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Policy 6-300: The University Faculty -- Categories and Ranks

I. Purpose and Scope

This Policy provides the governing descriptions of the categories and ranks applicable for members of the University faculty, and describes certain general provisions regarding the faculty. This Policy does not describe the categories of positions of non-faculty academic personnel of the University (including academic staff, educational trainees, postdoctoral fellows, and medical housestaff, as described in [Policy 6-309](#)), or the categories of other positions which may engage in academic activities but are not part of the faculty, including visiting scholars (as described in [Policy 6-317](#)) and visiting postdoctoral scholars (as described in Policy 6-405), and this Policy is not intended to be applicable for any such non-faculty categories of positions.

II. Definitions [reserved]

III. Policy

A. Membership of the University Faculty --General Provisions

1. The University Faculty shall consist of the University President, vice presidents, deans, directors of libraries, and members of the faculty within each of the following main categories and their subcategories:
 - a. the Tenure-line Faculty members (in the sub-categories of Tenured, and Tenure-track) as described in Section III-B, which category includes those members of the University Academic Libraries faculty in Tenure-line positions (as described in Section III-C);
 - b. the Career-line Faculty members (in the sub-categories of Clinical, Lecturer, and Research), as described in Section III-D, which category includes those members of the University Academic Libraries faculty in Career-line positions; and
 - c. the Adjunct, Visiting, and Emeritus Faculty members (as described in Section III-E).
2. The categories and names described above are newly adopted as of the effective date of July 1, 2013. They shall be used in place of the prior categories and nomenclature in all other University Regulations and pertinent official documents which are adopted or revised after this effective date. Existing documents using previous nomenclature may be updated in due course. In particular:
 - a. "Tenure-line faculty" shall be used in place of the formerly used term "regular faculty."
 - b. The term "auxiliary faculty," which was formerly used to refer to the Clinical, Lecturer, Research, Adjunct, and Visiting faculty categories collectively, shall no longer be used, and shall be replaced with the nomenclature prescribed here, as appropriate in the context in which used.
3. All members of the University Faculty, in any of the categories described here (whether full-time or part-time), shall have those



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rights and responsibilities of faculty members governed by [Policy 6-316](#)—Code of Faculty Rights and Responsibilities. As more fully described in that Policy, "all provisions of [the Faculty Code] apply to faculty members" and central within the Code are the rights of academic freedom and due process for faculty ([Policy 6-316](#)-Sec.1, Sec.2)

4. In general (with specific provisions below), individual faculty members in the Tenure-line and Career-line categories shall have the right to vote on those matters and in those elections appropriate for their particular category, status, and rank; and individual faculty members in the categories of Adjunct, Visiting, or Emeritus shall not have the right to vote in the capacity of faculty members in any context within the University (but may be called upon in an advisory capacity)
5. As provided in [Policy 6-311](#), only individual faculty members in the Tenure-line category shall have tenure or the expectation of tenure.
6. If an individual is formally admitted to a degree program in the same college in which that person holds a Tenure-line faculty appointment, the individual must resign from that Tenure-line faculty appointment immediately, unless an exception to this requirement is granted in writing by the president of the University.
7. The procedures for appointments of individual faculty members, in all of the categories described here, are governed by [Policy 6-302](#), including the provision that for appointments within an academic department, **every initial appointment, and every reappointment of a limited-term appointee (including reappointment for the purpose of promotion in rank), shall be processed through the departmental faculty appointments advisory committee, which has as its primary voting membership all of the Tenure-line members of the department faculty.** ([Policy 6-302](#)-III-B)

B. Tenure-line Faculty - Tenured and Tenure-track

1. The Tenure-line faculty main category includes the sub-categories of faculty who have been awarded tenure ("Tenured" faculty), and those who are appointed in positions which are designated by the University as tenure-eligible positions but have not yet completed the requirements for achieving tenure ("Tenure-track" faculty). This main category includes the Tenure-line Academic Library faculty.
2. Responsibilities and Rights of Tenure-line faculty.
 - a. The rights associated with tenure are described in [Policies 6-301](#), [6-311](#), and [6-313](#) (and for Library faculty [6-312](#)); and the criteria, standards, and procedures for retention in a Tenure-track position and for awarding of tenure are governed by Policies [6-303](#) and [6-311](#).
 - b. Appointees to the Tenure-line faculty (other than the Academic Library faculty, governed by the parallel provisions of Section III-C below) shall commit full-time (or part-time if explicitly so appointed per [Policy 6-320](#)) to the scholarly (or creative), educational, and service endeavors carried on under the auspices of the University. In light of the centrality of free inquiry and free expression in the development and

dissemination of knowledge, they shall have tenure or be eligible for tenure. In light of the interrelationship of the development and dissemination of knowledge, they shall bear the primary responsibility for carrying on the educational research, creative and service missions of the University. **While faculty members in the Career-line category shall have appropriate roles in shared governance as further described in this Policy Section III-D, 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.**

3. Ranks for Tenure-line faculty positions.

- a. The ranks to which Tenure-line faculty members (other than the faculty of the Academic Libraries, per III-C below) may be appointed or subsequently promoted shall include the usual ranks of Professor, Associate Professor, Assistant Professor, and Instructor and the following special ranks of honored faculty: Distinguished Professor, Presidential Professor, and University Professor.
- b. The criteria, standards, and procedures for promotion of Tenure-line faculty members to (or initial appointment at) the usual ranks of Professor, Associate Professor, and Assistant Professor are governed by Policies [6-303](#) and [6-311](#), and the Departmental RPT Statement Supplemental Rules adopted pursuant to those Policies.
- c. Special provisions for the limited-term rank of Instructor.
 - i. Appointments to positions in the Tenure-line category at the Instructor rank shall be without tenure and only for a limited term, not to exceed three years, at that rank, because they are intended for individuals who have not quite achieved their terminal degree or board certification. A Tenure-line faculty member initially appointed at the rank of Instructor may be promoted to the usual entry-level rank of Assistant Professor by action of a letter to the cognizant Senior Vice President from the dean and department chair verifying that the faculty member has completed the terms for such a promotion specified in the initial letter of appointment and has received positive annual retention reviews, as per [Policy 6-303](#)-III-B. An Instructor may be terminated without formal review for failing to complete the requirements for promotion to Assistant Professor in

the period of time specified in the initial letter of appointment. A department may institute a formal review in any year if it wishes to recommend termination of an Instructor for failure to meet performance standards for retention.

- ii. If an Instructor is promoted to Assistant Professor, the period served at the rank of Instructor may, at the option of the faculty member, be excluded from the pre-tenure probationary period otherwise applicable pursuant to [Policy 6-311](#). The above-mentioned letter to the Senior Vice President regarding promotion to the Assistant Professor rank shall indicate if the appointee is exercising the option to count or not count the limited term appointment as part of his/her pre-tenure probationary period.
- d. Special honored ranks for Tenure-line faculty members.
 - i. Distinguished Professor. The rank of Distinguished Professor is reserved for selected individuals whose achievements exemplify the highest goals of scholarship as demonstrated by recognition accorded to them from peers with national and international stature, and whose record includes evidence of a high dedication to teaching as demonstrated by recognition accorded to them by students and/or colleagues. Distinguished Professors will be subject to the same standards and Procedures relative to appointment, retention, and tenure which are applicable to Professors. For academic assignments and budgetary support, Distinguished Professors will be accountable to the academic departments in which they are appointed.

A person should not be recommended to the Distinguished Professorship until that person is a member of the faculty. Any exception to this policy must be considered by the Distinguished Professors present on campus before the recommendation is made.

When a recommendation for appointment to the rank of Distinguished Professor reaches the cognizant vice president, the vice president shall (a) request letters of recommendation from at least six outstanding leaders in the candidate's discipline and (b) appoint, with the advice of the incumbent Distinguished Professors, a special advisory committee to assist the vice president in making a decision on the recommendation. At least one member of this committee shall be knowledgeable in the candidate's academic discipline. All members shall be recognized academicians without administrative assignments. Before completing its review, the committee shall consult with the concerned academic department and the college dean. Except in unusual situations, only one Distinguished Professor in the University may be appointed in a single academic

year.

- ii. **Presidential Professor.** Individuals who are under consideration for appointment to the University faculty may, under exceptional circumstances, be appointed by the president to the rank of Presidential Professor. This rank is reserved for selected individuals whose achievements exemplify the highest goals of scholarship as demonstrated by recognition accorded to them from peers with national and international stature, and whose record includes evidence of a high dedication to teaching. This will be determined by a special advisory committee of Distinguished Professors established in accordance with Section III-B-3-d-i above. The duties and obligations of a Presidential Professor will be the same as those of a Professor. Academic and budgetary support of a Presidential Professor will be provided by the academic department where the appointment is held.
- iii. **University Professor.** Appointments to the rank of University Professor carry special recognition of extraordinary skill in university teaching which crosses conventional boundaries, emphasizes interdisciplinary relationships, and reflects a strong commitment to liberal education. Individuals considered for appointment to the rank of University Professor shall have demonstrated exceptional ability in challenging and stimulating the intellectual curiosity of undergraduate students. Nominations for appointment as University Professor may be initiated from the faculty through the appropriate college council and from the students through the ASUU. These nominations will be reviewed by the University Professorships Committee and the cognizant vice president. Appointments to the rank of University Professor are for one year at a time. For teaching assignments and budgetary support, University Professors will be accountable to the cognizant vice president. Courses offered by University Professors will be identified and listed separately from regular departmental curricula. Individuals with departmental appointments serving as University Professors will retain their regular departmental appointments and will be eligible to participate in a normal manner in the faculty retention and tenure activities of their respective departments.

C. Special Provisions Regarding Tenure-line Academic Library Faculty

Appointees to the Tenure-line Academic Library faculty shall commit full-time (or part-time if explicitly so appointed per [Policy 6-320](#)) to support of the University's teaching and research program, professional growth and scholarly or creative activity, and service to the University and community. In light of the centrality of free inquiry and free expression in the development and dissemination of knowledge, they

shall have tenure status (formerly designated as "continuing appointment") or be eligible for tenure status. The ranks to which Tenure-line Academic Library faculty may be appointed or subsequently promoted shall include the usual ranks of Librarian, Associate Librarian, and Assistant Librarian. The criteria, standards, and procedures for promotion to (or initial appointment at) such ranks are described in the University Libraries RPT Statement Supplemental Rule in accord with Policies [6-303](#), [6-306](#), [6-311](#), [6-312](#).

D. Career-line Faculty-- Clinical, Lecturer, Research.

1. Career-line faculty positions, sub-categories and appointing units. The Career-line category of faculty positions includes the sub-categories of Clinical, Lecturer, and Research (which along with the Adjunct and Visiting categories were all formerly included within the collective term "auxiliary"). It includes positions within all academic units ("appointing units") authorized to make such appointments pursuant to [Policy 6-310](#) (academic departments/colleges, the University Libraries, and qualified interdisciplinary teaching programs).
2. Appropriate use of Career-line positions--generally. Appointees to Career-line faculty positions shall be individuals who participate in the University's academic program and make a substantial contribution to the academic activities of the various academic units in which they are appointed, but whose continuing professional activities are not required to span the full range of responsibilities of Tenure-line faculty members in the appointing units. Faculty members may be appointed to Career-line positions as the University and appointing units determine appropriate, in light of the University's need to retain the flexibility to adjust its programs to meet changing needs and to employ faculty with more specialized foci. In general, positions in this category should ordinarily be used when the appointed individuals are anticipated to have a long-term and full-time affiliation with the University (depending on funding availability and needs of the institution, and as limited by III-D-6 below). Appointments expected to be of short duration and/or primarily only part-time will ordinarily be more appropriately made to a Visiting or Adjunct category position rather than a Career-line category position. Appointing units should consult with the office of the cognizant vice president in considering which category is appropriate for a particular proposed appointment.
3. Appropriate use of Career-line sub-categories--- Clinical, Lecturer, Research.
 - a. Clinical Faculty are instructional faculty members whose primary professional expertise is in the practice context or whose primary professional responsibility is conducted in a clinical, professional or practicum setting.
 - b. Lecturer or Lecturing Faculty are instructional faculty members whose primary professional efforts are devoted to teaching.
 - c. Research Faculty are faculty members who participate in the University's academic program, but whose primary professional efforts are devoted to one or more research projects, or nonacademic training projects.

4. Ranks

The ranks to which Career-line faculty members may be initially appointed, or reappointed with promotion, are Professor, Associate Professor, Assistant Professor, or Instructor. In official documents and communications with members of the University community and the public, a Career-line faculty member's position should be identified both by particular sub-category of position, and by rank, e.g., "Assistant Professor (Lecturer), Research Associate Professor, Clinical Professor." Appointing units should consult with the office of the cognizant vice president to determine the appropriate title for each faculty member at the time of appointment or reappointment with promotion in rank.

The criteria and standards for reappointment with promotion to (or initial appointment at) these ranks are governed by this [Policy 6-300](#), and [Policy 6-310](#), and the supplemental "Statements" 6-310 requires appointing units to develop.

5. Responsibilities and Rights of Career-line Faculty Members.

- a. Appointment to a Career-line faculty position is without significance for the achieving or holding of tenure.
- b. Career-line faculty members shall not have the right to vote on appointing unit rules regarding appointment, retention, tenure or promotion of Tenure-line faculty members, or on individual personnel decisions relating to appointment, retention, tenure or promotion of any Tenure-line faculty member.
- c. However, as a general principle, long-serving Career-line faculty members should be accorded more substantial rights related to curricular matters (members with significant instructional responsibilities), and academic research matters (members with significant research responsibilities) and for setting rules regarding appointments criteria and in individual cases of appointments and reappointments with promotion within their peer-categories, to provide the University the full value of contributions within their areas of professorial responsibility and expertise. Such rights for participation in shared governance should apply both internally within the appointing units (academic departments/colleges, libraries, and qualified interdisciplinary teaching programs), and in University-wide settings.
 - i. At the University level, Career-line faculty members shall be eligible to serve as representatives of their peers in the Academic Senate, and serve on Senate-Elected Committees, and other University-wide committees to the extent provided in [Policy 6-002](#) and other specific Policies governing such committees. In accord with [Policy 6-310](#), the appointing units of Career-line faculty members should, as appropriate, encourage and support their faculty members in sharing their expertise and making such important contributions to the University's shared governance activities.

- ii. Appointing units, in accord with Policies [6-302](#) and [6-310](#) may permit long-serving faculty members in the Career-line categories to vote on individual appointment and promotion decisions with respect to other faculty in their respective peer categories, and to advise on other appointments.
 - iii. Appointing units, in accord with [Policy 6-310](#) may accord long-serving Career-line faculty authority to vote on curricular and other policy matters within their unique area(s) of professional responsibility, and accord benefits or funding to enhance their professional development. Subject to applicable University Policies and to a determination by the individual appointing units, Career-line faculty members may be permitted to participate in the processes of setting department- or college-level policy, or to engage in other activities of faculty members outside their area of basis.
 - iv. Long-serving Career-line faculty members with appropriate expertise may supervise or serve on graduate student committees if departmental and graduate school policies permit.)
6. Terms of appointments, and early termination for Career-line faculty members.
- a. Limited terms and required periodic reviews. Appointments of Career-line faculty members are for limited terms only. All annual appointments end automatically each June 30. Individuals in such positions may be reappointed after departmental review (in accord with Policies [6-302](#) and [6-310](#)), with no limitation on reappointment. Appointments or reappointments may also be made by means of a written contract for a fixed term of up to five years, when there is reasonable assurance that specific funding to support such term appointments will be available, as determined by the president. Each term appointment ends automatically on June 30 in the final year of the specified term. Individuals in such positions may be reappointed at the conclusion of that fixed term for another fixed term of up to five years after departmental review (as required by [Policy 6-310](#)) and with reasonable assurance of specific funding. Review of faculty (including annual review, review before reappointment, and review in consideration of reappointment to a higher rank) should be appropriate in light of the category, rank, and role of the faculty members.
After three years of continuous full-time service, a Career-line instructional faculty member should be given at least 3 months notice of non-renewal of appointment, unless particular contractual provisions otherwise govern.
 - b. Early Termination. Appointments of Career-line faculty members may be terminated before the conclusion of the limited term for the following reasons:

- i. for financial exigency, medical reasons or program discontinuation, as provided for in [Policy 6-313](#).
- ii. for violation of the Faculty Code, as provided for in [Policy 6-316](#).
- iii. for the faculty member's failure to meet a term of the contract; or
- iv. if any condition specified in the contract is not fulfilled.

E. Adjunct, Visiting, and Emeritus Faculty categories.

1. Adjunct and Visiting Faculty.

- a. Appropriate Use of Adjunct and Visiting Positions--Generally.
Appointees to positions in the Adjunct and Visiting faculty categories shall be individuals who participate in the University's academic program and make a substantial contribution to the academic activities of the various academic units in which they are appointed, but whose continuing professional activities do not span the full range of responsibilities of the Tenure-line or Career-line faculty members in the appointing units. Faculty members may be appointed in these categories of positions, as the University and appointing units determine appropriate, in light of the University's need to retain the flexibility to adjust its programs to meet changing needs and to employ faculty with more specialized foci.
- b. Ranks and Appointing Units for Adjunct and Visiting Faculty.
The ranks to which faculty members in the Adjunct and Visiting categories may be initially appointed, or reappointed with promotion are Professor, Associate Professor, Assistant Professor, or Instructor. In official documents and communications with members of the University community and the public, an Adjunct or Visiting faculty member's position should be identified both by particular sub-category of position, and by rank, e.g., "Visiting Assistant Professor, Adjunct Professor." Appointing units should consult with the office of the cognizant vice president to determine the appropriate title for each faculty member at the time of appointment or reappointment with promotion in rank. The criteria and standards for reappointment with promotion to (or initial appointment at) these ranks are governed by this [Policy 6-300](#), and [Policy 6-310](#), and the supplemental "Statements" 6-310 requires appointing units to develop. The appointing units authorized to appoint to such positions are those described in [6-310](#).
- c. Responsibilities and Rights of Adjunct and Visiting Faculty.
 - i. Appointment to an Adjunct or Visiting faculty position is without significance for the achieving or holding of tenure (except as provided in III-E-1-f regarding Visiting faculty members).
 - ii. Faculty members in Adjunct and Visiting positions shall

not have the right to vote on any matter in any context of the University (although they may be called upon to contribute in a non-voting advisory capacity as appropriate).

d. Terms of Appointments, and Early Termination, for Adjunct and Visiting Faculty.

i. Limited terms. Appointments to Adjunct and Visiting faculty positions are for limited terms only. All annual appointments of such faculty end automatically each June 30. Individuals in such positions may be reappointed after departmental review (in accord with [Policies 6-302](#) and [6-310](#)), with no limitation on reappointment, except that Visiting Faculty may only serve in that capacity for a total of three years. Appointments or reappointments may also be made by means of a written contract for a fixed term of up to five years, when there is reasonable assurance that specific funding to support such term appointments will be available, as determined by the president. Each term appointment ends automatically on June 30 in the final year of the specified term. Individuals in such positions may be reappointed at the conclusion of that fixed term for another fixed term of up to five years after departmental review and with reasonable assurance of specific funding. Review of faculty (including annual review, review before reappointment, and review in consideration of reappointment to a higher rank) shall be conducted pursuant to [Policy 6-310](#), and should be appropriate in light of the category, rank, and role of the faculty members.

ii. Early Termination. Appointments of faculty members in Adjunct and Visiting positions may be terminated before the conclusion of the limited term for the following reasons:

- A. for financial exigency, medical reasons or program discontinuation, as provided for in [Policy 6-313](#).
- B. for violation of the Faculty Code, as provided for in [Policy 6-316](#).
- C. for the faculty member's failure to meet a term of the contract; or
- D. if any condition specified in the contract is not fulfilled.

e. Additional provisions for Adjunct faculty positions. Adjunct Faculty members participate in the University's academic program in instructional, advisory or research capacities. Their professional activities do not span the full range of responsibilities of Tenure-line or Career-line faculty members in the appointing unit of the Adjunct appointment because their primary professional efforts are in another department

or college of the University, or outside the University. Accordingly, appointments to Adjunct Faculty positions ordinarily should not be made for individuals who are expected to serve on a full-time basis within the unit of the Adjunct appointment.

- f. Additional provisions for Visiting faculty positions. Visiting Faculty members participate in the University's academic program on an interim basis and make a substantial contribution to the appointing unit during that period in either the instructional and/or research realm. Individuals in such positions may be reappointed up to a cumulative total of three years in residence, but should not hold longer-term appointments and are not entitled to notice of non-reappointment. Appointments to Visiting faculty positions are without significance for the achieving or holding of tenure, unless the individual is appointed to a Tenure-line faculty position immediately upon completion of service in the Visiting faculty position. Then the period served in the Visiting faculty position may be counted as part of the pre-tenure probationary period, in accord with [Policy 6-311](#). Whether the period will be so counted must be agreed upon in writing at the time of the appointment to the Tenure-line faculty position and documented in the appointee's "RPT File" maintained by the appointing unit per [Policy 6-303](#).

2. Emeritus Faculty.

This category is comprised of retired members of the faculty who have been appointed to the emeritus status subsequent to their retirement. Emeritus faculty members may be called upon to serve the University in various capacities, and may be accorded various rights and benefits by the University. (See Policies [6-301](#), [6-001](#), [5-112](#), and [5-305](#)). Emeritus faculty members shall not have the right to vote on any matter in any context of the University---except as provided in the "small academic unit rule" of [Policy 6-303-III-A-3-a](#), when called upon to participate in a departmental RPT Advisory Committee proceeding.

F. Uniform use of Categories and Reports of Instructional Activities

1. It is crucial to the permanent well-being of the University that tenured and tenure-track faculty continue to shoulder the primary responsibility for design of the curriculum and for instruction at all levels of university education.
 - a. The administration shall report annually to the Academic Senate on the faculty make-up by category, and this report shall include the relative proportion of Tenure-line faculty (including Tenure-line academic library faculty) in part-time or full-time positions.
 - b. An assessment will be made annually by the Academic Senate of the effects of faculty composition on this central principle.
2. Accordingly, each appointing unit (department, college and program) must appoint faculty to the categories specified above as current

contracts expire. Each appointing unit may elect between the two instructional categories of "Clinical" and "Lecturer" faculty or may use both instructional categories in light of its particular mission(s) and instructional approach(es).

G. Authority of the Faculty

The authority of the faculty and of the Academic Senate is based on state law, the regulations of the State Board of Regents, and regulations promulgated by the university president and approved by the Board of Trustees. Whatever in this document is in conflict with these is of no effect. Utah Code Ann. 53B-1-101 et seq. (1994).

The university faculty shall have power subject to the authority of the State Board of Regents, and the university president and Board of Trustees to legislate on matters of educational policy, to enact such rules and regulations as it may deem desirable to promote or enforce such policies, and to decide upon curricula and new courses of study involving relations between schools and colleges. The faculty will normally exercise this power through its representative, the Academic Senate. The faculty shall, however, have the appellate power to review all actions affecting educational policy, including legislation enacted by the Academic Senate, whenever an appeal is made from the Senate to the faculty as hereinafter provided.

The faculty has a right to a meaningful role in the governance of the university, including primary responsibility for course content and materials, degree requirements and curriculum; it has a right to participate in decisions relating to the general academic operations of the university, including budget decisions and administrative appointments.

In all matters, except those granted to the Academic Senate, the faculty shall have original jurisdiction. Whenever the faculty is acting within its province as here designated, its actions shall be effective without approval unless they involve an increase in the expense of instruction or administration. Whenever such an increase is involved, whether by action of the university faculty, the Academic Senate, or a school or college faculty, the university president shall report the action to the Board of Trustees with the university president's recommendations. (See [Policy 6-001](#), University Regulations, Section 1.)

H. Officers of the Faculty

1. The president of the university is the chairperson of the faculty. In the university president's absence, the vice president for academic affairs shall preside. The faculty shall have a secretary, who need not be a member of the faculty, appointed by the president at the beginning of each autumn semester for the academic year. The secretary shall be an ex officio member of the Academic Senate. The secretary shall record all action of the faculty and the Academic Senate and preserve all records in a form convenient for reference.

I. Meetings

Regular quarterly meetings may be held at a time decided upon by the faculty. Special meetings of the faculty may be held at any time and may be called by the university president or the Academic Senate. Special meetings for the consideration of specified agenda shall also be called

by the university president on the written petition of at least five percent of the voting faculty. The vice president for academic affairs shall announce the number of total voting faculty at the beginning of each academic year. To insure a wide distribution of faculty sentiment, not more than one-half of the signatures presented on such a petition shall be counted from any college or school. No action pertaining to any department shall be considered at a special meeting unless the chairperson of the department has been duly notified.

Any number over ten percent of the voting faculty shall constitute a forum for discussion, but no vote shall be binding with less than fifty percent of the voting faculty in attendance.

Nonfaculty members of the Academic Senate shall have the right to attend all meetings of the faculty. On the invitation of the university president, persons holding teaching and research positions not defined in Section 2 of this policy as members of the faculty may attend meetings of the faculty and may participate in the discussion of any or all questions. Nonmembers of the voting faculty, as this is described in Section 1 of the chapter, may neither vote nor introduce formal motions in faculty meetings.

Every member of the faculty shall have free and equal voice in its deliberations. Should the faculty be equally divided on any question, the university president shall have one vote in addition to one vote as a member of the faculty.

The agenda for special as well as general faculty meetings shall be announced to faculty members and all others authorized to attend or invited to the meeting at least one week in advance of the meeting. In case of emergency the university president may waive this time restriction.

J. Order of Business

Roll call, when requested by the university president

Announcements and communications

Reports from the officers of administration, school and college councils, and committees

Unfinished business

New business

Adjournment

K. Committees of the Faculty

USER NOTE: The contents of Policy 6-300 are under review to be significantly revised during the 2013-2014 year. The project will include moving the following descriptions of certain University committees from this Policy to another Policy and updating those descriptions, and also updating of other portions of this Policy 6-300 . Contact the Office for Faculty, for further information regarding the revision project.]

1. Institutional Animal Care and Use Committee

- a. The Institutional Animal Care and Use Committee (IACUC) is federally mandated to monitor the care, treatment, housing,

and use of animals in University laboratory and research programs to assure that animals are treated humanely and in accordance with the Animal Welfare Act of 1966, as amended (7 USC 2131 et. seq.), Department of Agriculture Animal Welfare Regulations, 9 CFR 2, and all other applicable Federal, State, and local laws and regulations.

- b. The IACUC consists of at least six faculty and one citizen member. At least one faculty member shall be a Doctor of Veterinary Medicine, with experience or training in laboratory animal science and medicine, who has direct or delegated program responsibility for activities involving animals at the University. The citizen member shall not be affiliated in any way with the University, other than as a member of the IACUC, and shall not be a member of the immediate family of a person who is affiliated with the University. It is intended that the citizen member will represent general community interests in the proper care and treatment of animals. Not more than three members shall be from the same administrative unit of the University. Members shall be appointed for three-year terms by the University President, upon nomination by the Personnel and Elections Committee, with one-third of the membership changing each year. The chair of the IACUC shall be designated by the University President, upon recommendation by the Personnel and Elections Committee. The IACUC reports to the Vice President for Research.
- c. The IACUC shall:
 - i. Review and approve, require modifications in (to secure approval), or withhold approval of proposed research and teaching activities involving the care and use of animals to insure that the proposed activities are conducted in accordance with applicable laws and regulations;
 - ii. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes involving the care and use of animals in ongoing activities to insure that the proposed changes are in accordance with applicable laws and regulations;
 - iii. At least once every six months, review the University's program(s) for humane care and use of animals;
 - iv. At least every six months, inspect all University animal facilities;
 - v. (Submit reports of its evaluations of the University's programs and animal facilities to the Vice President for Research;
 - vi. Participate in the University's submission of an annual Animal Welfare Assurance to the Office for Protection from Research Risks, National Institutes of Health;
 - vii. Review and, if warranted, investigate concerns involving the care and use of animals at the University resulting

from public complaints or from reports of noncompliance received from laboratory or other University personnel;

- viii. Make recommendations to the Vice President for Research regarding any aspect of the University's animal programs, facilities, or personnel training;
 - ix. Suspend or terminate approval of activities that are not being conducted in accordance with the IACUC's requirements or that has been associated with unexpected pain or discomfort to the animals.
 - d. No IACUC member may participate in the IACUC's initial or continuing review of any project in which the member has a conflict of interest, except to provide information requested by the IACUC.
- 2. Institutional Review Board for Research with Human Subjects (General University)
 - a. (The Institutional Review Board for Research with Human Subjects (IRB) (General University) is federally mandated to monitor research involving humans as subjects in accordance with the Department of Health and Human Services, Protection of Human Subjects Regulations, 45 CFR 46, and other applicable Federal, State, and local laws and regulations.
 - b. The IRB (General University) consists of at least six faculty and two citizen members who are sufficiently qualified to execute the IRBs charge based on experience, expertise, and diversity. The IRB shall consist of members from more than one profession. The IRB shall include at least one member who is a nonscientist and at least one citizen member who is not affiliated with the University, other than as a member of the IRB, and who is not a member of the immediate family of a person who is affiliated with the University. Members shall be appointed for three-year terms by the University President, upon nomination by the Personnel and Elections Committee, with one-third of the membership changing each year. The chair of the IRB shall be designated by the University President, upon recommendation by the Personnel and Elections Committee. The IRB reports to the Vice President for Research.
 - c. The IRB (General University) shall:
 - i. Review and approve, require modifications in (to secure approval), or withhold approval of proposed research activities involving the use of human subjects in projects outside the health sciences to insure that the proposed activities are conducted in accordance with applicable laws and regulations, that the rights of the subjects are protected, that adequate and informed consent is obtained, that confidentiality is maintained, and that potential benefits of the research are commensurate with the possible physical, psychological, social, and/or legal risks involved;

- ii. Conduct continuing review of research involving human subjects at least once every year, and shall have authority to observe or have a third party observe the consent process and the research;
 - iii. Suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects;
 - iv. Review and, if warranted, investigate concerns involving the use of human subjects at the University resulting from public complaints or from reports of noncompliance received from laboratory or other University personnel;
 - v. Consult with the University administration as necessary regarding the Multiple Project Assurance of Compliance, required by the Office for Protection from Research Risks, National Institutes of Health.
 - d. No IRB member may participate in the IRB's initial or continuing review of any project in which the member has a conflict of interest, except to provide information requested by the IRB.
3. Institutional Review Board for Research with Human Subjects (Health Sciences)
- a. The Institutional Review Board for Research with Human Subjects (IRB) (Health Sciences) is federally mandated to monitor research involving humans as subjects in accordance with the Department of Health and Human Services, Protection of Human Subjects Regulations, 45 CFR 46, and other applicable Federal, State, and local laws and regulations.
 - b. The IRB (Health Sciences) consists of at least six faculty and two citizen members who are sufficiently qualified to execute the IRB's charge based on experience, expertise, and diversity. The IRB shall consist of members from more than one profession. The IRB shall include at least one member who is a non-scientist and at least one citizen member who is not affiliated with the University, other than as a member of the IRB, and who is not a member of the immediate family of a person who is affiliated with the University. In addition, one citizen member recommended by the Utah State Board of Corrections shall serve as a prisoner advocate. Members shall be appointed for three-year terms by the University President, upon nomination by the Personnel and Elections Committee, with one-third of the membership changing each year. The chair of the IRB shall be designated by the University President, upon recommendation by the Personnel and Elections Committee. The IRB reports to the Vice President for Research.
 - c. The IRB (Health Sciences) shall:
 - i. Review and approve, require modifications in (to secure approval), or withhold approval of proposed use of

human subjects in projects in the health sciences to insure that the proposed activities are conducted in accordance with applicable laws and regulations, that the rights of the subjects are protected, that adequate and informed consent is obtained, that confidentiality is maintained, and that potential benefits of the research are commensurate with the possible physical, psychological, social, and/or legal risks involved;

- ii. Conduct continuing review of research involving human subjects at least once every year, and shall have authority to observe or have third party observe the consent process and the research;
 - iii. Suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects;
 - iv. Review and, if warranted, investigate concerns involving the use of human subjects at the University resulting from public complaints or from reports of noncompliance received from laboratory or other University personnel;
 - v. Consult with the University administration as necessary regarding the Multiple Project Assurance of Compliance, required by the Office for Protection from Research Risks, National Institutes of Health.
- d. No IRB member may participate in the IRB's initial or continuing review of any project in which the member has a conflict of interest, except to provide information requested by the IRB.

4. Other Committees

The university president shall appoint, before the opening of the academic year, upon nomination by the

Personnel and Elections Committee, such other standing committees as the work of the university may require.

Special committees may be appointed at any time by the faculty or the university president. The university president shall be an ex officio member of all committees of the faculty and of the Academic Senate.

Faculty committees, other than senate committees, must report to the faculty the progress of their work and any action taken and shall act only within the limitations placed upon them.

L. Faculty Club

There shall be a Faculty Club on the University of Utah campus, to be governed by a constitution adopted by its membership and approved by the Academic Senate and the Board of Trustees. Amendments to the Faculty Club Constitution shall also require the approval of the Academic Senate and the Board of Trustees.

[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per [Policy 1-001](#) and [Rule 1-001](#).]

IV. Rules, Procedures, Guidelines, Forms and other related resources

- A. Rules:
- B. Procedures:
- C. Guidelines:
- D. Forms:
- E. Other related resource materials:

V. References

(reserved)

VI. Contacts:

Policy Owners (primary contact person for questions and advice) :

[Associate Vice President for Faculty and the Associate Vice President for Health Sciences.](#)

Policy Officers: [Sr. Vice President for Academic Affairs and the Sr. Vice President for Health Sciences.](#)

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

“A “Policy Officer” will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... ”

“The Policy Officer will identify an “Owner” for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... .[and] bears the responsibility for determining which reference materials are helpful in understanding the meaning and requirements of particular Policies... .”
University [Rule 1-001](#)-III-B & E

VII. History:

Renumbering: Renumbered as Policy 6-300 effective 9/15/2008, formerly known as PPM 9-2, and previously as Faculty regulations Chapter II.

Revision history:

Current version: Revision 16

Approved by Academic Senate: April 1, 2013

Approved by Board of Trustees: May 28, 2013, with effective date of July 1, 2013

[Legislative History](#) for Policy 6-002 Rev29 & Policy 6-300 Rev16—Vol.1

[Legislative History](#) for Policy 6-002 Rev29 & Policy 6-300 Rev16—Vol.2

Earlier revisions:

[Revision 15](#): Effective dates July 1, 2011 to June 30, 2013

[Revision 14](#): Effective dates February 10, 2003 to June 30, 2011

[Revision 13](#): Effective dates April 8, 2002 to February 9, 2003

[Revision 12](#): Effective dates May 17, 1999 to April 7, 2002

[Revision 11](#): Effective dates March 8, 1999 to May 16, 1999

Outdated