

Snippet from *Senate Rules 1.3.3*

### **1.3.3 UNDERGRADUATE COUNCIL**

The Associate Provost for Undergraduate Education (or another person designated by the Provost) shall chair the Undergraduate Council and report its recommendations to the Senate Council.

#### **1.3.3.1 Functions**

The Undergraduate Council's responsibilities relative to courses and programs shall be as follows:

##### **A. Course Procedures**

It shall consider all proposed new courses and changes in courses which may be used for credit toward an undergraduate degree. It shall forward to the Graduate Council recommendations on all courses numbered 500-599. [US: 10/11/99]

##### **B. Program Procedures**

It shall consider all proposed new undergraduate programs, changes in undergraduate programs, including degree titles, from all colleges offering an undergraduate degree. Further, it shall consider all changes in the University requirements. . The Undergraduate Council shall recommend on all of the above to the Senate Council. (See SR 3.2). In addition, it shall review all undergraduate programs.

##### **C. Review of Programs**

It shall review the summary reports of undergraduate program reviews prepared by the educational unit review committees. It shall participate directly in the review of undergraduate programs upon the request of the Provost. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Provost. Such a recommendation may include the suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of programs are subject to approval by the Senate Council.

An undergraduate program, through its chair or other appropriate administrative officers, may appeal a decision to suspend the undergraduate program to the Provost, who shall then appoint a committee of faculty members, including a member of the Senate Council, to function as an Appeal Committee to review the case. The Committee shall limit its review to the materials submitted by the academic unit review committees, by the Undergraduate Council, and by the program making the appeal. The Provost shall discuss the recommendation of the Committee with the chair of the Senate Council and shall then recommend final action to the President. [US: 4/9/84]

Proposals to terminate undergraduate programs shall be initiated and processed as prescribed in SR 3.4.

##### **D. Off-campus Courses and Programs**

The Undergraduate Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) “substantive changes” criteria [US: 4/12/99]

### **1.3.3.2 Composition**

The Undergraduate Council shall consist of fourteen (14) members. Nine of the members shall be regular full-time faculty members elected by and from the faculties of colleges, groups of colleges or parts of colleges as follows: [US: 10/12/81; US:4/9/84; US: 4/14/86; US: 10/12/87]

- One member from the combined areas of Humanities area in the College of Arts and Sciences, the College of Fine Arts, and the Honors Program;
- One member from the combined areas of Biological and Physical Sciences in the College of Arts and Sciences;
- One member from the combined areas of the Social Sciences in the College of Arts and Sciences and the College of Communication and Information;
- One member from the College of Agriculture, Food and Environment;
- One member from the College of Education;
- One member from the College of Engineering;
- One member from the College of Business and Economics;
- One member from: the College of Design and the College of Social Work; and
- One member from: the College of Health Sciences, the College of Nursing, and the College of Pharmacy.

Of the five remaining members, one shall be a member of the University Faculty appointed by the Senate Council. Four members shall be appointed by the Chair of the Undergraduate Council with the advice and consent of the elected Undergraduate Council members. Of these four, two shall be members of the faculties of colleges eligible to have representation on the Undergraduate Council, and the remaining two shall be undergraduate students from eligible colleges. [US: 10/12/81; US: 4/9/84; US: 4/14/86; US: 10/12/87]

An *ex-officio*, non-voting member from the Registrar’s Office selected by the Assistant Provost for Enrollment Management may attend. [US: 4/14/97]

### **1.3.3.3 Election**

Members of faculties of those colleges listed above in SR 1.3.3.2 who are eligible to vote for and be elected to the University Senate shall be eligible to serve in and vote for all elected members of the Undergraduate Council. [US: 10/8/2001]

- \* Pursuant to recent changes in the last several years in Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply: (1) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0; GR11.B.2.b.(2)); (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities, except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [SREC: 4/15/2011]

A secret ballot election for membership on the Undergraduate Council shall take place during the spring term and the newly elected members shall assume their seats on August 16 of the same year. [US: 10/12/87; US: 1/18/88; US: 4/23/2001]

The Associate Provost for Undergraduate Education shall be responsible for administering the elections. The Associate Provost's Office will prepare lists of members of college faculties eligible to vote and serve. For each college or group of colleges in which there is an election to be held, the Associate Provost's Office will notify and solicit nominations from the members of the college faculties by a process designed to give adequate notice of the election. It will particularly solicit nominations from department Chairs and Directors of Undergraduate Studies. The Associate Provost's Office will ascertain the willingness of the nominees to serve and will conduct the election by a process designed to inform voters of the qualifications of those nominated. The person receiving the highest number of votes for a given vacancy will be elected. Ties will be decided by lot. [US: 10/8/2001]

#### **1.3.3.4 Terms and Vacancies**

Elected faculty Undergraduate Council members will serve three year staggered terms expiring on August 15 [US: 4/23/2001], and shall be ineligible to succeed themselves until a lapse of one year occurs, except that where they have served one year or less as a replacement, they shall be eligible to be elected. Student members shall serve one year and are eligible for reappointment.

When a member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, loss of status as a faculty employee) a vacancy is declared. A vacancy in the first year of a term on the elected membership of the Undergraduate Council shall be filled by appointment by the Undergraduate Council Chair of the eligible nominee who received the highest number of votes without being elected in the election in which the vacating member was elected. If that person declines, the next eligible nominee shall be appointed, and so on. A vacancy following the first year of a term (or in the first year if the list of nominees is exhausted) shall be filled by the Undergraduate Council Chair appointing an eligible member of the unit's faculty. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. [US: 4/10/89]