committee and that Committee members will hold in strict confidence all budget and planning information which the Committee receives on a confidential basis from the University President or other administrative officers of the University.

The Committee should respond to directions from the Senate, while retaining the freedom to set its own agenda. The Committee's principal roles are to (1) consult with the University administration, and present and argue for the views and interests of the whole faculty in the administration's long-range academic and budgetary planning and (2) identify and bring to the attention of the Academic Senate various long-range, strategic issues, decisions and challenges that should be addressed in furthering the University’s missions and positioning the University to be responsive to the demands of a changing and competitive environment. The goal of the Committee is to assure that academic interests such as academic freedom, academic excellence and principles of shared governance are considered when developing the long term strategic directions of the University. The Committee should strive to persuade the administration to make critical long term budgetary and academic policy decisions in as open and public a way as possible.

Specific Powers and Duties:

* + - Provide a forum for individual faculty members to submit information on long term strategic budget and planning.
    - Represent views and interests of all faculty in matters related to long term strategic planning for the Institution.
    - Consult with the University administration on developing a transparent process for long term strategic planning.
    - Provide the University administration with input to all strategic planning initiatives that the administration should refer to the Committee for review.
    - Identify and bring to the attention of the Academic Senate various long-range, strategic issues, decisions and challenges that should be addressed in furthering the University’s missions and positioning the University to be responsive to the demands of a changing and competitive environment.
    - The Committee shall perform the functions assigned to it by applicable provisions of [Policy 6-313](https://regulations.utah.edu/academics/6-313.php) (Terminations and Program Discontinuance–Declaration of Financial Exigency).
      1. **Senate Advisory Committee on Diversity. <****<Policy 6-002-III-D-1-[h]>>**

The Senate Advisory Committee on Diversity ("SACD") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. *[User note: this committee was formerly known as the University Diversity Committee—UDC (1998-2014, became a Senate-elected Senate standing committee in 2003), and earlier known as the Faculty Affirmative Action Committee—FAAC (pre-1998).]*

* + - * 1. Membership and officers.

The membership of the Committee with full voting rights consists of eighteen persons. Twelve shall be faculty members (six Tenure-line and six Career-line). Three shall be staff members serving three year terms (approved by the Senate Executive Committee after nomination by the University of Utah Staff Council-UUSC---see [Policy 5-003](https://regulations.utah.edu/human-resources/5-003.php)). Three shall be students serving one year terms (selected by ASUU). As with Senate standing committees generally, the terms of voting faculty members are three years and staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E], except that terms of all members shall begin August 1 (rather than June 16). Holders of the following positions (or equivalents) shall also be ex officio non-voting members: Academic Senate Past-president, Associate VP for Equity and Diversity, Associate VP for Diversity for Health Sciences, UUSC Chairperson, ASUU President, Director of Equal Opportunity and Affirmative Action, Director of LGBT Resource Center, Assistant VP for Human Resources, and two representatives from the community. To ensure regular cross-communication between the Committee and the University's Presidential Commission on the Status of Women, the Commission shall be invited to annually designate one of its members to serve as a non-voting ex officio member of the Committee representing the Commission (unless the Commission determines that adequate representation is already provided by a current voting or ex officio member of the Committee).

* + - * 1. Functions.

The Committee shall provide leadership and expertise to the University community in promoting diversity in their various roles and activities and; serves as a forum for the exchange of ideas within the University. The Committee should respond to directions from the Academic Senate, while retaining the freedom to set its own agenda. The Committee's principal role is to identify issues, projects, and proposals that would further a positive climate of diversity on the University campus, would enhance relations with diverse elements in the community, and would promote appreciation of diversity in the wider community. The Committee's role includes forwarding information and recommendations to the Academic Senate. The Committee will submit an annual report to the Academic Senate of its activities.

* + - * 1. Budget.

An annual budget for the Committee will be offered by the President and administered by the Office of the Associate Vice President for Equity and Diversity.

* + - 1. **Senate Advisory Committee on Student Course Feedback (SACSCF). <****<Policy 6-002-III-D-1-[i]>>**

The Senate Advisory Committee on Student Course Feedback is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here. *[User note: this committee was formerly known as the Student Course Feedback Oversight Committee (2011-2015), which was established by Policy 6- 100-III-N. It was reorganized and made a standing committee of the Senate in 2015.]*

* + - * 1. Membership and officers.

The membership of the Committee with full voting rights consists of seven faculty members, and four students.

Faculty members. The faculty members are a mix of elected and appointed. There shall be four *elected* faculty members with terms of three years and limited to two consecutive terms. In accordance with [Policy 6-300](http://regulations.utah.edu/academics/6-300.php)- III-B, elected faculty members should be broadly representative of the University, with at least one representative from Health Sciences, at least one representative from Career-line (lecturer) faculty, at least one representative of Tenure-line faculty, and one faculty member with experience as an academic unit administrator with responsibilities for reviews of faculty members. As with Senate standing committees generally, the terms are staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts II-D-3 and III-E], with the exception that nominations for members to stand for election to this Committee (except nominations made from the floor during a meeting of the Senate) shall originate from the Senate Executive Committee and the Personnel and Elections Committee.

Three faculty members are *appointed* to the Committee as full voting members, including the Associate Dean for General Education (or designee), a faculty representative of the Undergraduate Council (a Council member appointed to the Committee annually by the chairperson of the Undergraduate Council), and a faculty representative of the Graduate Council (a Council member appointed annually to the Committee by the chairperson of the Graduate Council).

Student members. The four student representatives will include the ASUU Academic Affairs Director (or designee), the ASUU Senate chairperson (or designee), and two Student Advisory Committee (SAC) representatives appointed by the ASUU Academic Affairs Director, including one graduate student and one undergraduate student. Students will have annual terms of service, but may be reappointed.

Non-voting ex officio members. Holders of the following positions (or equivalents) shall also be ex officio non-voting members: Director of the University unit responsible for the administration and analysis of student course feedback, and Student Course Feedback Program Manager.

Committee Officers Appointment and Confirmation. The Committee officers, selected from the elected faculty members of the Committee, shall be appointed and confirmed as follows. There shall be a Committee chairperson and a vice-chairperson, the vice-chairperson preferably succeeding the chairperson in the year following service as vice-chairperson. The Academic Senate President, in consultation with the Director of the University unit responsible for the administration and analysis of student course feedback, annually appoints the Committee officers with ratification by the Senate Executive Committee, and then subject to confirmation of the Senate-elected Committee's voting membership. The chairperson may at any time appoint a member or other person to act as secretary for the Committee.

* + - * 1. Functions.

The Committee’s primary functions shall be as more fully described in [Policy 6-100](http://regulations.utah.edu/academics/6-100.php)-III-N, Course Assessment and Feedback (course evaluations), including evaluation and provision of input and oversight on the development and revision of course feedback instrument(s), report form(s), and procedure(s), which shall be presented to the Academic Senate for approval. Full evaluation of student course feedback forms, report forms, and administration procedures will be reported to the Academic Senate every four years. The Committee shall confer with the Senate Faculty Review Standards Committee and relevant administrators regarding the use of course feedback results in conjunction with reviews of teaching performance of faculty members and non-faculty instructional personnel (Policies [6-303](http://regulations.utah.edu/academics/6-303.php) and [6-310](http://regulations.utah.edu/academics/6-310.php)). The Committee shall report to the Senate at least annually regarding its activities.

* + - 1. **Senate Advisory Committee on Information Technology. <****<Policy 6-002-III-D-1-[j]>>**

The Senate Advisory Committee on Information Technology ("SACIT") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here.

* + - * 1. Membership and officers. The membership of the Committee with full voting rights consists of twelve Tenure-line or Career-line faculty members, who meet the qualifications for election to the Academic Senate (but need not be members of the Senate), and two students.

For the *faculty members*: ordinarily at least three shall be Tenure-line and at least three Career-line; they shall represent the University faculty as a whole and not any particular college or equivalent and ordinarily not more than three may be from the same college or equivalent; the terms are three years, and there is no limit on serving multiple consecutive terms. As with Senate standing committees generally, the terms are staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E], with the exception that nominations for members to stand for election to this Committee shall originate from the Senate Executive Committee and the Personnel and Elections Committee, which will consider recommendations from relevant administrators and past participants in the work of this Committee. Selection of faculty members should be guided by the following principles, consistent with the functions of the Committee:

* Awareness of the roles of information technology in an academic setting
* Some familiarity with trends in information technology relevant to academic activities,
* Representation of the very diverse academic sectors of the University,
* Interest in assuring that information technology resources are deployed so as to best support the University’s multiple academic missions, and interest in maintaining effective relationships among the University’s academic users of information technology and the pertinent administrators and staff,
* Given the importance of continuity of membership, willingness to be considered for nomination for consecutive terms.

The two *student members* shall be selected by ASUU, shall serve one-year terms, and preferably will include one undergraduate and one graduate student. The University's Chief Information Officer (or equivalent), or designee, will serve permanently as a *non-voting ex- officio member* of the Committee. The Committee may consult with anyone involved in University information technology as necessary for the performance of its responsibilities, but none of these individuals will be members of the Committee. As with other standing Senate committees, this Committee’s *officer(s)* shall be selected annually from the elected faculty members of this Committee, appointed by the Senate President, ratified by the Senate Executive Committee, and confirmed by this Committee’s voting membership, and there are no restrictions on reappointment to multiple consecutive annual terms.

* + - * 1. Functions. The primary role of the Committee is to ensure ongoing robust communication among representatives of the University’s academic users of information technology (especially faculty and students), and administrators responsible for planning for, acquiring and deploying information technology resources. Such administrators shall regularly inform and consult with the Committee regarding information technology resources. The Committee should regularly consult with information technology user constituencies and convey input to relevant administrators.

If for any particular matter being considered by the Committee any individual member has a potential conflict of interest which might reasonably be considered to significantly affect that member’s judgment (e.g., affecting that member’s home unit far more greatly than other University units generally), the member should disclose that concern and if judged appropriate by the majority of other voting members should refrain from any voting on that matter.

In light of typically rapid changes in information technology, and possible occasional changes in the University’s overall administrative governance structure relevant to information technology, the administrative positions and other University committees which this Committee will interact with might change frequently. It is intended that this Committee serve as a permanent fixture and constant participant within the governance structure.

Proposals for University Regulations significantly affecting academic uses of information technology should be developed within or otherwise considered by the Committee prior to being presented to the Senate.

The Committee shall report on its activities and present its recommendations, as needed and at least annually, to the Senate.

* + - 1. **Senate Faculty Review Standards Committee. <****<Policy 6-002-III-D-1-[k]>>**

The Senate Faculty Review Standards Committee ("SFRSC") is hereby established as a standing committee of the Academic Senate. The provisions described in [Parts III-D-3 and III-E] of this Policy as generally applicable for standing committees of the Senate apply for this Committee, except as otherwise specifically described here.

[*User note: this committee was formerly known as the University RPT Standards Committee--URPTSC (2004-2014), and earlier as the University RPT Standards and Appeals Committee--URPTSAC (pre- 2004)*]

* + - * 1. Membership and officers.

The membership of the Committee with full voting rights consists of [*twenty four]* faculty members, including *eighteen Tenured* (one from each of the [seventeen] academic colleges, and the University Libraries), and *six Career-line* (selected as described below). The terms of all voting members are four years (rather than the typical three), and any individual who has served two consecutive terms will not be eligible for nomination for another term until an interval of one year has passed following the completion of the second term. As with Senate standing committees generally, the terms are staggered so that an approximately equal number are elected each year, the Senate President or designee is an ex officio nonvoting member, and elections of faculty members and appointment and confirmation of Committee officers proceed as described in [Parts III-D-3 and III-E], except that the *Senate Executive Committee shall approve nominations of the Career-line faculty* members (as described below), and the single chairperson (or at least one of two co-chairpersons if leadership is so structured in a given year) shall be a *Tenured member*.

For the Career-line members: the allocation of members for a given period should be made as will best achieve appropriate representation of University areas with significant numbers of such faculty and provide perspectives from the three Career-line sub- categories (Clinical, Lecturer, Research), and consistent with the anticipated work of the Committee, generally including among the total of six at least two from the academic colleges within health sciences, and at least two from the other areas of Senate representation (other academic colleges, the libraries, and the qualified interdisciplinary teaching programs). The nominations (other than nominations made from the floor at a Senate meeting), after having been prepared by the Personnel and Elections Committee shall be approved by the Senate Executive Committee prior to the election within the Senate.

As recommended by the Committee and *with the approval of the Senate Executive Committee*, for any given year the members may be organized into subcommittees, e.g., for purposes of those work projects related to Tenure-line faculty and those related to Career- line faculty and non-faculty academic personnel.

The Associate Vice President for Faculty, or designee, shall also be a non-voting ex officio member of the Committee and any subcommittees.

* + - * 1. Functions and procedures.

The Committee generally advises the Senate and University administration regarding Regulations and practices for regular periodic reviews of members of the University faculty (and also non-faculty instructional personnel teaching credit-bearing courses, see [Policy 6-](http://regulations.utah.edu/academics/6-310.php) [310](http://regulations.utah.edu/academics/6-310.php)). And, acting on behalf of the Senate with authority hereby delegated to it, the Committee has the following specific functions for review and approval of the Statements describing and governing the University's systems for reviews of individual faculty (and such non- faculty instructional personnel).

RPT Statements. The Committee shall develop and implement procedures with which it will review and approve the Statements of Retention, Promotion and Tenure criteria, standards, and procedures applicable for members of the Tenure-line faculty of each academic unit as required by University [Policy 6-303](http://regulations.utah.edu/academics/6-303.php). Such reviews should be conducted with due concern to the unique characteristics or requirements of the discipline and with the objective of improving the stature of the University by ensuring that such criteria and standards are consistent with the University's commitment to academic excellence. Such reviews will be conducted in conjunction with the faculty and administrators of the academic unit being reviewed. The Statement of any academic unit may be reviewed at the initiative of the Committee or on a regular schedule which the Committee may establish in consultation with the cognizant senior vice president. Requests for reviews other than on such regular schedule may be made to the Committee by the cognizant senior vice president, the University Promotion and Tenure Advisory Committee (see [Policy 6-304](http://regulations.utah.edu/academics/6-304.php)-III-E), or the Graduate Council (pursuant to regular evaluations of academic units per [[Policy 6-001](http://regulations.utah.edu/academics/6-001.php)]), as well as by deans, department chairpersons, or individual Tenure-line faculty members. The Committee shall use its judgment and discretion in formulating responses to such requests. The Committee shall annually report on its reviews to the Senate and to the University Promotion and Tenure Advisory Committee.

Tenured Faculty Review Statements. The Committee shall review and approve the Statement of Tenured Faculty Review procedures applicable for the Tenured faculty members of each academic unit as required by [[Policy 6-321](http://regulations.utah.edu/academics/6-321.php)].

Statements for Review of Career-Line and Adjunct Faculty, and Non-Faculty Instructional Personnel. The Committee shall review and approve the Statement of Review, Reappointment and Promotion Criteria, Standards, and Procedures applicable for members of the Career-line faculty, Adjunct faculty and non-faculty instructional personnel of each academic unit as required by [[Policy 6-310](http://regulations.utah.edu/academics/6-310.php)].

The Committee is also an appropriate forum for reviewing any proposed changes to University Regulations relating to the above specific functions of the Committee, including any with respect to retention, promotion, or tenure.

* + 1. Other Committees Established by the Senate.
       1. **Other Standing Committees. <****<Policy 6-002-III-D-2-[a]>>**

The Senate may by ordinary vote create a new standing committee of the Senate, provided that within one year of such establishment by vote, the committee shall be fully established by an approved revision of this Policy incorporating a description of the membership structure and functions of such additional standing committee.

* + - 1. **Special Committees. <****<Policy 6-002-III-D-2-[b]>>**

The Senate shall have the power to provide for the appointment or election of such special committees as in its discretion may be needed to serve the best interests of the University. (As described above, the Senate Executive Committee has the power to recommend to the Senate the establishment of such a special committee). The membership structure and terms, functions, and period of existence for each such special committee shall be as described in the proposal for establishment of the committee as approved by the Senate, and in the special charge issued to the committee.

* + - 1. Ad Hoc Committee to Review Structure of Senate.

The Senate may by secret ballot elect an ad hoc committee to review the structure and functions of the Senate.

* + 1. **General Provisions for Committees of the Senate. <****<Policy 6-002-III-D-3-[a *to* f]>>**
       1. Membership Elections, Terms, and Quorum. **<****<Policy 6-002-III-D-3-[a]>>**
          1. Elections of faculty members to Senate standing committees (and filling of vacancies) are conducted as described below [Part III-E- Elections Within the Senate].
          2. Except as otherwise specified above or in another governing Regulation for a particular committee, the terms of membership for faculty members elected to standing committees of the Senate, and for members of all special committees of the Senate shall begin on June 16, the regular term of membership of a faculty member of such a Senate committee shall be three years, terms shall be staggered such that an approximately equal number of faculty members are elected each year, and there is no general restriction on serving multiple consecutive terms.
          3. The secretary of the Senate shall notify faculty members who are appointed or elected by the Senate to membership on any standing or special committee. These members shall be notified immediately following such election or appointment to their new positions.
          4. A quorum for any committee shall consist of a majority of the voting members (unless otherwise provided, as for the Senate Consolidated Hearing Committee).
       2. Committee Officers Appointment and Confirmation. **<****<Policy 6-002-III-D-3-[b]>>**
          1. For each *standing committee* of the Senate, unless otherwise specified in another governing Regulation (and except for the Executive Committee, and Consolidated Hearing Committee, as described above), the committee officers, selected from the elected faculty members of the committee, shall be appointed and confirmed as follows. There shall be a committee *chairperson*. Also, if appropriate based on current circumstances, as annually determined by the Academic Senate President and ratified by the Senate Executive Committee, there shall be either a *co-chairperson or a vice- chairperson*. The Academic Senate President annually appoints the committee officers with ratification by the Senate Executive Committee, and then subject to confirmation of the Senate-elected committee's voting membership. There is no general restriction on any officer being reappointed to multiple consecutive annual terms.
          2. For each *special* committee of the Senate, the above-described process shall also apply, unless otherwise provided for in the charge approved upon establishment of the special committee.
          3. The chairperson of any standing or special committee may at any time appoint a member or other person to act as *secretary* for the committee.
       3. Senate President as ex officio member.

The President of the Senate, or the President's designee, shall be an ex officio, nonvoting member of all Senate Standing Committees (and also of each special committee of the Senate unless otherwise provided for in the charge approved upon establishment of the special committee).

* + - 1. Privileges of the Senate Floor.

For any standing or special committee of the Senate established under this Policy 6-002 (and also for any other University committee which has been scheduled to present a report to the Senate), committee members, whether voting or nonvoting ex officio, not having membership on the Senate shall have the privilege of discussion on matters being reported to the Senate by the committee of which they are members.

* + - 1. Access to Records. All standing and special Senate committees established pursuant to this Policy 6-002 shall have full access to the minutes of the Board of Trustees and to the books of the secretary of the Trustees. [See [Policy 2-002](https://regulations.utah.edu/u-organizations/2-002a.php), and the Bylaws of the Board of Trustees].
      2. Committee General Charters, Special Charges, and Reports. **<****<Policy 6-002-III-D-3-[f]>>**
         1. For each standing committee of the Senate, a permanent *general charter*, updated consistent with the provisions of this Policy and any other governing Regulation, shall *be approved by the Senate Executive Committee*, kept in the Academic Senate Office, and made available to all committee members. In addition, any special task assigned to a standing committee during a particular time period shall be described in a *special charge* delivered to the committee's officer(s).
         2. Each standing committee of the Senate shall report to the Senate, and unless otherwise provided shall *at least annually submit for the information of the Senate* a report of recent activities (except that reports of a confidential nature, including activities of the Consolidated Hearing Committee as described in [Policy 6-011](http://regulations.utah.edu/academics/6-011.php), shall be directed only to the Senate Executive Committee).
         3. For each special committee of the Senate, a committee description and *special charge approved by the Senate Executive Committee* shall be kept in the Academic Senate Office, delivered to the committee's officer(s) and made available to all committee members. The special committee shall submit a report of such type and at such time as provided for in the charge.
         4. Committee reports ordinarily shall be presented on the Senate Information and Recommendations Calendar. If any report from any standing or special committee of the Senate includes a specific proposal for action to be taken by the Senate, the Executive Committee, upon determining that the proposal is ready for the consideration of the Senate, shall place that proposal on the Senate Debate Calendar.
  1. **Elections Within the Senate. <****<Policy 6-002-III-E-[1 *to* 4]>>**
     1. Scope. Elections within the Senate include election of the President/President-elect of the Senate, election of faculty members for all standing committees of the Senate, and such other elections as may be required for any special Senate committee or other University committee. All elections shall be supervised and conducted by the Senate Personnel and Elections Committee, and shall be conducted during a regular or special meeting of the Senate, except that any particular election (other than of the Senate President/President-elect) may be conducted through electronic means (electronic mail or a secure internet site or similar means) if so recommended by the Personnel and Elections Committee and approved by the Senate Executive Committee.
     2. Nominations.
        1. The Senate Personnel and Elections Committee shall prepare nomination slates for all elections conducted within the Senate. For each elected standing committee of the Senate or other Senate-elected committee, the Personnel and Elections Committee shall prepare a slate containing a number of nominees equal to or greater than one and one-half times the number of positions to be filled. After presenting the slate to the Senate, the Chairperson of the Personnel and Elections Committee shall open the slate to additional nominations from the floor.
        2. If the Senate is requested to make nominations or recommendations for a committee to be appointed by the University administration, the Personnel and Elections Committee shall prepare the list of nominees.
     3. Balloting Procedures.
        1. Elections within the Senate, including those for standing or special committees of the Senate, shall be conducted by the preferential balloting procedure, wherein the nominees are preferentially ranked on each ballot. Except as specified below, one balloting round per election shall be conducted, and only ballots containing rankings for a number of preferred nominees equal to or less than the number of positions to be filled shall be valid.
        2. The nominees shall receive a number of points equal to the converse of their rank on a ballot. That is, the nominee who is given first preference on a ballot shall receive a number of points equal to the number of positions to be filled; the nominee who is given last preference on a ballot shall receive one point. Those nominees receiving the highest numbers of total points shall be elected.
        3. In the event that two or more nominees receive the same number of points and this number of points would ordinarily constitute election, but an insufficient number of positions remains to be filled, a runoff balloting round shall be held. Only the names of those nominees receiving the same number of points for the contested position(s) in the first balloting round shall be included on any runoff ballot. Preferential balloting procedures shall be followed in the runoff balloting round.
     4. Vacancies.
        1. Vacancies, caused by the resignation, continued absence, or incapacitating illness of Senate-elected committee members shall be filled by the runner-ups from the original election or, if that is not possible, by special election by the Senate. Nominations for such special elections shall be made by the Personnel and Elections Committee, which shall follow procedures specified herein. If an election is held to fill vacancies, it shall normally be conducted immediately following the presentation of a slate of nominees to the Senate by the Chairperson of the Personnel and Elections Committee, who shall open the slate to additional nominations from the floor. Elections shall be conducted by the preferential balloting Procedure.
        2. Individuals filling vacancies shall assume office immediately after their designation, and shall serve during the incumbent's absence or for the remainder of the incumbent's term.
        3. Immediately following their designation, the secretary of the Senate shall notify the individuals designated to fill the vacancies.
  2. Meetings of the Senate. \* \* \* \*

***Parts IV-VII***  *\* \* \* \* See at* **<<**[**Policy 6-002**](https://regulations.utah.edu/academics/6-002.php)**- [IV *to* VII]>>**

**--end--**