# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>1</td>
</tr>
<tr>
<td>Charge of Academic Senate</td>
<td>2</td>
</tr>
<tr>
<td>Charge of Senate Executive Committee</td>
<td>2</td>
</tr>
<tr>
<td>Academic Senate Executive Committee Membership</td>
<td>3</td>
</tr>
<tr>
<td>Academic Senate Membership</td>
<td>4</td>
</tr>
<tr>
<td>Academic Senate Committees Chairs</td>
<td>5</td>
</tr>
<tr>
<td>Explanation of Senate Committees</td>
<td>6</td>
</tr>
<tr>
<td>Schedule of Meetings – Executive Committee and Academic Senate</td>
<td>8</td>
</tr>
<tr>
<td>Description of Pertinent University Policies</td>
<td>9</td>
</tr>
<tr>
<td>Rule for Online Voting</td>
<td>9</td>
</tr>
</tbody>
</table>
The Academic Senate of the University of Utah

The Academic Senate is the major representative body of the academic community, representing faculty, students, and deans. Its 129 members consist of: faculty senators elected by the faculty of each college to represent their positions and concerns; two deans elected by their colleagues as voting members to provide liaison with the Council of Academic Deans; and 18 student senators, elected by students in the colleges to represent student opinions and academic interests. The senate also includes non-voting representatives from the administration and the ASUU student government.

The Academic Senate plays an integral part in the shared governance of the University of Utah. Its status is both formally codified in University Regulations and rooted deeply in the history of the university. Strong working relationships have developed between the senate and the administration in managing the issues faced by the university. Both senate and administration take the initiative in formulating issues and developing effective responses. Much of the actual senate work is carried out by the nine senate-elected committees, which work on the central academic issues of the institution. They report to the full senate.

A continuing challenge for a senator is how to effectively "represent" the views of constituents. Please take this challenge as a personal goal to find effective ways of informing your constituents on important senate issues and of soliciting their views before you are called upon to debate and vote. Some senators hold discussions of issues at departmental or College Council meetings and some meet with the other senators in their college prior to senate meetings. For most matters being considered by the senate, materials useful for informing your constituents will be posted on the senate web site, which is located at academic-senate.utah.edu. It is also important to note, and occasionally remind your constituents, that senate meetings are open to any member of the university community. All may attend and participate in discussions but not vote on motions.

Shared governance works only when we all meet our responsibilities. **Any senator who must miss a senate meeting should appoint a proxy to participate and vote at that meeting.** Please notify Shawnee Worsley, Secretary to the Faculty, of your proxy.

The Academic Senate Handbook is published as an introduction to the senate’s organizational structure, basic rules and procedures. It will be a source of helpful information. Excerpts of University Policies pertinent to Senate activities are included in the handbook as resource material.

Should you have any questions regarding the Academic Senate, please contact Bill Johnson, Wogai Mohmand, or Shawnee Worsley at the senate office at (801) 581-5203.
UNIVERSITY OF UTAH
Academic Senate
2015-2016

President
Bill Johnson
Mines and Earth Sciences
FASB 383
william.johnson@utah.edu

President-elect
Xan Johnson
Fine Arts
W INST 135
xan.s.johnson@utah.edu

Past President
Stephen Alder
School of Medicine
375 Chipeta Way
steve.alder@utah.edu

Secretary of the Faculty
Shawnee Worsley
Academic Senate
308 Park
shawnee.worsley@utah.edu

Administrative Assistant
Wogai Mohmand
Academic Senate
308 Park
w.mohmand@utah.edu

CHARGE OF ACADEMIC SENATE
Acts for the university faculty in all matters of educational policy, including requirements for admission, degrees, diplomas, certificates, and curricular matters involving relations between schools and colleges or departments; receives, considers, and takes action on reports from faculty committees, councils, divisions, departments, schools, colleges, and administrative officers; makes recommendations on matters of professional interest and faculty welfare; proposes to the Board of Trustees amendments to University Regulations for the government of the University.

Furthermore, the Academic Senate has the power to act for the faculty in the areas specified by applicable University Policies. The senate has the power to make rules governing its own organization and procedure.

CHARGE OF ACADEMIC SENATE EXECUTIVE COMMITTEE
Prepares the agenda for the Academic Senate; reviews actions of college councils; initiates studies and legislation for senate action on matters not assigned to other university committees; acts for the senate during vacation periods and the summer term, or at other times when urgent matters require immediate attention; reports to the Academic Senate.
ACADEMIC SENATE
Executive Committee
2015-2016

President
Bill Johnson
Mines & Earth Sciences
383 FASB
william.johnson@utah.edu

President-elect
Xan Johnson
Fine Arts
135 W INST
xan.s.johnson@utah.edu

Past President
Stephen Alder
School of Medicine
375 Chipeta Way
steve.alder@utah.edu

Olga Baker
Dentistry
289A Colorow
olga.baker@hsc.utah.edu

Ole Fischer
Architecture + Planning
235 ARCH
fischer@arch.utah.edu

Jill Moriearty
Marriott Library
5010 M LIB
jill.moriearty@utah.edu

Karim Baumgartner
Humanities
1400 LNCO
karin.baumgartner@law.utah.edu

Disa Gambera
Humanities
3500 LNCO
d.gambera@utah.edu

Patrick Panos
Social Work
101 SW
patrickpanos@gmail.com

Lyda Bigelow
Business
1113 SFEBB
lyda.bigelow@business.utah.edu

Robert Hitchcock
Engineering
108 BPRB
r.hitchcock@utah.edu

Debra Simmons
School of Medicine
3110 EIHG
debra.simmons@hsc.utah.edu

John Sperry
Science
201 BIOL
j.sperry@utah.edu

Randi Dryer
QIDTP
101 LAW
r.dryer@honors.utah.edu

Lorie Richards
Health
520 Wakara Way
lorie.richards@hsc.utah.edu

Students:
Ambra Jackson
ASUU President
234 Union
aj.ambrajackson@gmail.com

Cindy Chen
ASUU Senate Chair
234 Union
cchen@asu.utah.edu

Ex-Officio:
David W. Pershing
University President
203 Park
president@utah.edu

Vivian S. Lee
Sr. VP for Health Sciences
1A071 SOM
vivian.lee@hsc.utah.edu

Amy Wildermuth
Assoc. VP for Academic Affairs
308 Park
amy.wildermuth@utah.edu

Ruth Watkins
Sr. VP for Academic Affairs
205 Park
ruth.watkins@utah.edu

Robert Flores
Special Assistant
104 LAW
robert.flores@law.utah.edu

Paul Mogren
Parliamentarian
327 M LIB
paul.mogren@utah.edu

Harriet Hopf
Assoc. Dean for Academic Affairs
Room 3C444
harriet.hopf@hsc.utah.edu

Carrie Byington
Assoc. VP for Faculty and Academic Affairs
HSEB 5515
carrie.byington@hsc.utah.edu
### Academic Senate Membership 2015-2016

#### Area 1: ARCHITECTURE (3)
- Ole Fischer (16)
- Sarah Hinters (18)*
- Brenda Scheer (18)

#### Area 2: BUSINESS (6)
- Lyda Bigelow (16)
- Jeff Cole (16)
- Xiao Fang (16)
- Melissa Lewis (17)
- Jeff Nielsen (18)*
- Todd Zenger (18)

#### Area 3: EDUCATION (3)
- Leticia Alvarez (18)
- Yongmei Ni (17)
- Janiece Pompa (16)*

#### Area 4: ENGINEERING (7)
- Orly Alter (16)
- A.K. Balaji (16)
- Robert Hitchcock (16)
- Sudeep Kanugo (18)*
- Xiaoyue Liu (17)
- Meredith Metzger (16)
- Edward M. Trujillo (17)

#### Area 5: FINE ARTS (6)
- Denny Berry (16)
- Michael Cottle (17)*
- Joelle Lien (18)
- Joe Marotta (17)
- Steve Roens (16)
- Lien Fan Shen (16)

#### Area 6: HEALTH (6)
- Kelly Bricker (16)
- Stacy Manwaring (18)
- Julie Metos (17)
- Les Podlog (17)
- Reva Rauk (16)*
- Lorie Gage Richards (16)

#### Area 7: HUMANITIES (10)**
- Chrisoula Androu (16)
- James Anderson (18)
- Karin Baumgartner (17)
- Maria Dobzoj (16)
- Nadja Durbach (17)
- Disa Gambera (17)*
- Avery Holton (17)
- Anne Jamison (16)
- Lex Newman (18)
- Adrian Palmer (17)

#### Area 8: LAW (3)
- Robin Craig (16)
- David Hill (17)*
- Terry Kogan (18)

#### Area 9: MEDICINE (15)**
- Jennifer Garvin (16)
- Michelle Hofmann (16)*
- Katherine Kendall (17)
- John T. Langell (17)
- Antoinette Laskey (18)
- William Lowrance (16)
- Nicole L. Mihalopoulos (18)
- Maureen A. Murtough (17)
- Christy Porucznik (16)
- Ravi Ranjan (17)
- Jody Rosenblatt (16)
- Debra Simmons (16)
- Robert A. Stephenson (17)
- Frederick G. Strathmann (18)
- Scott T. Youngquist (16)

#### Area 10: MINES/Earth SCI (3)
- Marjorie Chan (16)
- David Dinter (17)*
- Paul Jewell (17)

#### Area 11: NURSING (3)
- Mollie Cummins (17)
- Lynn Hollister (17)*
- Margaret Clayton (18)

#### Area 12: PHARMACY (3)
- Andrea Bild (18)
- Jindrich Kopeck (16)
- Linda Tyler (18)*

#### Area 13: SCIENCE (11)
- Peter Alfeld (16)
- Yekaterina Epshteyn (18)
- David Goldenberg (18)
- Jordan Gerton (16)
- Joel Miller (16)
- Dmytro Pesin (18)
- Thomas Richmond (18)
- Michael Shapiro (17)
- John Sperry (17)
- David Temme (16)*
- Andrejs Treibergs (17)

#### Area 14: SOC & BEH SCI (10)
- Joan Brenner-Coltrain (16)*
- Nilufer Cagatay (16)
- Thomas Cova (17)
- Frances Friedrich (16)
- Lori Kowaleski-Jones (16)
- Baodong Liu (18)
- Duncan Metcalf (18)
- Lina Svedin (17)
- Norman Waatman (17)
- Ming Wen (17)

#### Area 15: SOCIAL WORK (3)
- Jason Castillo (18)
- Patrick Panos (16)
- Mary Beth Vogel-Ferguson (18)*

#### Area 16: LIBRARIES (4)
- Alicia Brillon (17)
- John Bramble (18)*
- Luke Leither (18)
- Jill Moriarty (16)

#### Area 17: DEANS (2)
- Vacancy (18)
- Vacancy (16)

#### Area 18: DENTISTRY (3)
- Olga Baker (16)
- Gary Lowder (16)*
- Vacancy

#### STUDENT SENATORS:
- Meredith Metzger (16)
- Lynn Hollister (17)*
- Amy Simonsen (Architecture)
- Marley Arango (Business)
- Devin Daniels (Dentistry)
- Julie Olaf (Education)
- John Muhs (Engineering)
- Cindy Chen (Fine Arts)
- Ashlee Ruff (Health)
- Andy Moyle (Humanities)
- Daniel Barber (Law)
- Douglas Chan (Medicine)
- Hannah Stinson (CMES)
- Jaycee Lynn Christensen (Nursing)
- Chris Bell (Pharmacy)
- Christina Ripley (CSBS)
- John Peterson (Science)
- Gaby Zumaeta (Social Work)
- Conrad Dean (University)
- Ambra Jackson (ASUU President)
- Aubrey Keaney (ASUU Academic Affairs)

#### Ex officio Members:
- David W. Pershing, President
- Ruth V. Watkins, Sr. Vice President for Academic Affairs
- Vivian S. Lee, Sr. Vice President/Health Sciences
- William Johnson, Academic Senate President
- Xan Johnson, Senate President-elect
- Stephen Alder, Senate Past President
- Paul A. Mogren, Parliamentarian
- Robert Flores, Senate Liaison to the Institutional Policy Committee
Standing Committees:

**Senate Advisory Committee on Academic Policy**
Chair: Ed Barbanell, Humanities
sacap@lists.utah.edu

**Senate Advisory Committee on Budget and Planning**
Chair: Howard Horwitz, Humanities
sacbp@lists.utah.edu

**Senate Advisory Committee on Diversity**
Chair: Elizabeth Clement, Humanities
senatediversity@lists.utah.edu

**Senate Advisory Committee on Library Policy**
Chair: Court Strong, CMES
saclp@lists.utah.edu

**Senate Advisory Committee on Salaries and Benefits**
Chair: Ross Mcphail, Law
salariesandbenefits@lists.utah.edu

**Senate Advisory Committee on Academic Freedom and Faculty Rights**
Chair: Craig Teerlink, Medicine
scaffr@lists.utah.edu

**Senate Consolidated Hearing Committee**
Chair: Appointed as needed

**Senate Faculty Review Standards Committee**
Co-Chair: Hank Liese, Social Work
Co-Chair: Lincoln Davies, Law

**Senate Personnel and Elections Committee**
Chair: David Hill, Law
spec@lists.utah.edu

Ad hoc Committees:

**Senate Advisory Ad hoc Committee on Faculty Review of Administration**
Chair: Caren Frost, Social Work

**Senate Advisory Ad hoc Committee on the Safety of Minors**
Chair: Mary Burbank, Education

**Student Course Feedback Oversight Committee**
Chair: Joanne Yaffe, Social Work

**Senate Faculty IT Ad hoc Committee**
Co-Chair: Mike Gardner, Education and Nancy Lombardo, Libraries
SENATE COMMITTEES

These are committees made up primarily or exclusively of faculty, and whose membership is decided by election of the Academic Senate (i.e., Senate-elected committees). Nominations are prepared by the Personnel & Elections Committee. Terms of faculty are typically three years, unless designated otherwise.

1. Senate Advisory Committee on Academic Policy (3-year term)

The Senate Advisory Committee on Academic Policy (SACAP) considers matters relating to academic policy which may be suggested by members of the committee, members of the faculty, administrative officers, or students. 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.

2. Senate Advisory Committee on Budget and Planning (4-year term)

The Committee’s principal role is one of consultation with the University administration, and of presenting and arguing for the views and interests of the whole faculty in the administration’s long-range academic and budgetary planning. The Committee should strive to persuade the administration to make critical budgetary and academic policy decisions in as open and public a way as possible.

3. Senate Advisory Committee on Diversity (3-year term)

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 roles includes forwarding information and recommendations to the Academic Senate. The Committee will submit an annual report to the Academic Senate of its activities.

4. Senate Advisory Committee on Library Policy (3-year term)

The Senate Advisory Committee on Library Policy confers with and, from a broad, university-wide perspective, advises directors of the Marriott Library, the Eccles Health Sciences Library, and the S.J. Quinney Law Library concerning library policies and practices including matters of operational policies, the development of existing holdings, and the expansion of existing facilities. It provides liaison between the libraries and the faculty and student body. It shall also bring before the Academic Senate matters affecting library needs, policy, and administration that it deems appropriate for consideration by that body.

5. Senate Advisory Committee on Salaries and Benefits (3-year term)

The Senate Advisory Committee on Salaries and Benefits shall function in a research and advisory capacity and shall report to the Senate at least annually regarding its activities and from time to time make recommendations to the Senate on matters relating to sabbatical leaves, salaries, salary schedules, cost of living, faculty retirement plans, annuities, health and life insurance, and other
benefits. The Committee shall not, however, exercise budgetary or administrative powers in relation to these subjects. The Committee shall advise the administration on matters pertaining to salaries and benefits and report the advice they gave to the next regular meeting of the Senate.

6. **Senate Committee on Academic Freedom and Faculty Rights (3-year term)**

The Senate Committee on Academic Freedom and Faculty Rights (SCAFFR) reports to the Academic Senate on issues related to academic freedom, faculty rights, and academic grievances. The committee keeps fully informed on the most important controversies on academic freedom and faculty rights in higher education, surveys problems of academic freedom and faculty rights at the University of Utah, and informs the Senate on these matters in its annual report.

7. **Senate Consolidated Hearing Committee (6-year term)**

The Consolidated Hearing Committee for Faculty Disputes (CHC) hears grievances and complaints brought against faculty members at the University of Utah or by faculty members asserting rights including appeals from retention, promotion and tenure decisions. It is the hearing body for matters initially considered but not resolved by other committees, offices, or individuals.

8. **Senate Faculty Review Standards Committee (4-year term)**

The Senate Faculty Review Standards 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 6-310). 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 review of individual faculty.

9. **Senate Personnel and Elections Committee (3-year term)**

The Senate Personnel and Elections Committee shall make nominations for elections of members of standing committees of the Senate and other Senate committees (except as otherwise provided for a specified committee, including the Senate Advisory Committee on Budget and Planning), 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.
SCHEDULE OF MEETINGS

ACADEMIC SENATE

The Academic Senate meetings for the 2015-2016 Academic Year will be held on the first Monday of each month at 3:00 p.m. with the exception of September because of the Labor Day Holiday.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31, 2015</td>
<td>CTIHB 109</td>
</tr>
<tr>
<td>October 5, 2015</td>
<td>CTIHB 109</td>
</tr>
<tr>
<td>November 2, 2015</td>
<td>CTIHB 109</td>
</tr>
<tr>
<td>December 7, 2015</td>
<td>CTIHB 109</td>
</tr>
<tr>
<td>January 4, 2016</td>
<td>TBD</td>
</tr>
<tr>
<td>February 1, 2016</td>
<td>TBD</td>
</tr>
<tr>
<td>March 7, 2016</td>
<td>TBD</td>
</tr>
<tr>
<td>April 4, 2016</td>
<td>TBD</td>
</tr>
<tr>
<td>May 2, 2016</td>
<td>TBD</td>
</tr>
</tbody>
</table>

If a Senator is unable to attend a Senate meeting, it is his/her responsibility to call the Senate Office at (801) 581-5203 to be officially excused and to report who will be his/her alternate for the meeting. The alternate must meet the same eligibility guidelines as Senators who were elected by their colleagues. Agenda packets will be sent out one week prior to meetings.

ACADEMIC SENATE EXECUTIVE COMMITTEE

The Senate Executive Committee meets on the third Monday of each month with the exception of the August and January meetings. All meetings will be held in the Winder Board Room, 300 Park at 3:00 p.m. with the exception of the December meeting that will be held at noon and will include lunch. Meetings are as follows with noon deadlines for submission of items for agendas as indicated:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15, 2015</td>
<td>June 8, 2015</td>
</tr>
<tr>
<td>August 17, 2015</td>
<td>August 10, 2015</td>
</tr>
<tr>
<td>September 21, 2015</td>
<td>September 14, 2015</td>
</tr>
<tr>
<td>October 19, 2015</td>
<td>October 12, 2015</td>
</tr>
<tr>
<td>November 16, 2015</td>
<td>November 9, 2015</td>
</tr>
<tr>
<td>December 14, 2015</td>
<td>December 7, 2015</td>
</tr>
<tr>
<td>January 11, 2016</td>
<td>January 4, 2016</td>
</tr>
<tr>
<td>February 22, 2016</td>
<td>February 15, 2016</td>
</tr>
<tr>
<td>March 21, 2016</td>
<td>March 14, 2016</td>
</tr>
<tr>
<td>April 18, 2016</td>
<td>April 11, 2016</td>
</tr>
</tbody>
</table>
Listing of University Policies pertaining to the faculty and the Academic Senate:
To view the full policy click on the policy number

1-1 describes role of Senate and Executive Committee in review and approval of University Regulations (Policies and Rules)

1-2 establishes parliamentary rules for governance purposes.

6-1 summarizes the composition and authority of the University Faculty, the Academic Senate, and University Committees.

6-2 details the governance and functions of the Academic Senate and its committees.

6-300 outlines the membership and authority of the University faculty as a whole.

The full, searchable version of University Regulations can be reached directly at the University Regulations Library website:

http://www.regulations.utah.edu/

Procedures for Online Voting

Executive Committee

Online voting is permitted under extraordinary circumstances as declared by the Academic Senate President. A measure requires a majority of the membership of the Committee to pass. The ballot will contain the measure under consideration and the alternatives of “Yes,” “No,” and “Abstain.” The report of the balloting will include the three alternatives and the number not voting.

Academic Senate

Online voting is permitted under extraordinary circumstances as declared by a vote of the Executive Committee. A measure requires a majority of the membership of the Senate to pass. The ballot will contain the measure under consideration and the alternatives of “Yes,” “No,” and “Abstain.” If the measure requires a description of more than a single page, it shall be sent as an attachment, and a concise summary provided by the Secretary of the Executive Committee will be included in the body of the email. The report of the balloting will include the three alternatives and the number not voting.