



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 10.06, **Academic Council**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) to define the role, responsibilities, and membership of the TTUHSC El Paso institutional level Academic Council.

**REVIEW:** This HSCEP OP will be reviewed in July of every even numbered year (ENY) by the provost/vice president for academic affairs and chief operating officer (COO) or designee, with recommendations for revision forwarded to the president by September 1.

### **POLICY/PROCEDURE:**

#### **I. General Academic Policy Oversight.**

- A. The provost or their designee is responsible for oversight of the Academic Council.
- B. The provost or their designee is authorized to ensure compliance with laws, regulations, Texas Tech University System (TTUS) Board of Regents' Rules, and HSCEP OPs applicable to academic affairs and policies.
- C. Each TTUHSC El Paso school includes committees and councils that are responsible for school-based policies and alignment with all applicable laws, regulations, Regents' Rules, and TTUHSC El Paso HSCEP OPs.

#### **II. Charge.**

The Academic Council will serve in an advisory capacity to the provost regarding academic policies, procedures, and priorities. The Academic Council will consider requests from TTUHSC El Paso schools and leadership for needed degree and certificate programs; recommended course additions, changes and deletions; institutional academic catalog content and revisions; academic calendar concerns; and academic policies, publications and matters with institutional impact.

#### **III. Membership.**

All members serve at the discretion of their supervisors. Attendance at Academic Council meetings is required. Failure to attend two consecutive meetings will result in a request by the provost to name a replacement for the non-attending member. The membership of the Academic Council will be broadly representative of TTUHSC El Paso schools, faculty, students, and institutional offices. Member composition of the Academic Council will be as follows:

- A. *Chairperson.* The Academic Council is chaired by the provost.
- B. *Voting Members.* Voting members of the Academic Council will be comprised of:
  - 1) one dean or associate/assistant dean for academic affairs or equivalent from each TTUHSC El Paso school;
  - 2) one faculty-at-large representative for each school recommended by its respective dean and appointed by the provost; and

- a) Appointments for these representatives will be for two years with the opportunity to serve two consecutive terms for a total of four consecutive years. A faculty-at-large representative who has served two consecutive terms may again be nominated and appointed, provided that they have not served at least one term since their last consecutive two terms of service.
    - b) When there is an upcoming vacancy for a faculty-at-large representative for a school, the Office of the Provost will request nominations for the faculty-at-large representative from the respective dean. Based on these recommendations, the provost will appoint one faculty-at-large member to fill the vacancy for the school.
  - 3) one representative from the Student Government Association (SGA).
    - a) The president of the SGA will recommend its student representative.
- C. *Ex officio (Non-voting) Members.* The provost will appoint *ex officio* representatives. *Ex officio* members will be comprised of individuals holding various positions related to academic functions to include:
  - 1) the assistant/associate dean for the Paul L. Foster School of Medicine (PLFSOM) Office of Medical Education;
  - 2) the assistant/associate dean for the PLFSOM Office of Graduate Medical Education;
  - 3) the president elect of the Faculty Senate;
  - 4) a designated staff member of the Office of the Provost;
  - 5) select staff members of the TTUHSC El Paso Office of Student Services and Student Affairs (SSSA):
    - a) the assistant/associate vice president for SSSA;
    - b) the head of student affairs and wellness;
    - c) the registrar; and
    - d) the head of financial aid;
  - 6) the head of the Office of Institutional Research and Effectiveness (OIRE);
  - 7) the head of TTUHSC El Paso libraries; and
  - 8) invited representatives of the Office of the Provost.

#### IV. **Operating Procedures.**

The Academic Council shall develop its own operating procedures subject to the approval of the provost.

##### A. *Voting.*

- 1) Each voting member (see §III.B) will each have one vote. The chair of the Academic Council (see §III.A) is non-voting unless a vote is required to break any tie. *Ex officio* members (see §III.C) are non-voting.

- 2) Proxy voting will be allowed if a voting member (see §III.B) is unable to attend. Absent voting members may:
- a) submit their votes in advance of the meeting for decision items on the agenda;
  - b) assign their voting rights to another voting member of the Academic Council; or
  - c) assign their voting rights to another member of leadership for their school (for absent voting members denoted in §III.B.1), another faculty member of their school (for absent voting members denoted in §III.B.2), or another SGA representative (for absent voting members denoted in §III.B.3).

If a voting member will be absent, written proxy must be given to and approved by the chair of the Academic Council in advance of the meeting.

- B. *Quorum.* A quorum for an Academic Council meeting is defined as fifty-percent of the voting members denoted in §III.B, including proxy voters as defined in §IV.A.2. A quorum must be in attendance at any meeting in order for voting to be conducted. An assessment of whether a quorum is present will be conducted at the beginning of each meeting.
- C. *Meeting Agendas and Minutes.* Agendas for the meetings will be sent to members by the Office of the Provost one week in advance of the meeting. Requests for agenda items will occur one month in advance of the meeting unless a special meeting is convened to address a matter of urgency. Agenda items are due for consideration two weeks in advance of the meeting. Meeting agendas and approved minutes will be posted on the Academic Council website for the current and previous year. They will be archived by the Office of the Registrar so that they may be accessible to all Academic Council members and for evidence to support changes.