



University Academic Governance Council

Name of Policy	University Academic Governance Council
Description of Policy	<p>The University Academic Governance Council [hereafter referred to as UAC or Council] reviews and recommends academic policy to the Provost and Senior Vice-President for Academic Affairs. The UAC shall view its role primarily as a policy recommending body guiding and advising the University about academic policy.</p> <p>The UAC receives reports and recommendations from committees and groups reporting to it. The UAC also reviews recommendations regarding University-wide academic policy that originates from the Office of the Provost, Faculty Senate, Student Government Association, as well as from ad hoc committees appointed by the President or Provost. Prospective academic policies are presented to the President through the Provost that have received a majority vote.</p>
Policy applies to	<input checked="" type="checkbox"/> University-wide; all campuses <input checked="" type="checkbox"/> Faculty/staff only
Policy Status	<input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of an existing policy

Approval authority	President
Governing authority	Office of Academic Affairs
Responsible Officer	Provost and Senior Vice-President for Academic Affairs

Approval date	September 26, 2023
Effective date	October 1, 2023
Approval date of last revision	N/A
Effective date of last revision	N/A
Date of policy review*	January 31, 2023
Related legislation, policies, procedures, guidelines, and local protocols	N/A

**Unless otherwise indicated, this policy will still apply beyond the review date*

University Academic Governance Council

The principal functions of the University Academic Council (UAC) are to determine general academic policies and regulations of the University; to approve major changes in the requirements for admission to or graduation from the Colleges and Schools, and in the programs of study offered by Schools; to authorize the establishment, major modification, or discontinuance of any academic unit or degree program of the University. Major changes in undergraduate degree programs of study involve the creation, modification, or dissolution of a degree program or the establishment of an academic program with University-wide implications such as dual degree programs, or any other academic program that has substantial curricular, financial, or organizational impact beyond the academic organization or unit making the proposal. The decisions of the UAC are by majority vote and are subject to the approval of the Provost and Senior Vice-President for Academic Affairs and the President.

The following are some examples that are under the purview of the UAC:

- Course planning and development
- Review of new academic programs
- Advancement of academic innovation
- Decisions pertaining to the reduction, suspension, or elimination of existing courses

I. Membership of the University Academic Council

A. Composition of the Council

1. The Provost and the UAC Chair shall serve as ex officio members. The UAC Chair shall have a voting role. Other committee members shall be:
 - Two elected academic deans,
 - Three elected department chairs,
 - Four elected faculty members,
 - Faculty Senate Chair,
 - Dean of the University Library,
 - Director for the Office of Student Records and University Registrar,
 - One representative from Information Technology,
 - One representative from Student Disabilities Services, and
 - Two SGA student representatives.
2. All elected members of the UAC shall serve two-year terms, except student members who will serve one-year terms. No member shall be eligible for election for more than three successive full terms. The election of UAC members should be staggered, e.g., the UAC should never have all newly elected members during an academic year.
3. The Administrative/Executive Assistant for the Provost and Senior Vice President for Academic Affairs shall serve as the clerical assistant to the Council and shall prepare minutes, maintain records, prepare correspondence, distribute materials, etc.



B. Mode of Election

1. Nominations and elections to the UAC shall be conducted by an Elections Committee consisting of three to four tenured faculty members appointed by the Provost.
2. Those eligible to vote for nominees to the UAC are professors, associate professors, and assistant professors. All nominations and elections to the UAC shall be made by secret ballot. The nominating ballot for the University shall, at the discretion of the Election Committee, list all faculty members who are eligible to serve. The nominating ballot shall be presented to the faculty on a date during the spring semester and shall indicate the faculty members who are already serving for the coming academic year and those who will be on leave or be otherwise unavailable to serve a full term. Faculty members will return the nominating ballot by a specified date. Each faculty member entitled to vote may vote for as many candidates as he or she wishes, not exceeding the number of members to be chosen to represent the University by balloting.
3. Undergraduate student members are nominated by the Student Government Association.
4. Election results are presented to the Provost before the close of the spring voting semester.

C. Vacancies

1. If a member of the UAC is unavailable to serve or goes on leave, the members of the UAC will nominate an eligible professor to serve during the period of unavailability of the member up to one year. If the period of unavailability exceeds one year, the position on the UAC will be filled by the regular election procedure at the same time as the election of regular 2- year members. The UAC Chair may nominate a committee member to fill a defined/distinctive role on the committee.

D. Meetings

2. The UAC shall meet monthly during the regular academic year, September through April. Regular meetings of the Council shall be held on the second Tuesday of each month of the academic year. Meetings will be rescheduled to another date in the same month if the existing schedule is disrupted. Meetings during the summer session shall be conducted, as necessary. Task forces and special committees shall continue to meet as necessary during the summer sessions. Unscheduled meetings shall be called by the UAC Chair or upon the written request of its members for urgent matters.
3. For regularly scheduled monthly meetings, a quorum is necessary. A quorum shall be two-thirds of the voting members of the UAC. In the absence of a quorum, those present may receive reports, and discuss matters. However,



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voting will be postponed until a future meeting when a majority of members are present.

4. Members of the UAC shall serve in person.
5. Only elected members shall vote on matters brought before the UAC with the exception that, in the case of a tie, the chair may cast the deciding vote. Voting shall ordinarily proceed by voice, but upon petition of a member of the UAC or on its own authority, the Executive Committee of the UAC may provide for voting by secret ballot.

II. Official Action(s)

The minutes of the UAC meetings shall be recorded, distributed for review, corrections made as necessary, approved by UAC membership, and made available for inspection and reference.

Official public announcements of the UAC shall be made by the Associate Provost of Undergraduate Education and Student Success, the Provost and Senior Vice President for Academic Affairs or the President. Changes requiring approval by the President shall be transmitted to the President by the Provost and Senior Vice President for Academic Affairs; changes deemed non-substantive (course title changes, course additions and deletions, etc.) shall be transmitted by the Associate Provost to the Office of the Registrar for cataloguing after appropriate signatures are affixed.

III. Parliamentary Procedures

The rules contained in the current edition of Robert's Rules of Order shall govern the deliberations and actions of the UAC and its officers and committees in all cases to which they are applicable and in which they are consistent with these bylaws or with any special rules of the UAC. The President or the Provost and Senior Vice President for Academic Affairs may offer the amendments to these bylaws when the best interest of the University and its programs will be served.

IV. Enactment of University Academic UAC Bylaws

A. Procedures

1. These bylaws shall go into effect immediately upon approval of the UAC, the Provost and Senior Vice President for Academic Affairs and the President.

B. Amendment of Bylaws

1. Nothing in these bylaws shall be interpreted to modify or nullify existing actions of the UAC or other University entities.

V. Bylaw Amendments

1. Bylaws may be amended at any regular [or called] meeting of the UAC with a two-third vote of present members provided that any amendment(s) has been submitted



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in writing at the previous meeting or submitted in writing to the membership at least two weeks (10 business days) prior to the day of the next meeting.

2. Upon approval by the Provost and Senior Vice President for Academic Affairs and the President, any amendment of these bylaws shall go into effect as soon as specified in the legislation authorizing such an amendment.
3. The Administrative/Executive Assistant to the Provost and Senior Vice President for Academic Affairs shall distribute copies of approved amendment(s) to the President, Provost and Senior Vice President for Academic Affairs and the members of the UAC prior to the next scheduled UAC meeting following its approval. A copy of these bylaws shall be available for inspection in the files of the UAC and the Office for Academic Affairs.

Joyce Buckner, Brown

Dr. Joyce Buckner- Brown
Chair, University Academic Governance Council

9/27/23

Date

Joyce Buckner, Brown

Dr. Joyce Buckner- Brown
Interim Provost
and Senior Vice President for Academic Affairs

9/27/23

Date

Alfred Galtney

Mr. Alfred Galtney
Chief Compliance Officer

9/27/23

Date

Tracy Cook

Dr. Tracy Cook
Interim President

9/27/23

Date