



UNIVERSITY OF UTAH  
COLLEGE OF NURSING

Professor Xan S. Johnson, President  
University of Utah Academic Senate Executive Committee  
c/o Ms. Maddy Oritt, Administrative Officer  
John R. Park Building  
201 Presidents Circle  
Salt Lake City, UT 84112

April 3, 2017

Dear Professor Johnson,

On behalf of the Faculty of the College of Nursing, we respectfully submit our College Charter for review by the Executive Committee of the Academic Senate. The charter was developed by faculty over a period of 30 months, carefully evaluated by all College committees, and aligned with two important policy documents in our College: 1) CON Career-Line documents; and 2) our CON Faculty Appointment and Advancement Committee (FARAC). Prior to faculty vote, the charter was reviewed by Robert Flores, and we complied with 95% of his recommendations. The charter was approved by the faculty on March 27, 2017, with a 99% yes vote (82% completion rate; 75 out of 92 possible ballots).

We look forward to attending the April 17 meeting of the Academic Senate Executive Committee to answer any questions you may have.

Sincerely,

A handwritten signature in black ink, likely belonging to Katherine P. Supiano.

Katherine P. Supiano, PhD, LCSW  
Associate Professor  
Co-Chair Faculty Governance Task Force

A handwritten signature in blue ink, likely belonging to Madeline Lassche.

Madeline Lassche MSNEd, RN  
Assistant Professor (Clinical)  
Co-Chair Faculty Governance Task Force

A handwritten signature in black ink, likely belonging to Scott Wright.

Scott Wright, PhD  
Associate Professor  
Immediate Past Chair Faculty Governance Task Force

**COLLEGE COUNCIL CHARTER**  
**&**  
**STANDING COMMITTEE STRUCTURE**

**ARTICLE I. NAME**

The name of this Council shall be the University of Utah College of Nursing Council (hereafter referred to as College Council) and is established as a part of University shared governance in accord with University Policy 6-003.

**ARTICLE II. PURPOSE**

**The purposes of the College Council shall be to:**

1. Provide a regular and systematic means for the faculty to be engaged and to participate.
2. Be effective in shared governance and policy making.
3. Provide a means for communication.
4. Be responsive to staff and to student issues and interests.

The College Council shall be consistent with all University of Utah policies as contained in the Regulations Library ([regulations.utah.edu](http://regulations.utah.edu)). The College Council shall formulate policies and exercise primary authority to make decisions relating to College affairs to the extent authorized by Policy 6-001 ([/academics/6-001.php](http://academics/6-001.php) specifically: 6-001; Part III-C-1 (a & b)).

All actions taken by the College Council shall be reviewable by the Executive Committee of the Academic Senate in accordance with criteria approved by the Senate, and shall be subject to the power of the Academic Senate to establish uniform policies and take final action on all matters of university concern as outlined in Policy 6-003 ([/academics/6-001.php](http://academics/6-001.php) specifically: 6-001; Part III-C-1 (a & b)).

The principle of “shared governance” is identified in the Academic Policies of the University of Utah Regulations Library (see Appendix A). According to the National Education Association, “Shared governance is critical to the culture and vitality of higher education.” Further information on governance issues and materials can be found in Appendix A of this Charter document.

The National Educational Association states:

“Faculty members in higher education should have primary responsibility to:

1. Determine the curriculum, subject matter, methods of instruction, and other academic standards and processes.
2. Establish the requirements for earning degrees and certificates, and authorize the administration and governing board to grant same.
3. Exercise, where the faculty deems it appropriate, primary responsibility for determining the status of colleagues, especially appointment, reappointment, and tenure.
4. Establish procedures for awarding promotions, sabbaticals, research support, and other rewards or perquisites.”<sup>1</sup>

To review the full report, link to: <sup>1</sup><http://www.nea.org/home/34743.htm>

### **The functions of the College Council shall be to:**

1. Act upon policies and recommendations on matters referred by the College Council Executive Committee, and Standing Committees of the College, and work with Administrative Committees of the College in the spirit of shared governance.
2. Approve the College mission, vision, and values and all relevant curriculum matters that relate to standing committees. Provide for discussions and take appropriate actions (within the scope of authority) on any matter of concern to the membership of the College Council.
3. Elect representatives from the College of Nursing faculty to the University of Utah Academic Senate. The number of Tenure-line and Career-line positions, and basic eligibility criteria are set by the Senate under Policy 6-002. Additional criteria set by the College are that Senators shall hold the rank of Assistant Professor or above and shall have been voting members of the College Council for at least 2-academic years.
4. Elect at-large members of the College Council Executive Committee (for details see Article III, Section 1.02; and Article IV).
5. Direct the College Council Executive Committee to appoint special committees, task forces or workgroups to study problems of concern to the College and define the tasks of these committees.
6. Serve as a forum at which information of general interest pertaining to the University of Utah College of Nursing is disseminated.
7. Maintain continuous liaison with the Dean and Academic Leadership Team (ALT) so as to communicate on matters that are deemed important to the overall operation of the College.
8. Follow the rules outlined in Robert's Rules of Order Newly Revised (hereafter referred to as Robert's Rules of Order, [robertsrules.com](http://robertsrules.com)) for parliamentary procedure not specifically stated within this document, or within the University Regulations & Policies Library ([regulations.utah.edu](http://regulations.utah.edu)).

## **ARTICLE III. MEMBERSHIP OF THE COLLEGE COUNCIL**

### **Section 1.01 Membership and Voting:**

- (a) In accord with University Policy 6-003 the College has chosen to have a plenary (rather than representative) structure for the faculty membership, such that the voting faculty members of the College Council shall be all Tenure-line and all full time Career-line (.75 or greater, all .74 or lesser FTE Career-line faculty are non-voting) faculty. As defined in University Policy 6-300 [/academics/6-300.php](http://academics/6-300.php) *Tenure-line* includes Tenured and Tenure-track faculty, and *Career-line* includes Lecture, Clinical and Research faculty. Students: (1) undergraduate student and (1) graduate student in Nursing or Gerontology shall be elected, during the last meeting of the academic year, by the College of Nursing Student Advisory Committee, for a 1-year term, each having full voting rights on the Council.
- (b) Robert's Rules of Order shall be the authority for parliamentary procedure for membership and voting for the College Council.
- (c) The College Council meetings are organized and led by the College Council Executive Committee Chair, Chair-Elect, and Staff Support person of the College Council Executive Committee.
- (d) The Dean shall serve on the College Council as an ex-officio (voting) member.
- (e) All College of Nursing Tenure-line and Career-line faculty are expected to participate in the College Council by attending the College Council meetings.
- (f) All College of Nursing staff members are encouraged to participate in the College Council by attending the College Council meetings (non-voting). Two assigned staff are selected by the Chair of the Staff Leadership Team (SLT) to serve a 1-year term as non-voting members.
- (g) Multi-step Voting Process for College Council

University Policy 6-300 provides:

“While faculty members in the Career-line category shall have appropriate roles in shared governance ... it is a fundamental principle of the University's commitment to shared governance that Tenure-line faculty members shall have the primary roles in shared governance activities, including setting of academic policies within departments and colleges through majority voting roles on college councils (Policy 6-003) and department and college academic committees, and University-wide through majority voting roles on the Academic Senate and Senate committees (Policy 6-002), the Graduate and Undergraduate Councils (Policy 6-001), and other appropriate University academic committees.”

- (h) In accord with that Policy and principles, the College Council uses a multi-step voting process, which includes a requirement that all College Council decisions needing a vote from the plenary body will need the majority of Tenure-line faculty to pass any vote and to approve the motion or proposal at the College Council meetings.

This multi step process accounts for (i) the circumstance that the College has far more Career-line than Tenure-line faculty members (currently an approximate 2-to-1 ratio), and (ii) that the College benefits greatly from involvement of Career-line faculty in shared-governance along with Tenure-line. The process is intended to facilitate opportunities for an open exchange of concerns or issues from all faculty in a College Council setting prior to any final vote, and assure a deliberative and collegial process for all faculty in College Council matters that require a formal vote.

Multi-step Voting Process:

- 1) The Chair of the College Council Executive Committee calls (viva voce or ballot) for an initial non-binding poll to determine the extent of support for a question/motion/proposal from all eligible faculty.
- 2) The Chair can then determine by voice or by ballot the extent of support for the question/motion/proposal from both Tenure-line and Career-line faculty.
- 3) If the results of the poll are determined to be a majority of all faculty (Tenure-line and Career-line) in the affirmative, a final vote of all faculty (putting the question) is called for following Robert's Rules of Order.
- 4) If the Chair determines that the polling indicates that there is no consensus among the faculty across Tenure-line and Career-line faculty (e.g., majority of Tenure-line voting contrary to the Career-line faculty) then a dialogue and discussion of the issues in the College Council meeting will commence.
- 5) The Chair (in consultation with the College Council Executive Committee members) will then decide on time limits and format to allow appropriate dialogue discussion.
- 6) When discussion and debate has apparently ceased, the Chair calls for a formal vote from all faculty following Robert's Rules of Order.
- 7) All questions/motions/proposals must pass with the majority of Tenure-line faculty in support (in the affirmative per University Policy 6-300-III-B).

**Section 1.02 Leadership of the College Council:**

The Council's officers consist of the College Council Chair, and the Chair-Elect. They are faculty members who also serve for the same terms as leaders of the Council's Executive Committee, and are elected to these dual roles by the other members of that Committee (with eligibility, terms of service, and election process as described in Article IV below).

Chair.

- (i) The Chair will convene and preside at all College Council meetings.
- (ii) The Chair is a leadership position representing all of the faculty in the College of Nursing at the College Council meetings and may serve as a representative of the College Council on selected administrative committees in the College.

- (iii) Serve as a liaison (and represent the College Council) as an ex-officio member with voting privileges, on both the Academic Leadership Team (ALT) and Academic Program Team (APT). In the spirit of shared governance, the Chair is assigned as liaison (at-large) to ALT, to facilitate communication and representation for the faculty of the College. The Chair of the Executive Committee shall be an ex-officio (voting) member of ALT.
- (iv) The Chair does not serve as a faculty advocate or as ombudsman for any individual faculty member or small group in the College of Nursing (e.g. negotiating for workload and FTE distribution, and/or reappointment, retention, promotion, and tenure matters).

(a) Chair-Elect.

- (i) In the absence of the Chair, convene and preside at all College Council meetings, and attend ALT and APT (as needed).
- (ii) Serve as a non-voting ex-officio member of committees if designated by the Chair.

(b) Staff Support (administrative staff designated by the Dean).

- (i) The Staff Support person will receive, compile and distribute the College Council meeting agenda.
- (ii) Take minutes of all measures formally enacted at the College Council meetings and distribute these minutes to all respective members.
- (iii) File the original minutes in the designated public electronic archives.
- (iv) Receive, compile and archive the annual reports of the College standing committees approximately 2-weeks after the June meeting of the College Council.
- (v) Notify faculty of vacancies in the College standing committees prior to the annual elections and compile the College standing committee roster for distribution on an annual basis through an email notification to faculty and staff and at the January meeting of the College Council.
- (vi) Receive written recommendations from committees, which require action for placement on the College Council agenda.
- (vii) Assume such other duties as may be assigned by the Chair.

### **Section 1.03 Meetings of the College Council:**

- (a) The College Council shall have regular meetings and may have special meetings.
- (b) The Council shall meet at least (7) times during each academic year - (3) times during fall semester, (3) times during spring semester, and (1) time during summer semester.
- (c) The Chair may call a *special meeting* of the Council upon the request of the Executive Committee of the College Council or upon the request of a majority of the voting faculty members (Tenure-line and Career-line) of the College Council.

### **Section 1.04 Quorum:**

- (a) Two-thirds of the voting faculty membership (all Tenure-line, and full time Career-line [.75 or greater]) excluding Career-line faculty with full time practice appointments (because their responsibilities frequently preclude attendance), shall constitute a quorum, which is necessary for voting to take place in a meeting of the College Council. Proviso: See Article III, Section 1.01, (d) regarding the role of Tenure-line faculty voting requirement.

### **Section 1.05 Special Meeting of College Faculty:**

- (a) If needed, a simple majority of the College Council, or the Chair, may call a special College-wide faculty meeting. Notice regarding such a special meeting must be provided to each Tenure-line and Career-line faculty member at least 5-working days prior to the date of the meeting.

## **ARTICLE IV. EXECUTIVE COMMITTEE OF THE COLLEGE COUNCIL**

### **Section 1.01 Functions of the Executive Committee of the College Council (hereafter referred to as Executive Committee):**

1. Review agenda items for College Council meetings.
2. Address concerns of the Tenure-line and Career-line faculty.
3. Discuss and present issues to the faculty from the ALT and APT Committees.
4. Address relevant faculty concerns and issues with the Division Chairs.
5. Serve as an advisor to the Dean.
6. Designate subcommittees as needed.

#### **(a) Subcommittee. Committee on Nominations, Appointments, and Committee Structure (CNACS)**

The Executive Committee is charged with managing elections and appointing faculty members to College Council standing committees. It is assisted in that responsibility by a subcommittee-- the Committee on Nominations, Appointments, and Committee Structure (CNACS).

Eligible faculty are elected, or either volunteer or are appointed, by the CNACS subcommittee. Selections are made based on College need, faculty expertise or development plans, and eligibility, and after factors such as percent FTE, faculty expertise and interest, and intensity of work required during service are considered by the Division Chairs. The primary goal is to provide fair and equal distribution of committee work among faculty eligible for committee membership.

Faculty who wish to be considered for a particular committee are encouraged to contact their Division Chair who will report to the Executive Committee. The Executive Committee will report faculty committee appointments to the College Council Committee Chairs in a reasonable amount of time prior to the end of February.

### **Section 1.02 Membership and Voting:**

The Executive Committee has (7) voting members (five faculty and two students).

#### **(a) Faculty.**

- (i) The faculty will elect (5) members to the Executive Committee. The Executive Committee will consist of (2) Tenure-line and (3) Career-line faculty.
- (ii) The terms of office are staggered to ensure continuity. To achieve this, for the first election, (3) members will serve a 2-year term and (2) members will serve a 3-year term, and thereafter, all are elected to 3-year terms. There is no limit on serving multiple consecutive terms.
- (iii) Faculty members holding administrative appointments on the Academic Leadership Team (ALT) are not eligible to serve as faculty representatives on the Executive Committee. If a faculty member is newly appointed to such an administrative position during a term of service on the Executive Committee, they shall be replaced by another eligible faculty member, by special election, for the duration of that term.

#### **(b) Students.** (1) undergraduate student and (1) graduate student in Nursing or Gerontology shall be elected, during the last meeting of the academic year, by the College of Nursing Student Advisory Committee (SAC), for a 1-year term, each having full voting rights on the Executive Committee, and for College Council meetings.

#### **(c) Chair and Chair-Elect.** After the election of the Executive Committee members, the (5) members will elect a Chair and Chair-Elect from those (5) members (elected as described below).

#### **(d) Staff Support.** The Staff Support person will support the Executive Committee by taking and transcribing minutes from the Executive Committee meetings.

#### **(e) Staff.** The Chair of the College Representative Council shall serve on the Executive Committee as a non-voting member.

#### **(f) Dean.** The Dean shall serve on the Executive Committee as a ex-officio (non-voting) member.

### **Section 1.03 Elections of Faculty to the Executive Committee:**

- (a) Executive Committee faculty members are nominated and elected during the spring semester preceding the appropriate term.
- (b) Each term begins July 1.
- (c) There are (5) faculty representatives. (2) are Tenure-line (elected by the Tenure-line members of the Council) and (3) are full time Career-line (elected by the Career-line members of the Council).
- (d) The call for nominations will be initiated at the January College Council meeting. The faculty will forward the name of nominees to the Chair.
- (e) The Dean's office, working with the Staff Support person for the Executive Committee, will conduct two online elections (one Tenure-line and one Career-line) allowing sufficient time for all eligible faculty members to vote. The Dean's office and the Staff Support person will oversee the execution of the two elections and counting of ballots.
- (f) The results of the election will be announced through email in March and at the next College Council meeting following the election results.

### **Section 1.04 Leadership of the Executive Committee:**

- (a) The officers of the Executive Committee are the Chair and Chair-Elect. They simultaneously serve as the officers of the Council (see above). For the initial election, one officer will be elected to serve a 1-year term as Chair, and the other will be elected to a 2-year term, serving first as Chair-Elect for 1-year and then for 1-year as Chair. In subsequent elections, each year one officer will be elected to a two-year term, serving the first year as Chair-Elect and the second year as Chair. The terms begin July 1. Any vacancy shall be filled by special election.
- (b) The Chair-Elect shall serve in the absence of the Chair.

### **Section 1.05 Meetings of the Executive Committee:**

- (a) The Executive Committee shall have regular meetings and may have special meetings.
- (b) The Executive Committee shall meet at least twice a term (or 6-times per year). Additional meetings shall be called as deemed necessary during the academic year. In the event that a member cannot be present, she/he may designate an alternate faculty member to represent them for that meeting. Designated alternates (by the absent committee member) shall have full parliamentary privileges during the session they attend.
- (c) Regular Meetings: These meetings will be considered open to all interested faculty and staff. Notice regarding regularly scheduled meetings will be provided to the College Tenure-line and Career-line faculty (.75 and greater) and staff through email notification and electronic calendar prior to the start of the academic year (fall semester). Non-members of the Executive Committee may address the Executive Committee when invited to speak by an elected Executive Committee member and recognized by the Chair of the Executive Committee.
- (d) Robert's Rules of Order shall be the authority for parliamentary procedure for all of the Executive Committee meetings.
- (e) The Staff Support person shall take minutes of all Executive Committee meetings, distribute such minutes to all Executive Committee members, and keep records. The Chair of the Executive Committee will notify all College faculty and staff of meetings, and of the minutes from those meetings, as well as notify appropriate standing committees and individuals of actions taken by the Executive Committee, and distribute the agenda for each Executive Committee meeting.
- (f) Agenda items may be submitted by any eligible College Council member or Chair of a standing committee or special committee. Agenda items shall be submitted to the Chair of the Executive Committee 7-working days prior to the scheduled meeting and will be distributed 5-working days prior to the meeting. The agenda shall be developed by and be the responsibility of the Chair of the Executive Committee.



- (g) Motions or resolutions requiring a vote may only be presented by Executive Committee members or Chairs of standing and special committees. Any member of the Executive Committee may request a ballot vote.

## **ARTICLE V. COLLEGE STANDING COMMITTEES**

### **Section 1.01 Governance within the College:**

- (a) Faculty actively participate in shared governance and are expected to contribute to the committee work of the College. Full participation of faculty in committee work is rooted in the principle of shared governance.
- (b) All Tenure-line or full time Career-line (.75 or greater) faculty are expected to serve on at least (1) College standing committee.

### **Section 1.02 Committee Structure:**

- (a) The College has (2) types of standing committees: 1) College Faculty Committees and 2) Administrative Committees, and it has a third type: Special Committees. These College standing committees and special committees are established as needed to carry out the functions of faculty governance effectively.
- (b) Special committees may be created by the Chair alone or by the Executive Committee as a whole. When formed by the Chair, the special committee shall be designated a *task force*; when formed by the Executive Committee, the special committee shall be designated an *ad hoc* committee.
- (c) Each College Faculty Committee shall have an ALT member assigned as a liaison to facilitate communication between the committee Chair and ALT. The ALT Liaison serves as a non-voting member of the committee; however, the ALT Liaison is not required to attend every meeting. A similar liaison arrangement may be established for special committees, according to the circumstances.
- (d) When procedures for the function of a given committee are not specifically stated within this document, or within the University Regulations & Policies Library ([regulations.utah.edu](http://regulations.utah.edu)), rules outlined in Robert's Rules of Order may govern the procedures of the standing or special committees as determined by the committee Chair.

### **Section 1.03 Membership and Voting:**

- (a) General Provisions for Committee Membership or Participation (see Article IV, Section 1.01, 6.a CNACS for details on election process). These provisions apply except as otherwise specified for a particular committee. (For example, members or chairs of certain committees must be Tenure-line faculty members).
- (b) Faculty Membership.
  - (i) With the exception of the Review and Advancement Oversight Committee (RAO), Tenure-line and full time Career-line faculty are eligible for full voting membership on committees, consistent with the requirements of University Policy 6-300 (specifically: 6-001; Part III-C-1 a & b)).
  - (ii) Career-line faculty employed at less than .75 FTE may participate as voting members on certain committees as interested, to be determined in consultation with Division Chairs, and the Chair of the respective committee.
  - (iii) Administrative faculty, except for the Dean and anyone who is serving as an ALT Liaison (see Article V, Section 1.02, (c), may have voting privileges on committees unless determined otherwise by vote of the committee. For the purposes of this Charter, administrative faculty are considered any faculty member with at least 20% workload assigned to administrative responsibilities, including Specialty Track Directors, Assistant Deans, Associate Deans, Division Chairs, Executive Directors, and the Dean.
  - (iv) As appropriate, other faculty are included as members consistent with University Regulations, College of Nursing Charter, and College Faculty Committee Structure.



- (c) Terms of Service. Terms of service on committees shall begin July 1 and end at June 30 of each calendar year. Committee members (except ex-officio members) should not typically serve more than (2) consecutive terms on any one committee, unless otherwise indicated in select committees noted in this Charter.
- (d) Student Participation. When students are needed for College Faculty committees (other than RAO and College Council and College Council Executive Committee) they will be selected in accordance with the Student Selection Process for College of Nursing Committee Service (see Appendix B) as approved by the College Council and as specified by College and University policy.

Students may vote on policy and/or curricular issues; however, depending on the specific committee, certain restrictions for students may be imposed concerning the types of issues on which students may vote. Under no circumstances may they participate or vote on confidential issues regarding other students or potential students (e.g., admissions, readmissions, scholarly integrity, etc.), except as stipulated when serving on the Academic Misconduct and Appeals Committee.

- (e) Leadership. With the exception of the PhD Program Committee, Undergraduate Program Committees, and Master's and DNP Program Committee, incoming Chairs and Chairs-Elect of the standing committees are elected by the committee members at the last regular meeting of the year. An individual may ordinarily chair only one standing committee at a time, if serving on two (or more) committees. An exception may occur if the individual is appointed to a specific position as the designated Chair.

The Chair and Chair-Elect (if applicable) of standing committees shall:

- (i) Prepare agendas and convene meetings.
  - (ii) Proofread and correct meeting minutes taken by the Staff Support person and ensure the minutes are distributed and stored electronically.
  - (iii) Discuss the correctness of the prior month's minutes at each committee meeting. Members will vote to approve.
  - (iv) Participate in votes of the committee.
  - (v) Conduct a yearly review of the functions of the committee.
  - (vi) Present recommendations and reports of the committee to the Executive Committee at regularly scheduled meetings.
  - (vii) Submit to the Executive Committee Staff Support person an electronic copy of any reports or other materials to be distributed at College Council meetings; copies are to be submitted no less than 7-work days prior to the College Council meeting at which the materials will be discussed.
  - (viii) Notify the Chair of the Executive Committee when s/he would like to be on the agenda of the College Council; committee reports will not be automatically scheduled unless the committee has a specific report or matter to bring before the College Council.
  - (ix) Prepare a written annual report; this report is maintained in the permanent records of the College, and must include either justification for the continuation of the committee or recommend its disbandment. Each committee shall submit a written annual report 2-weeks prior to the College Council meeting in June for distribution to all faculty in preparation for discussion at the June meeting of the College Council.
- (f) Advisors and Staff Support. In general, advisory members (e.g., legal representative from Office of General Counsel) are to act as advisors to committees. They are non-voting members unless representing specific groups and committees elected to give them voting privileges. Staff support from the College staff are non-voting members of committees.
  - (g) Meetings: Committees shall meet as frequently as necessary during the year to fulfill their functions. Meetings may be convened by the Chair of the committee or by a majority of the committee members.

- (h) Attendance: Attendance is expected from all committee members. If unable to attend a scheduled meeting, the committee Chair should be notified ahead of time and a designated alternate may attend in their place.

## **ARTICLE VI. COLLEGE FACULTY COMMITTEES**

### **1. Faculty Appointment, Review, and Advancement Committees (FARAC):**

*(Formerly the Appointments, Retention, Promotion, and Tenure Committees or ARPT.)*

- a. Function. The (4) Subcommittees of the FARAC (listed below in b.) support the FARA process and are defined by University Regulations to provide for the review of all faculty for all new appointments, retention, reappointment, advancement to higher rank, tenure, career-line, post-tenure, and emeritus/emerita status (see D. c.). Voting eligibility is determined in accordance with University Regulations. (See Appendix C for relevant links.) The Student Advisory Committee (SAC), although not a subcommittee, has an important role in reviews of faculty members, and so its membership and functions are also described in this section (see below Δ).

The appropriate FARAC subcommittee carries out these functions:

For Tenure-line faculty specifies and carries out the process of formal and informal review of Tenure-line faculty for retention, promotion/advancement and tenure; completes the process of post-tenure reviews.

For Career-line faculty oversees the process of reviews of Career-line faculty, including reviews for reappointment, and reappointment with advancement at a higher rank.

In collaboration with the faculty as a whole, develops and implements advancement and reappointment criteria (for both Tenure-line and Career-line faculty).

Oversees the process for emeritus/emerita status for retired faculty (criteria and procedure can be found in FARA documentation in the College intranet).

Makes recommendations to the Dean and ALT regarding sabbatical leave requests.

- b. FARAC Subcommittee Structure. The following subcommittees are constituted as part of FARAC: RAO, TL-FRA, CL-FRA, and Appointments Advisory Committee.

#### **A. Retention and Advancement Oversight (RAO) Committee**

*(Formerly the Retention, Promotion and Tenure (RPT) Oversight Committee.)*

- a. Function. Monitors the review process, oversees the review of the Tenure-line and Career-line advancement criteria, and provides suggested revisions, and evaluates and updates the process of review. Using collaborative decision-making, develops with faculty and administration the advancement (RPT and TFR) criteria for Tenure-line and reappointment and advancement criteria for Career-line faculty.

The Chair of the RAO Committee oversees retention, advancement, and tenure activities in the College and serves as primary liaison to Career-line Reappointment Review Teams (see C. CL-FRA b. Subcommittee).

- b. Committee Composition. The Committee is comprised of nine voting faculty members elected from the Tenure-line (5 faculty) and Career-line (4 faculty).

Tenured faculty. All tenured faculty on RAO are elected by the Tenure-line faculty of the College. Four (4) faculty serve 2-year terms, which are staggered. The fifth member is elected by the Tenure-line faculty of the College to a total combined term of three years--first as Chair-elect (1-year), then as Chair (1-year) and presumptive Chair (1-year). Prior to the initiation of the second year as Chair, the sitting chair will be forwarded for confirmatory vote. If the vote passes by a majority of Tenure-line faculty, the Chair will remain for a second year. If the vote does not pass, another member of RAO will be nominated and elected Chair, and the former Chair will serve a final year as a member of the committee.

Career-line faculty. All Career-line faculty with the rank of Associate or full Professor and on the faculty for at least 5-years in a full time capacity are elected by voting Career-line faculty of the College for 2-year terms, which are staggered. Career-line faculty shall represent each Division in the College. The (4) elected Career-line faculty members will also coordinate with the Chair of RAO and Division Chairs to organize (as needed) Career-line Reappointment Review Teams (see C. CL-FRA b. Subcommittee).

Chair/Chair-Elect: The Chair of RAO Committee reports to the Executive Committee.

Note that during each year serving (i) as Chair of this RAO Committee, the person also serves (ii) as liaison to the Career-line Faculty Review and Reappointment (CL-FRA) Committee, and (iii) as described further below ordinarily also serves simultaneously as Chair of the Tenure-line Faculty Review and Advancement (TL-FRA) Committee (see b. Committee Composition for the election process).

Staff Support: Faculty Affairs Manager (non-voting)

ALT Liaison: Dean (non-voting)

- c. Quorum. Two-thirds majority of the RAO Committee members with voting privileges in attendance shall constitute a quorum.

### **Δ Role of Student Advisory Committee (SAC)**

- a. Function. The Student Advisory Committee serves independently of and in parallel with the RAO Committee. The Faculty Affairs Manager is the liaison between the RAO Committee and SAC and coordinates SAC members' annual orientation to the process and expectations for faculty reviews conducted by SAC.

The students serve on an ad hoc basis, separate from the RAO Committee proper, according to College and University policy and as coordinated by the RAO Committee Chair and/or the Faculty Affairs Manager.

- (i) Minutes and Reports: The student SAC Chair assigns a Committee member in attendance to take minutes.

- b. Committee Composition.

Students (voting): (3) or more Baccalaureate students (5 or more is preferred) for a 1-year term

(3) or more MS students for a 1-year term

(3) or more DNP students for a 1-year term

(3) or more PhD students for a 1-year term

These students are self-nominated or nominated by Student Services personnel (with their consent), and the roster of SAC nominees is forwarded to College Council for review and approval.

Chair: The students shall select one of the student members as a Chair (voting) for a 1-year term to call meetings and to coordinate service with the Faculty Affairs Manager

Coordinator: RAO Committee Chair (non-voting)

Staff Support: Faculty Affairs Manager (non-voting)

- c. Quorum. Two-thirds majority of the SAC voting student members in attendance shall constitute a quorum.

### **B. Tenure-line Faculty Review and Advancement (TL-FRA) Committee**

*(Formerly the Retention, Promotion and Tenure (RPT) Advisory Committee.)*

With the College of Nursing structured as a *single-department college*, this TL-FRA Committee has the responsibilities of what the governing University Policy 6-303-III-e refers to as a "*departmental RPT advisory committee*." It's voting and non-voting membership are only summarized for convenience here in this Charter, and those and the RPT procedures it follows are

more fully described in and directly governed by Policy 6-303 and the College of Nursing Statement of RPT Criteria, Standards, and Procedures (College RPT Statement).

- a. Function. The Committee reviews and makes recommendations regarding Tenure-line faculty candidates for retention, advancement, and tenure.
- b. Committee Composition. Voting membership of the Committee is limited to Tenure-line faculty, and for a particular meeting the voting eligibility is further limited based on tenure status and rank, varying according to the particular retention, or advancement, or tenure recommendation under consideration. In some instances faculty not eligible to vote may be invited to participate in pre-voting deliberations.

Chair: As more fully explained in the College RPT Statement, the tenured faculty member serving in a particular year as the elected *Chair* of the Review and Advancement Oversight (RAO) Committee, will ordinarily (if confirmed annually by vote of the Tenure-line faculty) also serve during the same year as the Chair of the TL-FRA.

Staff Support: Faculty Affairs Manager (non-voting)

ALT Liaison: As assigned (non-voting)

Reporting Line: Dean

### C. Career-line Faculty Reappointment and Advancement (CL-FRA) Committee

Full details of functions, procedures, and composition of this Committee and subcommittees are governed primarily by University Policy 6-310 (see <http://regulations.utah.edu/academics/6-310.php>), and the College of Nursing Statement for Career-Line, Adjunct, and Visiting Faculty and Other Instructional Personnel (Career-line Statement). In summary only (and subject to change without revision of this Charter), these are:

- a. Function. The Committee provides for periodic review and evaluation of members of the Career-line faculty, Adjunct faculty, and Visiting faculty, especially when such faculty members are being considered for reappointment (including reappointment with promotion-in-rank). Results of the Committee's reviews are then considered by the Faculty Appointments Advisory Committee (see below), the Dean, and others at the University level as part of the reappointment process. Review of Career-line, Adjunct, and Visiting faculty for reappointment and advancement is a function of the CL-FRA subcommittees known as Career-line Reappointment and Advancement Review Teams (see C. b, i. below).

The CL-FRA Committee and the CL-FRA Review Teams conduct such reviews as described in the Career-line Statement (found in the "Statement" and "Supplement" documents in the College of Nursing intranet).

- b. Committee Composition of CL-FRA. All Tenure-line and long-serving Career-line faculty are eligible for membership on the Committee and its subcommittee Review Teams.

Chair: One elected Career-line member of the four serving on the RAO Committee (see A. above) (voting)

Staff Support: Faculty Affairs Manager (non-voting)

ALT Liaison: As assigned (non-voting)

Reporting Line: Chair of RAO  
Dean

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

- d. Subcommittees. Career-line Reappointment and Advancement Review Teams

The Career-line faculty members (from RAO) will organize and charge Career-line Reappointment and Advancement Review Teams (as needed) to review Career-line, Adjunct, and Visiting faculty. The Review Teams will follow the College of Nursing standards and criteria for review and evaluation of Career-line faculty (or Adjunct faculty or Visiting faculty) for reappointment and/or advancement.

## D. Faculty Appointments Advisory Committee

- a. Function. With the College of Nursing structured as a *single-department college*, this committee has the responsibilities of what the governing University Policies 6-302 and 6-310 refer to as a “*departmental faculty appointments advisory committee*.” Its primary responsibilities under those policies are first to determine the *criteria* for each open position on the faculty of the College, and then to review and vote on a set of recommendations regarding each *candidate* proposed for appointment to the position. This includes every initial appointment to the Tenure-line faculty, every *initial* appointment and every *reappointment* (including any reappointment with *promotion*-in-rank) to the Career-line faculty, and also every initial or reappointment to the Adjunct, or Visiting faculty, and every post-retirement appointment to Emeritus faculty status.
- b. Committee Composition. The Committee’s membership and leadership are governed primarily by Policy 6-302, supplemented by the College’s Retention and Review Statement for Career-Line Faculty for the College of Nursing, and both should be referred to for full details because eligibility varies for various types of appointments. In summary only: (i) for every type of appointment the baseline voting membership includes all members of the Tenure-line faculty, and (ii) full time Career-line faculty with appropriate rank are included as voting members for initial and reappointments of other Career-line faculty (including reappointments with promotion), and for some other types of appointments other than Tenure-line (e.g., Adjunct, Visiting), and may be invited to participate in non-voting capacity in considerations of Tenure-line appointments.

Chair: By Policy 6-302 the Dean (non-voting) is presumptively the Chair to call and conduct meetings of this Committee, but may delegate responsibilities to a voting member of the Appointments Advisory Committee.

Staff Support: Faculty Affairs Manager (non-voting)

ALT Liaison: As assigned (non-voting)

Reporting Line: Dean

## 2. Awards and Recognitions Committee

- a. Function. The Committee is responsible for identifying criteria, distributing calls for nominations, and identifying award opportunities at a college, university, local, state, national and international level.

The Committee will identify eligible candidates and facilitate appropriate nominations. The Committee will review and revise (as needed) the College of Nursing’s guidelines for faculty recognition.

The Committee is responsible for annual faculty award criteria, solicitation of nominations, and selection of award recipients.

- b. Committee Composition. The Chair will call and conduct meetings, set the agenda, conduct meetings, and write the annual report. The Chair-Elect will assist the Chair with Committee duties and help with the annual report.

Chair: Elected by the Committee for a 1-year term (voting)

Chair-Elect: Elected by the Committee for a 1-year term (voting)

Staff Support: As assigned (non-voting)

ALT Liaison: Associate Dean for Academic Programs, or as assigned (non-voting)

Advisors: Division Chairs (ex-officio, voting)

Faculty: (2) Tenure-line Assistant, Associate or Full Professor, one from each Division for 2-year overlapping terms (voting)  
(2) Career-line faculty (0.75 or greater FTE); one from each Division for 2-year overlapping terms (voting)

Students: (1) Baccalaureate student for a 1-year term (non-voting)

(1) MS or DNP student for a 1-year term (non-voting)

(1) PhD student for a 1-year term (non-voting)

Reporting Line: Dean

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

### 3. Baccalaureate Program Committee (BPC)

- a. Function. Provides a forum for Baccalaureate Program issues.

The Committee elects members of (2) Baccalaureate Subcommittees.

The Committee approves courses. Any decisions involving resources for courses must be brought to ALT and the Dean for approval.

Responsible for assuring compliance with accreditation and other national standards for the Baccalaureate Program.

- b. Committee Composition.

Chair:	Assistant Dean for the Baccalaureate Program (voting)
Staff Support:	As assigned (non-voting)
Faculty:	All faculty teaching in the Baccalaureate Program (voting)
ALT Liaison:	Associate Dean for Academic Programs (non-voting)
Advisors:	Undergraduate Program Manager, Student Services (non-voting)
	Eccles Health Sciences Library Representative (non-voting)
Reporting Line:	Executive Committee

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

- d. Subcommittees. The BPC elects members of (2) Baccalaureate Subcommittees:

#### 1) Baccalaureate Curriculum Committee (BCC)

- a. Function. Develops, implements, and evaluates curriculum at the baccalaureate level in relation to the College/University mission and needs of the profession and community.

The Subcommittee has the delegated responsibility from Baccalaureate Program Committee (BPC) to recommend approval/disapproval of all baccalaureate courses carrying academic credit, and/or curriculum changes, deletions, or additions. Any decisions involving resources for courses need to be brought to ALT and the Dean for approval.

The Subcommittee reports actions to the Baccalaureate Program Committee (BPC).

The Subcommittee reports actions to the Executive Committee where faculty may vote to place them on the debate calendar for further discussion and action.

- b. Committee Composition. The Assistant Dean for the Baccalaureate Program will call for volunteers from the membership of the Baccalaureate Program Committee. The Assistant Dean for the Baccalaureate Program will develop a ballot of faculty representative of programs, content, and semesters for vote by the members of the Baccalaureate Program Committee. (6) Members will be elected from the ballot and serve 2-year staggered terms. The Chair-Elect is elected from the (6) members of the voting committee and after being Chair-Elect for 1-year will become Chair.

Chair:	Serves a 1-year term after being Chair-Elect for a 1-year term (voting)
Chair-Elect:	Elected from the (6) elected members by the Subcommittee for a 1-year term (voting)
Staff Support:	As assigned (non-voting)
Faculty:	Faculty (voting) selected by vote of the Baccalaureate Program Committee
Ex-officio:	Assistant Dean for the Baccalaureate Program (voting)
	Director, RN-BS Program (voting)
	Executive Director of Simulation (voting)
ALT Liaison:	Associate Dean for Academic Programs (non-voting)
Advisors:	Academic Programs Manager (non-voting)
	Undergraduate Program Manager, Student Services (non-voting)
Community:	A minimum of (1) community partner representing areas of student placements for a 2-year term that is renewable as mutually agreeable (non-voting)
Students:	(2) Baccalaureate students for a 1-year term (non-voting)

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 2) **Baccalaureate Admissions and Advancement Committee (BAAC)**

- a. Function. Establishes criteria for admission of students to the Baccalaureate Programs.  
Formulates College policy consistent with the Undergraduate Council of the University.  
Establishes the criteria for admission, progression, and graduation from the Baccalaureate Program for pre-licensure track, RN-BS track, and Nursing Early Assurance Program (NEAP).  
Reviews applications from prospective students and determines eligibility for admission.  
Identifies and trains Baccalaureate Program faculty to review prospective student applications.  
Reviews and acts on petitions for reinstatement from students on suspension from the College and reviews applications for readmission of students in good standing.  
Reviews incidents of unsatisfactory progression and determines eligibility for continuation in the program.  
Administers University and College policies, procedures, and rules regarding admission, retention, progression, and graduation of undergraduate students.  
Reviews student requests for variation in academic policy.
- b. Committee Composition. The Assistant Dean for the Baccalaureate Program will call for volunteers from the membership of the Baccalaureate Program Committee. The Assistant Dean for the Baccalaureate Program will develop a ballot of faculty representative of programs, content, and semesters for vote by the members of the Baccalaureate Program Committee. (5) Members will be elected from the ballot and serve 2-year staggered terms. The Chair-Elect is elected from the (5) members of the voting committee and after being Chair-Elect for 1-year will become Chair.
- |                |   |
|----------------|---|
| Chair:         | Serves a 1-year term after being Chair-Elect for a 1-year term (voting)   |
| Chair-Elect:   | Elected from the (5) elected members by the Subcommittee for a 1-year term (voting)   |
| Staff Support: | As assigned (non-voting)  |
| Faculty:       | Volunteers from the Baccalaureate Program Committee (voting)  |
| Ex-officio:    | Assistant Dean for the Baccalaureate Program (voting)<br>Director, RN-BS Program (voting)   |
| ALT Liaison:   | Associate Dean for Academic Programs (non-voting)   |
| Advisors:      | Nursing Early Assurance Program (NEAP) Faculty Advisor (non-voting)<br>Undergraduate Program Manager, Student Services (non-voting) |
- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 4. **Career-line Faculty Committee**

- a. Function. Provides representation for Career-line faculty and support in career development, mentoring, and advancement.  
To represent the concerns and issues of Career-line faculty to the Executive Committee.
- b. Committee Composition.
- |                 |  |
|-----------------|--|
| Chair:          | Elected by the Committee for a 1-year term (voting)                          |
| Staff Support:  | As assigned (non-voting)   |
| Faculty:        | (6) Elected Career-line faculty (voting)<br>(1) Tenure-line faculty (voting) |
| ALT Liaison:    | Division Chairs (non-voting)   |
| Reporting Line: | Executive Committee  |



- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 5. Faculty Search Committee

- a. Function. Conducts searches for Tenure-line and Career-line faculty positions (and may be called upon to assist in searches for Adjunct and Visiting faculty positions), in consultation with the Dean and the Academic Leadership Team (ALT), and guided by the criteria for the open position as previously established by the Faculty Appointments Advisory Committee (see above).

Provides feedback on faculty job descriptions.

Actively searches for and identifies potential applicants for posted faculty positions.

Screens applications who meet minimum qualifications and determines which applicants will be invited for telephone and/or in-person interviews.

Search Committee members participate in telephone interviews and coordinate hosting of in-person interviews.

The Committee is responsible for summarizing input from faculty regarding candidates and makes recommendations to the Dean and ALT regarding qualifications of the candidates for the position. Candidates identified as finalists through the search process are proposed for appointment, presented to the Faculty Appointments Advisory Committee for its formal recommendations on appointment.

- b. Committee Composition. Standing membership will consist of (4) full time Tenure-line faculty members and (8) full time Career-line faculty members, who are selected through College wide nomination and election process managed by the Executive Committee and/or the CNACS Subcommittee. Additional ad hoc faculty members may be invited for short term service by the Chair. There will be a minimum of (2) Tenured faculty, (2) Career-line faculty ranked at Associate Professor or higher. Members will serve 2-year staggered terms, except the Chair who will serve a cumulative 3-year term.

Chair: Elected by the Committee for a 1-year term. Only Tenured faculty or Career-line faculty at the rank of Associate Professor or higher are eligible to chair the Committee (voting)

Chair-Elect: Elected from eligible faculty who have served on the Committee for 1-year; this individual will serve as Chair-Elect during his/her second year on the Committee and Chair during a third year on the Committee (voting)

Staff Support: Faculty Affairs Manager (non-voting)

Faculty: (4) Full time Tenure-line (voting)

(8) Full time Career-line (voting)

ALT Liaison: An ALT member is designated by the Dean to be the liaison for each posted position (non-voting)

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.
- d. Subcommittees. The Chair may decide to establish Position Teams by assigning a subgroup of Committee members, typically (4) members, to carry out all search related processes for a specific posted position. The Chair will assign a leader for each Position Team. If the posted position is Career-line, then at least one of the four Position Team members will be Tenure-line and the remaining will be Career-line faculty. If the posted position is for Tenure-line, then at least one of the four Position Team members will be Career-line and the remaining will be Tenure-line faculty.

## 6. Gerontology Interdisciplinary Program Advisory Committee (GIPAC)

- a. Function. Establishes and reviews criteria for admission of students to the master's degree program and for the graduate and undergraduate certificate programs and the undergraduate minor program.

Formulates program policy consistent with Graduate School policy.

The Committee reviews records of applicants to the Master's Degree Program and forwards recommendations to the Graduate School.

The Committee reviews records of applicants for scholarship applications to the Master's Degree Program and certificate applications.

The Program Director reviews applicants for the minor and undergraduate and graduate certificate programs.

Considers petitions for reinstatement and application for readmission of minor, certificate and master's students.

Considers cases of unsatisfactory academic performance and takes appropriate action. Reviews student requests for variation in academic policy. Supports the development and implementation of the minor, certificate and master's curriculum in relation to the College and University mission and needs of the profession and community.

Has the delegated responsibility from College Council to approve/disapprove of all Gerontology Interdisciplinary Program (GIP) courses carrying academic credit, and/or curriculum changes, deletions, or additions.

Reviews the recommendations for adjunct appointments related to GIP teaching activities.

b. Committee Composition.

Chair:	The Gerontology Interdisciplinary Program Director will serve as the Chair and, in the absence of the Chair, faculty will rotate to cover chair duties, which includes leading meetings when the Chair is unable to attend. The Chair shall: 1) Convene and conduct the meetings, 2) call the initial meeting of the newly elected Committee, 3) appoint subcommittees/task forces necessary for the Committee to carry out its functions, 4) prepare an annual report for Committee approval prior to submission to College Council in June.
Staff Support:	GIP Graduate Advisor and (1) staff member from Student Services (non-voting)
Faculty:	Faculty Members including adjunct faculty teaching in the program will serve as members. There is no term limit for faculty members (voting)
ALT Liaison:	Associate Dean for Academic Programs (non-voting)
Advisors:	Director of Education, Hartford Center of Geriatric Nursing Excellence (non-voting) Student Scholarship and Funding Administrator (non-voting)
Community:	GIPAC will appoint two community representatives to serve on the Committee. Community members serve 2-year terms, renewable as mutually agreeable (non-voting)
Students:	GIPAC will appoint (2) students to serve on GIPAC: (1) MS student to serve a 1-year term (non-voting) (1) Certificate or minor student to serve a 1-year term (non-voting)

If a vacancy occurs on any Committee whose membership is elected by the faculty at large, an election will be held and the faculty will vote. The replacement member shall complete the term without forfeiting eligibility for election at a succeeding term. Committees will make every effort to stagger terms in order to provide opportunity for succession planning.

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum. All GIPAC faculty members will have voting privileges in both open and closed sessions.

## 7. Master's and DNP Program Committee

- a. Function. Establishes criteria for admission of students to the Master's and DNP programs. Formulates College policy consistent with Graduate School policy.

The individual Master's and DNP Specialty Directors review records of applicants to their respective specialties and make recommendations to the Associate Dean for Academic Programs concerning admission.

Reviews and determines status of petitions for reinstatement and application for readmission of Master's and DNP students.

Considers cases of unsatisfactory scholarship and takes appropriate action.

Administers University/College policies, procedures, rules and regulations regarding the admission, retention, progression and graduation of Master's and DNP students.

Reviews student requests for variation in academic policy. Policy changes are presented on the informational calendar of College Council unless faculty vote to place them on the debate calendar for further discussion/ action.

Supports the development and implementation of the Master's and DNP curriculum in relation to the College mission and needs of the profession and community.

Has the delegated responsibility from College Council to recommend approval/disapproval of all Master's and DNP courses carrying academic credit, and/or curriculum changes, deletions, or additions.

Responsible for assuring compliance with accreditation and other national standards for the Master's and DNP Programs.

b. Committee Composition.

- |                |  |
|----------------|--|
| Chair:         | Master's or Doctor of Nursing Practice Specialty Director (voting) elected by the Committee  |
| Staff Support: | As assigned (non-voting)   |
| Faculty:       | All Master's and DNP Specialty Directors (voting)<br>(2) MS or DNP Core Curriculum Faculty (voting) elected by the faculty   |
| ALT Liaison:   | Associate Dean for Academic Programs (non-voting)  |
| Advisors:      | Assistant Dean for the Master's and DNP Programs (non-voting)<br>Academic Programs Manager (non-voting)<br>Student Scholarship and Funding Administrator (non-voting)  |
| Community:     | Representatives must be graduate nursing prepared members with at least two of the following community representatives:<br>(1) APRN member (non-voting)<br>(1) Veterans Administration Medical Center (non-voting)<br>(1) University of Utah Health Care (non-voting)<br>(1) Intermountain Health Care (non-voting)<br><i>Note: Community members serve 2-year terms, renewable as mutually agreeable.<br/>The Committee Chair shall contact the respective institutions to make arrangements for representation on the Committee.</i> |
| Students:      | Two student representatives from the following programs:<br>(1) MS student for a 1-year term (non-voting*)<br>(1) BS-DNP student for a 1-year term (non-voting*)<br>(1) MS-DNP student for a 1-year term (non-voting*)<br><i>*Note: Students shall have a voice and vote on policy and curricular matters only.</i>  |

c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 8. Outreach and Inclusion Committee

a. Function. The principal function of the Committee is to oversee and strategically direct the community outreach and inclusion activities of the College and in consultation with ALT.

The Committee's role is to build and maintain partnerships with community stakeholders with a focus on generating interest and providing information about nursing education and the nursing profession, particularly to regional school districts and diverse community groups.

In addition to potential student and community outreach, Committee members are responsible for creating a culture of inclusion and activities that will continue to engage and support diverse students after admission to the College.

b. Committee Composition. The Committee will consist of a minimum of (4) faculty members, (2) Tenure-line and (2) Career-line [.75 or greater] including the Chair, who are engaged in community outreach and committed to recruitment and retention of a diverse student body. Appointment to the Committee will be for 2-year terms. Members will be appointed at the end of each academic year for

the coming year by the Executive Committee (and CNACS) and will include liaisons from interested partners in local area school systems and community groups.

Chair: Elected by the faculty for a 1-year term (voting)  
Staff Support: As assigned (non-voting)  
Faculty: A minimum of (4) faculty members:  
(2) Tenure-line for a 2-year term (voting)  
(2) Career-line for a 2-year term (voting)  
ALT Liaison: Division Chair (non-voting)  
Advisors: Assistant Dean for the Baccalaureate Program (non-voting)  
Director of Student and Community Engagement Advisory Committee (SACE) (non-voting)  
Community: Members will include liaisons from interested partners in the local area school systems and community groups (non-voting)  
Students: (1) undergraduate student for a 1-year term (non-voting)  
(1) graduate student for a 1-year term (non-voting)

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 9. PhD Program Committee

- a. Function. Establishes criteria for admission of students to the PhD Program. Formulates College policy consistent with Graduate School policy.

Reviews records of applicants and selects PhD students and forwards the recommendations to the Graduate School.

Reviews scholarship applications for PhD students.

Takes action on petitions for reinstatement, applications for readmission, individual requests for variation in academic policy, and cases of unsatisfactory scholarship of PhD students, administering University/College policies, procedures, rules and regulations regarding the admission, retention, progression and graduation of PhD students.

Develops, evaluates and implements the PhD program curriculum in relation to the College mission and needs of the profession and community.

Has the delegated responsibility from College Council to approve/disapprove of all PhD courses carrying academic credit, and/or curriculum changes, deletions, or additions. Recommends policy and curricular changes to College Council.

- b. Committee Composition. Membership will be reevaluated on a yearly basis. If a Committee member has more than 2 unexcused absences per year, the member may be dropped from the Committee.

Chair: Assistant Dean for the PhD Program (voting)  
Staff Support: As assigned (non-voting)  
Faculty: Faculty currently teaching one or more doctoral (PhD) courses during the current contract year are automatically assigned to the PhD Committee (voting)  
Chairs of doctoral supervisory committees, PhD student advisors, and PhD-prepared Tenure-, Research- and Career-line faculty who respond affirmatively to the offer of membership and commit to responsible participation in Committee affairs (voting). Offers of membership are made by the Chair of the Committee prior to the first meeting of the Committee each academic year.  
ALT Liaison: Associate Dean for Research (non-voting)  
Advisors: Academic Programs Manager (non-voting)  
PhD Program Manager, Student Services (non-voting)  
Student Scholarship and Funding Administrator (non-voting)  
Students: Students will be notified of these volunteer committee position(s) at the beginning of the fall term:  
(2) PhD students for a 1-year term (non-voting)\*  
*\*Note: Students shall have a voice and vote on policy and curricular matters only.*

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.
- d. Subcommittees. The PhD Program Committee elects members of the PhD Program Scholarships Subcommittee to determine PhD scholarships. Chair of the PhD Program Committee will be the Chair of the PhD Program Scholarship Subcommittee.

Other Subcommittees of the PhD Program Committee may be formulated by the Chair on an ad hoc basis for a limited purpose. Such Subcommittees will function for a time-limited period.

## 10. Research Committee

- a. Function. Advisory Committee to the Associate Dean for Research, to foster and support research in the College of Nursing.  
 Recommends procedures for peer review of research proposals for College funds.  
 Advises on space and other research resources.  
 Develops (as needed) and implements the policies of this Committee.  
 Completes other tasks regarding research endeavors as assigned by College Council.
- b. Committee Composition. (6) doctoral-prepared faculty consisting of a mix of the following: representation of nursing specialties and non-nursing disciplines, senior and junior faculty, Tenure-line and Career-line faculty at 0.75 or greater FTE, for 2-year overlapping terms.

Faculty members who serve on the Research Committee should be those who are active in the College's research mission.

Chair:	Elected by the Committee for a 1-year term (voting)
Staff Support:	As assigned (non-voting)
Faculty:	(6) Doctoral-prepared for 2-year overlapping terms (voting)
ALT Liaison:	Associate Dean for Research (non-voting)
Advisor:	Director of Applied Statistics (non-voting)
Students:	Minimum of (2) doctoral students:
	(1) PhD student for a 1-year term with the possibility of reappointment (non-voting)
	(1) DNP student for a 1-year term with the possibility of reappointment (non-voting)

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 11. Student Scholarship Committee

(Note that this differs from the Scholarship Oversight Committee, described below.)

- a. Function. Reviews undergraduate and graduate student scholarship applications and coordinates the function of awarding scholarship funds.

This Committee may conduct its work as two subcommittees: one for undergraduate scholarships and one for graduate scholarships, specifically for Masters and DNP Programs. There are (10) faculty for undergraduate scholarships and (10) faculty for graduate scholarships.

PhD scholarships will be determined by the PhD Program Scholarship Subcommittee.

Gerontology program scholarships will be determined by the Gerontology Interdisciplinary Program Advisory Committee (GIPAC).

- b. Committee Composition.

Chair:	Elected by the Committee for a 1-year term (voting)
Staff Support:	As assigned (non-voting)
Faculty:	(20) Faculty members, both Tenure-line and Career-line, representing the Baccalaureate, MS, and both PhD and DNP Programs, for 2-year overlapping terms; (2) members rotate off each year (voting)
ALT Liaison:	Associate Dean for Academic Programs (non-voting)
Advisors:	Assistant Dean for the PhD Program (non-voting)
	Assistant Dean for the Master's and DNP Programs (non-voting)

Assistant Dean for the Baccalaureate Program (non-voting)  
 Director of the Gerontology Interdisciplinary Program (non-voting)  
 Senior Director, Office of Advancement (non-voting)  
 Director of Student Services (non-voting)  
 Student Scholarship and Funding Administrator (non-voting)

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.
- d. Subcommittees. This Committee may conduct its work as two subcommittees: one for undergraduate scholarships and one for graduate scholarships, specifically for Masters and DNP Programs. PhD scholarships will be determined by PhD Program Scholarship Subcommittee. Gerontology program scholarships will be determined by Gerontology Interdisciplinary Program Advisory Committee.

## **ARTICLE VII: COLLEGE ADMINISTRATIVE COMMITTEES**

### **1. Academic Leadership Team (ALT)**

- a. Function. Responsible for the administrative oversight of College of Nursing programs in the areas of education, research, practice, and global and community outreach.

Acquires, allocates and manages resources to accomplish the missions of the College.

Develops infrastructure and systems to support the work of the faculty and services to students.

The Dean and/or ALT approves and implements administrative policies and procedures.

- b. Team Composition.

Chair: Dean (voting)

Staff Support: Executive Assistant to the Dean (non-voting)

Faculty: Associate Dean for Academic Programs (voting)

Associate Dean for Research (voting)

Associate Dean for Faculty Practice (voting)

Division Chair, Acute and Chronic Care (voting)

Division Chair, Health Systems and Community-Based Care (voting)

Assistant Dean for Finance and Administration (voting)

Senior Director, Office of Advancement (voting)

Faculty Liaison: Chair of the Executive Committee (ex-officio, voting)

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

### **2. Academic Appeals Committee**

- a. Function. Provides students and faculty with a vehicle for resolving disputes regarding student-contested "academic actions" (such as grading), or sanctions imposed for student "academic misconduct" (such as plagiarism), including dismissals from College of Nursing programs.

The Committee functions in accordance with the directives in University Policy 6-400: Student Code, Sections IV-C (Committee role for appeal of an academic action), and V-C (Committee role for complaint or appeal of sanction for academic misconduct) <http://regulations.utah.edu/academics/6-400.php>.

The Committee reports to the Dean.

- b. Committee Composition.

Chair: One of the faculty members of the Committee, appointed as Chair by the Dean for a 3-year term (voting)

Staff Support: As assigned (non-voting)

Faculty: Total of four (all voting), including (3) members of the College faculty, appointed by the Dean, including a mix of Tenure-line, and 0.75 or greater FTE Career-line faculty, to serve 3-year staggered terms:

(1) Baccalaureate Program

(1) Master's Program

- (1) Doctoral Programs, and
  - (1) University faculty member from outside the College, appointed by the Personnel and Elections Committee of the Academic Senate
- Students: Total of four (all voting), serving two-year staggered terms, appointed by the Dean in collaboration with the Student Advisory Committee (SAC), including:
- (2) Baccalaureate students, and
  - (2) Graduate students

- c. Quorum. Three members, including at least one student, and the faculty member from outside the College shall constitute a quorum.

### 3. Academic Program Team (APT)

- a. Function. Oversight, strategic planning, integration and implementation of the educational mission of the College of Nursing.

Shared responsibility with select standing committees on curriculum matters such as course content.

Decisions requiring budgetary approval will be referred to the Academic Leadership Team (ALT).

- b. Team Composition. Membership in the Academic Programs Team (APT) is determined by academic appointment. The terms of membership are consistent with academic appointment.

Members with organizational title changes that do not significantly alter the duties and responsibilities shall be incorporated into this Committee without formal revision of this Charter.

Should a member be unable to attend regularly scheduled meetings, a proxy may be sent with prior approval from the Associate Dean for Academic Programs.

- Chair: Associate Dean for Academic Programs (voting)
- Staff Support: Executive Assistant to the Associate Dean for Academic Programs (non-voting)
- Faculty: *By appointment (all are voting members):*
  - Assistant Dean for the PhD Program
  - Assistant Dean for the Masters and DNP Programs
  - Assistant Dean for the Baccalaureate Program
  - Director, Gerontology Interdisciplinary Program
  - Executive Director of Educational Technologies
  - Executive Director of Simulation
  - Executive Director of Nurse Practitioner Education
  - Director, Student and Community Engagement (SACE)
- Faculty Liaison: Chair (or Chair-Elect) of the Executive Committee (ex-officio, voting)
- Ex-officio: Dean (voting)
- Advisors: *By appointment (all are voting members):*
  - Director of Student Services
  - Data and Information Management Administrator
  - Academic Programs Manager
  - Programs Manager for Contracts and Clinical Placements
- Other: Anyone considered integral to the educational mission of the College may be appointed to APT as approved by two-thirds majority of voting APT members.

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

### 4. CON Emergency Preparedness Committee

- a. Function. This Committee monitors and assures compliance with Emergency Management requirements from University of Utah Health Care Emergency Management and from University of Utah Emergency Management.

Oversees and provides faculty, staff, and student training in accordance with University of Utah Hospitals and Clinics Emergency Management.

- b. Committee Composition.



- Chair: Elected from the Committee for a 1-year term (voting)
- Staff Support: As assigned (non-voting)
- Faculty: (1) faculty from floors 3, 4, and 5 of the Cummings Nursing Building assigned for a 1-year term (voting)
- Staff: (1) staff from floors 3, 4, and 5 of the Cummings Nursing Building assigned for a 1-year term (voting)
- ALT Liaison: Assistant Dean for Finance and Administration (non-voting)
- Student Services: (1) or more members (voting)
- Simulation Center: (1) or more members (voting)
- Community: (1) University of Utah Hospitals & Clinics (UUHC) Emergency Management team member (non-voting)
- Students: (1) Baccalaureate student for a 1-year term (non-voting)  
(1) MS or PhD or DNP student for a 1-year term (non-voting)
- Ad Hoc Member: Any volunteers from the College faculty, staff, or students (voting)

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 5. Faculty Practice Council (FPC)

- a. Function. Conducts the business of the Faculty Practice Organization, in accord with University Policy 8-100: University of Utah College of Nursing Faculty Practice Organization Faculty Practice Plan. The Faculty Practice Organization supports the patient care, research/scholarship, education, and service/clinical missions of the College of Nursing and its faculty.

Promotes and enhances faculty progress through the identification and development of high-quality patient care delivery systems, educational opportunities for College of Nursing students and research opportunities for specific patient populations.

- b. Council Composition. One representative member from each of the current faculty practices, as determined by the members of the respective faculty practice groups. For practices with up to (5) practitioners, there will be (1) representative. For practices with more than (5) practitioners, there will be (2) representatives. All representatives serve 3-year overlapping terms. The Chair will be decided by a vote of the membership and should have a minimum of 5-years of practice experience with 3-years within the system.

- Chair: As assigned (voting)
- Staff Support: As assigned (non-voting)
- Faculty: (1) or (2) representative members from each of the current faculty practices for 3-year overlapping terms (voting)
- ALT Liaison: Associate Dean for Faculty Practice (non-voting)
- Advisor: Assistant Dean for Finance and Administration (non-voting)  
Administrative Director, Clinical Affairs and Faculty Practice (voting)

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 6. Student Scholarship Oversight Committee

(See also the Student Scholarship Committee, described above.)

- 1. Function. To provide feedback and approvals on long term rubric edits and reallocation of funds decisions for all academic programs.

Meetings will be held when the Associate Dean for Academic Programs or the Student Scholarship and Funding Administrator determine a need.

- 2. Committee Composition.

- Chair: Associate Dean for Academic Programs (voting)
- Staff Support: As assigned (non-voting)  
*By appointment (all are voting members):*
- Faculty: Assistant Dean for the PhD Program  
Assistant Dean for the Masters and DNP Programs

	Assistant Dean for the Baccalaureate Program
	Director, Gerontology Interdisciplinary Program
	Director, RN to BS Program
	Director, Adult/Gerontology Acute Care Nurse Practitioner Specialty
	Director, Adult/Gerontology Primary Care Nurse Practitioner Specialty
	Director, Family Nurse Practitioner Specialty
	Director, Midwifery Specialty
	Director, MS to DNP Specialty
	Director, Neonatal Nurse Practitioner Specialty
	Director, Psychiatric Mental Health Nurse Practitioner Specialty
	Director, Women's Health Nurse Practitioner Specialty
ALT Liaison:	Chair of the Executive Committee (voting)
Advisors:	Senior Director, Office of Advancement
	Director of Student Services
	Student Scholarship and Funding Administrator

3. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 7. Staff Leadership Team (SLT)

- a. Function. Develops infrastructure and systems to support the work of the College of Nursing staff.

The Chair of SLT selects and assigns (2) College staff members to attend all College Council meetings for a 1-year term.

- b. Team Composition.

Chair:	Assistant Dean for Finance and Administration (voting)
Staff Support:	As assigned (non-voting)
Members:	(2) elected staff representatives (voting)
	Academic Programs Manager (voting)
	Administrative Director, Clinical Affairs and Faculty Practice (voting)
	Director of Information Technology (voting)
	Director of Research and Science (voting)
	Director of Student Services (voting)
	Executive Director of Simulation (voting)
	Senior Director, Office of Advancement (voting)
	Chair of the College Representative Council (CRC) (voting)
Ex-officio:	Chair of the Executive Committee (voting)
ALT Liaison:	Associate Dean for Academic Programs (non-voting)

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.
- d. Subcommittee. College Representative Council (CRC)

### A. College Representative Council (CRC)

- a. Function. To serve as an informational group for the College of Nursing staff.
- Review body on policy implementation and changes affecting staff.
  - Problem-solving body for issues of concern to staff.
  - Advisory and planning body for College issues that require staff input.
  - Oversees staff recognition, service awards, development and training opportunities.
  - Plans activities that enhance the interaction of staff and faculty on an informal basis.
  - Resource for integrating and mentoring new staff.

- b. Committee Composition.

Chair:	Elected by the staff for a 1-year term (voting)
Staff Support:	As assigned (non-voting)
Members:	(5) staff volunteers (voting)
	(1) faculty volunteer from the College of Nursing HSCBC Division (voting)

(1) faculty volunteer from the College of Nursing ACC Division (voting)  
ALT Liaison: As assigned (non-voting)  
Reporting Line: Chair of the SLT

The Chair of the CRC shall convene as well as preside at the College of Nursing All-Staff meetings. This is a leadership position representing all of the staff in the College of Nursing at the College Council meetings and the Chair may serve as a representative of the CRC on selected administrative committees in the College. The Chair shall serve on the Executive Committee as a non-voting member.

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## 8. Student and Community Engagement Advisory Committee (SACE)

- a. Function. Advise, report upon, and assist the Director of the Student and Community Engagement (SACE) with ongoing projects, particularly in the areas of undergraduate research, global health experiences, community engaged learning (CEL), student teaching, and other learning communities.

Provide budgetary advisement and planning for the College SACE projects.

At the College level, interface with the Baccalaureate and Graduate Program Committees, Academic Leadership Team (ALT), Academic Program Team (APT), the College of Nursing Student Advisory Committee (SAC) and other committees, as the need arises.

Interface with the University MUSE (My "U" Signature Experience) project directors and advisory committee and other University programs associated with various SACE projects.

All SACE associated projects and changes to SACE projects will be approved by the SACE Advisory Committee. Final approval will be by the SACE project's associated curriculum committee. If oversight approval is needed for SACE projects, final approval will be as follows:

1. Programmatic final approvals through Academic Programs Team (APT)
2. Budgetary final approvals through Academic Leadership Team (ALT)

- b. Committee Composition.

Chair: Director of Student and Community Engagement (voting)  
Staff Support: As assigned (non-voting)  
Faculty Advisors: *Appointed for the following SACE projects (all are voting members):*  
Community Engaged Learning (CEL)  
Global Health  
Undergraduate Research  
Health Policy  
Advisors for the Learning Communities - Honors and LEAP (Learning, Engagement, Achievement, and Progress)  
Other Faculty: Any faculty engaged in SACE projects as determined by the Chair (voting)  
ALT Liaison: Associate Dean for Academic Programs (non-voting)  
Advisors: Office of Advancement: appointed representative (non-voting)

Membership will fluctuate depending upon the number of SACE faculty advisors and those involved in SACE projects. The Committee will consist of SACE projects faculty advisors, Chair, ALT liaison, and Office of Advancement representative. Members will be defined by SACE faculty advisor positions. Students engaged in SACE projects may be invited by the Chair. Terms of membership are associated with the SACE Chair and Faculty Advisor positions for SACE programs. Duties are defined by associated positions. Other faculty terms are determined by the length of associated project.

- c. Quorum. Two-thirds of members with voting privileges in attendance shall constitute a quorum.

## ARTICLE IX. AMENDMENTS TO CHARTER—PROCESS AND HISTORY

Process: The Charter may be amended by a process which begins with a two-thirds vote of the Council members. Due written notice of proposed amendments must be submitted to each Tenure-line and Career-

line faculty voting member of the Council 5-working days prior to the meeting. Amendments then must be ratified by a majority vote of the Tenure-line and full time (.75 FTE or greater) Career-line faculty, and finally approved by the Academic Senate Executive Committee (which oversees college councils on behalf of the Senate, per University Policies [6-001](#), [6-003](#)).

#### History.

(a) Current version of Charter:

Draft Informal Approval as of June, 2014; College Council Vote Pending  
Revised Dec 12, 2014  
Revised Feb 24, 2015  
Revised Mar 3, 2015 by Governance and Separate Standing Committees  
Revised Apr 6, 2015 by Governance and Separate Standing Committees  
Revised May 7, 2015 by Governance and Separate Standing Committees  
Revised Oct 5, 2015 by Governance and Separate Standing Committees  
Revised Nov 24, 2015 by Governance and Separate Standing Committees  
Revised May 2, 2016  
Approval and ratification Mar 27, 2017 by current faculty  
Final approval [*pending*] by Academic Senate Executive Committee

(b) Prior versions of Charter:

History of Charter and Committee Structure Revisions. Nov 2, 1981; Feb 1, 1982; May 16 & Jun 6, 1983; Jun 7, 1984; May 5, 1986; Apr 24, 1989; Mar 8, 1991; May 20 & Oct 14, 1994; May 26, 1995; Mar 1, 1996; Mar 14, 1997; Feb 13, May 8 & Oct 2, 1998; Mar 26, Apr 9, Aug 4 & Sep 24, 1999 (Preamble Approved); Mar 10, April 14 & Sep 22, 2000; Apr 10 & Aug 29, 2001; Mar 31, 2003; Apr 22, 2005; Sep 9, 2005 (Preamble Revised); Nov 7, 2005 (Name change, RPT Oversight Committee); Apr 21, 2006 (Preamble and Committee Structure revised); Sep 8, 2006 (Master's, Doctoral & Research Committees); Apr 24, 2007 (Outreach Committee, Student Participation); Preamble revised: Robert's Rules of Order and clarification of chairperson voting privileges); Apr 7, 2008 (Addition of GIPAC, SLCAC Committees, editorial changes to functions of BCC, BAAC, Revised ARPT Committees to reflect changes in PPM, ex-officio members added to CNACS, Scholarship). Apr 23, 2009 (Editorial changes). Sep 10, 2010 (Academic Misconduct and Appeals name change, Scholarship Committee as 2 subcommittees, add advisors to Scholarship, BCC). Nov 17, 2015 (revisions to Preamble and Standing Committees).

### **Appendix A**

#### Materials related to Shared Governance:

1. University of Utah Regulations Library <http://regulations.utah.edu/academics/guides/academic-governance/academicGovernanceGenerally.php>
2. American Association of University Professors <http://www.aaup.org/our-programs/shared-governance>
3. Association of Governing Boards <http://agb.org/>

### **Appendix B**

1. University of Utah Regulations Library <http://regulations.utah.edu>
2. Student Selection Process for College of Nursing Committee Service <http://nursing.utah.edu/students-services/student-selection-process.php>

### **Appendix C**

1. University of Utah Regulations Library <http://regulations.utah.edu/academics/6-303.php>
2. University of Utah Regulations Library <http://regulations.utah.edu/academics/6-003.php>
3. University of Utah School of Medicine College Council Charter <http://medicine.utah.edu/academic-affairs/fara-contacts.php>  
<https://pulse.utah.edu/site/academicaffairs/Documents/SOM%20College%20Charter%20Final%200115%20with%20footer.pdf> (see page 14 of the U of U SOM College Council Charter for FARA)