1. Purpose

A council is an administrative body of faculty members and administrative personnel, which implements policies set by the Senate, reports to the Senate, and is subject (except where exempted in the Faculty Handbook) to veto by the Senate. Councils will serve as the administrative, academic and policy advisory assembly to the Senate and will assist the Senate to fulfill their purpose and duties.

2. Membership and Representation

a. The Faculty Moderator or Moderator designee shall be a voting member on each council and/or

b. A Senate representative will sit on each council as a voting member. Senate representatives serve a one-year term, renewable by the Senate.

c. Specific membership on each council is described under "Membership and Representation".

d. Voting members consist of the faculty elected to serve on the Council as defined under the "Membership and Representation" section of each Council.

e. Ex-Officio members are administrative personnel and/or faculty selected to serve on the Council as defined under the "Membership and Representation" section of each Council. While recognizing the contributions made by Ex-Officio members of councils and committees, Ex-Officio member shall be nonvoting.

f. Non-Voting Guests are representatives from the faculty, administration or support services invited to join a Council one semester/term or less to contribute information about a specific issue under Council review.

g. A representative of the Provost’s Office may sit as an Ex-Officio nonvoting member on all Councils.

h. Term of office for all faculty serving as Council members shall be three-years unless otherwise stated. One third of the faculty membership shall be selected or elected (as defined) each year to ensure an equal rotation of faculty joining and exiting the Council is implemented each year.

i. Terms of office for student representatives serving on a Council shall be one-year.

j. The Council chairperson shall be a faculty member elected by written ballot at the first meeting of the fall semester and shall be for a term of one-year with no more than three consecutive years spent as chair. Councils may not be co-chaired. (March 2010)
k. Associate Deans may be elected but not appointed to serve on councils and committees with the exception of the Professional Affairs Review Board and Faculty Senate.

l. Membership and representation on Councils may not be changed without informing the Senate.

m. At-large appointments to Councils must be ratified by the Senate.

n. The chair or any other Council member may be removed by a two-thirds majority vote of the Council. Replacements for removed or resigned members should be selected using the same process identified in developing membership for each Council (See Faculty Elections section). The replacement should be a representative of the same constituency as the member being replaced.

o. All Council meetings are open to attendance by APU faculty members.

3. Duties

a. Duties of each Council are specified under the description of the Council.

b. The Council Chair has the right to call an executive session of the voting members when confidential issues are being discussed.

c. Councils are expected to create a regular meeting schedule for the current academic year no later than October 1. (March 2010)

d. The Moderator shall be informed of all scheduled meetings. (March 2010)

e. No meetings shall deviate from the regular schedule without at least one week’s notice to Council members. (March 2010)

f. Agendas for meetings are to be distributed no later than 1 day prior to the scheduled meeting. (March 2010)

4. Reporting Relationships

a. Councils function as an extension of the Faculty Senate. All actions taken by the Council must be approved by the Faculty Senate. When confidential matters are discussed, the names of those involved are not to be listed. (March 2010)

b. When councils wish to propose a change to the Faculty Handbook, the change should be
| Date: March 2010 | □ Replaces Page(s) of Section  
|                 | □ Addition of Page(s) to Section  
|                 | □ New Section  

reported as an item approved by the council and forwarded to the Faculty Handbook Committee. Requested changes should include the section number, the page number, and all current and proposed wording, with deleted phrases marked through strikeout and requested changes marked in italic. (March 2010)

c. Accurate and complete minutes conforming to the Senate template are to be given to the Moderator of Senate within two weeks of each meeting.

d. As needed, Council Chairs or their designees will attend Senate meetings to provide further insight and information into a Council issue that is being brought before the Senate.

e. The Senate is responsible for maintaining a complete record of all minutes from the Council and its Committees for archival purposes.