



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP: 10.06, Academic Council**

**PURPOSE:** The 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 every even numbered year by the provost with recommendations for revision forwarded to the president by September 1<sup>st</sup>.

### **POLICY/PROCEDURE:**

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

- A. The provost or designee, is responsible for oversight of the Academic Council.
- B. The provost, or her or his designee, is authorized to monitor compliance with laws, regulations, Texas Tech System (TTUS) Board of Regents' Rules, and TTUHSC El Paso Operating Policies 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 Operating Policies.

#### **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**

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. A dean or associate dean for academic affairs or equivalent from each TTUHSC El Paso school, voting.
- B. Four faculty-at-large representatives recommended by school deans and appointed by the provost, voting. Appointments for these representatives will be for two years with the opportunity to serve two consecutive terms for a total of four years.
- C. One representative from the Student Government Association (SGA), voting
- D. Faculty senate president-elect, ex-officio, non-voting
- E. Office of the Provost staff member, ex-officio, non-voting

- F. Director for Student Services, ex-officio, non-voting
- G. Registrar, ex-officio, non-voting
- H. Director of Financial Aid, ex-officio, non-voting
- I. Director of Student Business Services, ex-officio, non-voting
- J. Director of the Office of Institutional Research and Effectiveness (OIRE), ex-officio, non-voting
- K. Invited representatives by the Office of the Provost, ex-officio, non-voting

Annually, the deans of each TTUHSC El Paso school will send the provost the names of their respective school's representatives and recommendations for the faculty-at-large representatives; the president of the SGA will recommend its student representative; and the provost will appoint ex-officio representatives. All members serve at the behest and 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 the respective dean to name a replacement for the non-attending member.

#### **IV. Chairperson**

The Academic Council is chaired by the provost.

#### **V. Operating Procedures**

The Academic Council shall develop its own operating procedures subject to the approval of the provost. 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. Meeting agendas and minutes will be posted on the Office of the Provost website and archived by the Office of the Registrar so that they may be accessible to all Academic Council members.

#### **VI. Voting**

The four dean/associate dean representatives from each school and four faculty-at-large representatives will each have one vote. The SGA representative has one vote. Non-voting members are listed above in §III—. Membership. The chair of the Academic Council (see §IV—Chairperson) is non-voting unless a vote is required to break any tie.