

Provost's Council Charter

Background

In 1983, the University Academic Affairs Council (UAAC) of the Medical University of South Carolina (MUSC) was reconfigured into the Deans' Council to facilitate periodic direct meetings between the academic deans and then Vice President for Academic Affairs. The academic directors formerly on the UAAC (library, learning resources, and enrollment services) were appointed in 1987 to the new, but similar, Academic Council. The name was changed to Provost's Council ("Council") in 2016.

Classification/Terms of Review

This is a university-level standing council. This charter shall be reviewed annually in September by the Executive Vice President for Academic Affairs and Provost ("Provost") for determination of continued need, and if continued, necessary revisions or updates will be made in accordance with this charter.

Formal Charges

The Council will:

1. Be the voting authority that makes recommendations to the Board of Trustees on all new academic programs and revisions to existing academic programs
2. Serve as a deliberative body that assesses and votes on new policies or changes in policy that relate to or influence academics, faculty, and/or students
3. Advise the Provost on any aspects of the academic administration of MUSC upon request
4. Serve as an important mechanism for the communication of information related to the MUSC enterprise that would be of interest to its members (e.g., updates from University Leadership Council)

Reporting Channels/Procedures

The Council reports directly to the Provost.

Membership

The following individuals shall serve as voting members:

- Associate Provost for Educational Planning & Effectiveness
- Associate Provost for Education Innovation & Student Life
- Chair, Academic Affairs Faculty
- Dean, College of Dental Medicine
- Dean, College of Graduate Studies
- Dean, College of Health Professions
- Dean, College of Medicine
- Dean, College of Nursing
- Dean, College of Pharmacy
- Executive Vice President for Academic Affairs and Provost
- Vice President for Research

The following individuals shall serve as ex-officio, non-voting members:

- Assistant Provost for Strategic Initiatives & Communications
- Associate Provost for Cancer Programs
- Associate Provost for Finance & Administration
- Chief Innovation Officer
- Deputy CIO, Academics & Research
- Director, MUSC Libraries
- Executive Director, Center for Global Health
- President, Faculty Senate

Membership Appointment

Membership of the Council shall be determined by the Provost, who shall periodically review the membership and make adjustments as necessary in writing.

Membership Terms

Terms of membership for voting members are concurrent with terms of office. All ex-officio members are appointed at the discretion of the Chair.

Officers

The Provost shall serve as permanent Chair. The Chair may appoint a temporary Chair if necessary for the Council to meet in the Chair's absence.

Subcommittees

There may be ad hoc, task-oriented subcommittees formed as needed.

Meeting Frequency

The Council shall meet monthly and may meet more often as needed.

Notice of Meetings

Meetings shall be scheduled at least a semester in advance and subsequently confirmed via e-mail within several weeks of each date. Notice of any last-minute cancellations shall be communicated as soon as possible prior to the scheduled meeting.

Meeting Agenda & Support Materials

An agenda and pertinent supportive materials will accompany the meeting notice. Members will be called upon to assist in developing each agenda.

Meeting Quorum

A simple majority of the voting members will constitute a quorum for conducting official business.

Decision-Making & Voting Procedures

Decisions shall be made through a formal vote of the voting members. Each voting member shall have one vote. A quorum must be present for any vote to be considered valid. Unless otherwise specified, decisions shall be adopted by a majority vote of those present. In the event of a tie, the Chair shall cast the deciding vote.

Meeting Minutes

Minutes shall be prepared for each meeting and disseminated in a timely manner to all members.

Staff Support

A staff support person shall be provided by the Chair.

Amendments to this Charter

Should any amendment to this charter be required between scheduled reviews, the Chair will confer with the Council to formulate such amendments agreeable to all parties. If approved, the amended charter shall be completed, signed, and issued with all possible haste.

Effective Date

This charter is effective as of October 17, 2016, as amended on July 20, 2020. This charter should be reviewed again on September 1, 2025.