



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) is to define the role, responsibilities, and membership of the TTUHSC El Paso institutional level Academic Council.

REVIEW: This HSCEP OP will be reviewed by July 1 of every even numbered year (ENY) by the Vice President for Academic Affairs (VPAA), with recommendations for revision forwarded to the President by September 1.

POLICY/PROCEDURE:

I. General Academic Policy Oversight.

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

II. Charge.

The Academic Council will serve in an advisory capacity to the VPAA 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 VPAA 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. The membership is composed of the following members:

- A. *Chairperson.* The Academic Council is chaired by the VPAA.
- 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 representative from each TTUHSC El Paso school
 - 2) One faculty-at-large representative from each school, recommended by the respective dean and appointed by the VPAA
 - 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 if 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 VPAA shall request nominations for the faculty-at-large representative from the respective dean. Based on these recommendations, the VPAA shall appoint one faculty-at-large member to fill the vacancy for the school.

- 3) The President of the Student Government Association (SGA)

C. *Ex officio (Non-voting) members.* The VPAA shall appoint *ex officio* representatives. *Ex officio* members shall be selected from those holding positions of authority in relation to TTUHSC El Paso's academic functions and shall include:

- 1) The Paul L. Foster School of Medicine assistant/associate dean for graduate medical education, or equivalent representative
- 2) One assistant/associate dean for curriculum/academic affairs, or equivalent representative from each TTUHSC El Paso school (except when such an assistant/associate dean is already serving as a voting member
- 3) The president-elect of the Faculty Senate
- 4) A designated staff member of the Office of Academic Affairs
- 5) Select staff members of the TTUHSC El Paso Office of Student Services and Student Engagement (SSSE):
 - a) the assistant/associate vice president, or equivalent representative, for SSSE
 - b) the director, or equivalent representative, of student engagement
 - c) the director, or equivalent representative, of student support services
 - d) the director, or equivalent representative, for student financial aid
 - e) the registrar
- 6) The managing director, or equivalent representative, of the Office of Institutional Research and Effectiveness (OIRE)
- 7) The managing director, or equivalent representative, of TTUHSC El Paso libraries
- 8) The managing director of Student Business Services
- 9) Representatives of other TTUHSC El Paso offices or programs as may be invited by the VPAA

IV. Operating Procedures.

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

A. *Voting.*

- 1) Each voting member will each have one vote. The chair of the Academic Council is non-voting unless a vote is required to break a tie. *Ex officio* members are non-voting.
- 2) Members of the Academic Council should serve in person. Proxy voting will be allowed if a voting member 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, another faculty member of their school, or another SGA representative

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.
- 3) When necessary, the chair of the Academic Council may call for votes between meetings, and such votes may be conducted asynchronously by e-mail. Any votes conducted between meetings shall be fully documented, and the outcomes shall be reviewed as an agenda item at the Academic Council's next regularly scheduled meeting.

B. *Quorum.* A quorum for an Academic Council meeting is defined as fifty percent of the voting members, including proxy voters. A quorum is required for the Academic Council to vote. 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 VPAA 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, and they will be permanently archived by the Office of the Registrar.