



**ACADEMIC SENATE HANDBOOK**

**2016-2017**

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## **FOREWORD**

### **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 123 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 website, which is located at [academic-senate.utah.edu](http://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 Maddy Oritt 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 Xan Johnson or Maddy Oritt at the Academic Senate office at 581-5203 or [maddy.oritt@utah.edu](mailto:maddy.oritt@utah.edu).

**UNIVERSITY OF UTAH  
ACADEMIC SENATE  
2016-2017**

**President**

**Xan Johnson**

College of Fine Arts  
206 PAB

[xan.s.johnson@utah.edu](mailto:xan.s.johnson@utah.edu)

**President-elect**

**Margaret Clayton**

College of Nursing  
4200 CNB

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**Past President**

**Bill Johnson**

College of Mines & Earth Sciences  
383 FASB

[william.johnson@utah.edu](mailto:william.johnson@utah.edu)

**Secretary of the Faculty**

**Maddy Orritt**

Academic Senate  
308 Park

[maddy.orrith@utah.edu](mailto:maddy.orrith@utah.edu)

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**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 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  
2016-2017**

<b>President</b> <b>Xan Johnson</b> College of Fine Arts 206 PAB <a href="mailto:xan.s.johnson@utah.edu">xan.s.johnson@utah.edu</a>	<b>President-Elect</b> <b>Margaret Clayton</b> College of Nursing 4200 CNB <a href="mailto:margaret.clayton@nurs.utah.edu">margaret.clayton@nurs.utah.edu</a>	<b>Past President</b> <b>Bill Johnson</b> College of Mines & Earth Sciences 383 FASB <a href="mailto:william.johnson@utah.edu">william.johnson@utah.edu</a>
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<b>Robert Allen</b> Business 1113 SFEBB <a href="mailto:bob.allen@utah.edu">bob.allen@utah.edu</a>	<b>Leticia Alvarez</b> Education 3280 SAEC <a href="mailto:leticia.alvarez@utah.edu">leticia.alvarez@utah.edu</a>	<b>James Anderson</b> Humanities 2400 LNCO <a href="mailto:james.anderson@utah.edu">james.anderson@utah.edu</a>
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<b>David Hill</b> Law COL <a href="mailto:david.hill@law.utah.edu">david.hill@law.utah.edu</a>	<b>Sudeep Kanungo</b> Energy & Geoscience Institute 423 Wakara Way, Rm. 300 <a href="mailto:skanungo@egi.utah.edu">skanungo@egi.utah.edu</a>	<b>Maureen Murtaugh</b> Medicine AC226 SOM <a href="mailto:maureen.murtaugh@hsc.utah.edu">maureen.murtaugh@hsc.utah.edu</a>

<b>Thomas Richmond</b> Science 2020 HEB <a href="mailto:t.richmond@utah.edu">t.richmond@utah.edu</a>	<b>Joanne Yaffe</b> Social Work 101 SW <a href="mailto:joanne.yaffe@utah.edu">joanne.yaffe@utah.edu</a>	<b>Paul White</b> Social & Behavioral Science 502 BEH S <a href="mailto:paul.white@psych.utah.edu">paul.white@psych.utah.edu</a>
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<b>Students:</b> <b>Jack Bender</b> ASUU President 234 Union <a href="mailto:jbender@asuu.utah.edu">jbender@asuu.utah.edu</a>	<b>Rachel Petersen</b> ASUU Senate Chair 234 Union <a href="mailto:repetersen@asuu.utah.edu">repetersen@asuu.utah.edu</a>	
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<b>Ex-Officio:</b> <b>David W. Pershing</b> University President 203 Park <a href="mailto:president@utah.edu">president@utah.edu</a>	<b>Vivian S. Lee</b> Sr. VP for Health Sciences 1A071 SOM <a href="mailto:vivian.lee@hsc.utah.edu">vivian.lee@hsc.utah.edu</a>	<b>Amy Wildermuth</b> Assoc. VP for Academic Affairs 308 Park <a href="mailto:amy.wildermuth@utah.edu">amy.wildermuth@utah.edu</a>
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<b>Ruth Watkins</b> Sr. VP for Academic Affairs 205 Park <a href="mailto:ruth.watkins@utah.edu">ruth.watkins@utah.edu</a>	<b>Robert Flores</b> Policy Liaison 104 LAW <a href="mailto:robert.flores@law.utah.edu">robert.flores@law.utah.edu</a>	<b>Paul Mogren</b> Parliamentarian 327 M LIB <a href="mailto:paul.mogren@utah.edu">paul.mogren@utah.edu</a>
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<b>Robert Fujinami</b> Assoc. Dean For Academic Affairs 3C444 SOM <a href="mailto:robert.fujinami@hsc.utah.edu">robert.fujinami@hsc.utah.edu</a>	<b>Carrie Byington</b> Assoc. VP for Faculty & Academic Aff. 295 Chipeta Way Rm. 2S010 <a href="mailto:carrie.byington@hsc.utah.edu">carrie.byington@hsc.utah.edu</a>	
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**ACADEMIC SENATE  
2016-2017**

**Area 1: ARCHITECTURE (3)**

Sarah Hinnert (18)\*  
Brenda Scheer (18)  
Shundana Yusaf (19)

**Area 2: BUSINESS (7)**

Robert Allen (19)  
Brian Cadman (19)  
David Plumlee (19)  
Elena Asparouhova (19)  
Adam Meierowitz (17)  
Jeff Nielsen (18)\*  
Todd Zenger (18)

**Area 3: DEANS (2)**

Alberta Comer (18)  
Dianne Harris (17)

**Area 4: DENTISTRY (3)**

Mark Durham (19)  
Olga Baker (19)  
Vacancy

**Area 5: EDUCATION (3)**

Leticia Alvarez (18)  
John Funk (19)\*  
Yongmei Ni (17)

**Area 6: ENGINEERING (8)**

Rajeev Balasubramanian (19)  
Alan Dorval (19)  
Mathieu Francoeur (19)  
Sudeep Kanungo (18)\*  
Hanseup Kim (19)  
Xiaoyue Liu (17)  
Ken Monson (19)  
Edward M. Trujillo (17)

**Area 7: FINE ARTS (6)**

Denny Berry (18)  
Michael Chikinda (19)  
Michael Cottle (17)\*  
Ning Lu (18)  
Joe Marotta (17)  
Melonie Murray (19)

**Area 8: HEALTH (6)**

Stacy Manwaring (18)  
Jim Martin (19)  
Julie Metos (17)  
Susan Naidu (19)\*  
Nelson Roy (19)  
Les Podlog (17)

**Area 9: HUMANITIES (9)**

James Anderson (18)  
Karin Baumgartner (17)  
Nadja Durbach (17)

Disa Gambera (17)\*  
Avery Holton (17)  
Eric Hinderaker (19)  
Sean Lawson (19)  
Lex Newman (18)  
Adrian Palmer (17)

**Area 10: LAW (3)**

Tom Lund (19)  
David Hill (17)\*  
Terry Kogan (18)

**Area 11: LIBRARIES (3)**

Alicia Brillon (17)  
John Bramble (18)\*  
Luke Leither (18)

**Area 12: MEDICINE (15)**

Julie Barkmeier-Kraemer (19)  
Nadia Cobb (19)\*  
Julio Facelli (19)  
Per Gesteland (19)  
Mia Hashibe (19)  
Katherine Kendall (17)  
John T. Langell (17)  
Antoinette Laskey (18)  
Nicole L. Mihalopoulos (18)  
Maureen A. Murtaugh (17)  
Ravi Ranjan (17)  
W. Bradford Rockwell (19)  
Robert A. Stephenson (17)  
Frederick G. Strathmann (18)  
Thomas Winter (19)

**Area 13: MINES/EARTH SCI (3)**

Ravi Chandran (19)  
David Dinter (17)\*  
Paul Jewell (17)

**Area 14: NURSING (3)**

Mollie Cummins (17)  
Lynn Hollister (17)\*  
Lauren Clark (18)

**Area 15: PHARMACY (3)**

Andrea Bild (18)  
Donald Blumenthal (19)  
Linda Tyler (18)\*

**Area 16: QIDT Programs (1)**

Randy Dryer (17)\*

**Area 17: SCIENCE (11)**

Joel Brownstein (19)\*  
Tommaso de Fernex (19)  
Yekaterina Epshteyn (18)  
David Goldenberg (18)  
Dmytro Pesin (18)

Thomas Richmond (18)  
Pearl Sandick (19)  
Michael Shapiro (17)  
Jennifer Shumaker-Perry (19)  
John Sperry (17)  
Andrejs Treibergs (17)

**Area 18: SOC & BEH SCI (10)**

Adrienne Cachelin (19)\*  
Wade Cole (17)  
Thomas Cova (17)  
Korkut Erturk (19)  
Edmund Fong (17)  
Baodong Liu (18)  
Duncan Metcalfe (18)  
Lina Svedin (17)  
Paul White (19)  
Zhou Yu (19)

**Area 19: SOCIAL WORK (3)**

Jason Castillo (18)  
Mary Beth Vogel-Ferguson (18)\*  
Joanne Yaffe (19)

**STUDENT SENATORS:**

Lauren Adams (Architecture)  
Caroline Li (Business)  
Madison Day (Dentistry)  
Ashley Wilcox (Education)  
Aaron Kc Hsu (Engineering)  
Zach Marquez (Fine Arts)  
Skyler Walker (Health)  
Rachel Petersen (Humanities)  
Carley Herrick (Law)  
Edwin Lin (Medicine)  
Caleb Hoffman (CMES)  
Jake Tschirhart (Nursing)  
Anthony Minjarez (Pharmacy)  
Sabrina Hancock (CSBS)  
Jake Knight (Science)  
Kyndle Pardun (Social Work)  
Connor Roach (University)  
Jack Bender (ASUU President)  
Franco Jin (ASUU Academic Affairs)

**Ex-Officio Members:**

David W. Pershing, President  
Ruth V. Watkins, Sr. Vice President  
Vivian S. Lee, Sr. Vice President/Health  
Xan S. Johnson, Senate President  
Margaret Clayton, Senate President-elect  
William Johnson, Senate Past President  
Paul Mogren, Parliamentarian  
Robert Flores, Senate Policy Liaison  
Amy Wildermuth, AVP for Faculty  
Carrie Byington, AVP for Faculty/Health  
Bob Fujinami, Assoc. Dean/Health

**ACADEMIC SENATE COMMITTEE CHAIRS  
2016-2017**

**Standing Committees:**

**Senate Advisory Committee on Academic Policy**

Chair: Ed Barbanell, Humanities

[sacap@lists.utah.edu](mailto:sacap@lists.utah.edu)

**Senate Advisory Committee on Budget and Planning**

Chair: Gage Williams, Fine Arts

[sacbp@lists.utah.edu](mailto:sacbp@lists.utah.edu)

**Senate Advisory Committee on Diversity**

Chair: Kelly MacArthur, Science

[senatediversity@lists.utah.edu](mailto:senatediversity@lists.utah.edu)

**Senate Advisory Committee on IT**

Chair: Peter Jensen, Engineering

[sacit@lists.utah.edu](mailto:sacit@lists.utah.edu)

**Senate Advisory Committee on Library Policy**

Chair: Patrick Panos, Social Work

[saclp@lists.utah.edu](mailto:saclp@lists.utah.edu)

**Senate Advisory Committee on Salaries and Benefits**

Chair: Ross McPhail, Law

[sacsb@lists.utah.edu](mailto:sacsb@lists.utah.edu)

**Senate Advisory Committee on Academic Freedom and Faculty Rights**

Chair: Shelley Minter, Science

[scaffr@lists.utah.edu](mailto:scaffr@lists.utah.edu)

**Senate Consolidated Hearing Committee**

Chair: Appointed as needed

**Senate Faculty Review Standards Committee**

Chair: Lincoln Davies, Law

**Senate Personnel and Elections Committee**

Chair: David Hill, Law

[spec@lists.utah.edu](mailto:spec@lists.utah.edu)

**Student Course Feedback Oversight Committee**

Chair: Joanne Yaffe, Social Work

[scfac@lists.utah.edu](mailto:scfac@lists.utah.edu)

**Ad Hoc Committees:**

**Senate Ad Hoc Committee on Learning Outcomes Assessment**

Chair: Ann Darling, Undergraduate Studies

**Senate Ad Hoc Committee on Honorary Degrees**

Chair: Robert Hitchcock, Engineering

**Senate Ad Hoc Committee on Sexual Assault Prevention**

Chair: Lori McDonald, Dean of Students

**Senate Advisory Ad Hoc Committee on Faculty Review of Administration**

Chair: Caren Frost, Social Work

**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 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 Senate of its activities.



#### **4. Senate Advisory Committee on IT (3-year term)**

The Committee is charged with reviewing all requests proposed to the Strategic Information Technology Committee (SITC) in order to determine which have an impact on the academic mission of the University. When a proposal is determined to have academic impact, the SACIT will engage in discussion with and make recommendations to the SITC on the proposal.

#### **5. 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.

#### **6. 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 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.

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

The Senate Committee on Academic Freedom and Faculty Rights 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.

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

The Consolidated Hearing Committee for Faculty Disputes 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.

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

The Senate Faculty Review Standards Committee 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). The Committee develops and implements procedures with which it reviews and approves the Statements of Retention, Promotion and Tenure criteria and standards.

#### **10. 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.

#### **11. Senate Advisory Committee on Student Course Feedback (3-year term)**

The Senate Advisory Committee on Student Course Feedback develops a standardized “Student Course Feedback Instrument” and a standardized “Course Feedback Report” suitable for use in all credit-bearing courses at undergraduate and graduate levels. The committee also develops appropriate procedures and forms for use by all course-offering academic units.

## **SCHEDULE OF MEETINGS**

### **ACADEMIC SENATE**

The Academic Senate meetings for the 2016 – 2017 Academic Year will be held on the first Monday of each month at 3:00 p.m., with the exceptions of September, November, and January.

<b><u>Date</u></b>	<b><u>Location</u></b>
August 29, 2016	Moot Courtroom, Law School
October 3, 2016	109 CTIHB
October 31, 2016	109 CTIHB
December 5, 2016	109 CTIHB
January 9, 2017	TBD
February 6, 2017	TBD
March 6, 2017	TBD
April 3, 2017	TBD
May 1, 2017	TBD

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 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 a few meetings due to holidays. All meetings will be held at in the Winder Board Room, 300 Park, at 3:00 p.m. with the exception of the December meeting, which will be held at noon and will include lunch, and the March meeting (see below). Meetings are as follows; deadlines for the submission of agenda items are one week prior to the meeting at noon, as indicated below.

<b><u>Meeting</u></b>	<b><u>Agenda Item Deadline</u></b>
June 20, 2016	June 13, 2016
August 15, 2016	August 8, 2016
September 19, 2016	September 12, 2016
October 17, 2016	October 10, 2016
November 21, 2016	November 14, 2016
December 12, 2016	December 5, 2016
January 23, 2017	January 17, 2016
February 13, 2017	February 6, 2016
March 20, 2017*	March 13, 2016
April 17, 2017	April 10, 2016

\* The March meeting will be held in the Marriott Library, room 5014B.

## **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

On-line 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

On-line 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.