Background and History
In 1983, the University Academic Affairs Council was reconfigured into the Deans’ Council to facilitate periodic direct meetings between the academic deans and the Vice President for Academic Affairs. The academic directors formerly on the Academic Affairs Council (library, learning resources, and enrollment services) were appointed in 1987 to the new, but similar, Academic Council. The name was changed to Provost Council in 2016.

Classifications / Terms of Appointment
University Level Standing Committee. The Charter shall be reviewed annually in September by the Provost for determination of continued need and, if continued, necessary revisions or updates of the Charter.

Formal Charges
1. The Provost’s Council shall be the voting authority that makes recommendations to the Board of Trustees on all new academic programs and revisions to existing academic programs.
2. The Council shall 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. The Provost’s Council shall advise the Provost on any aspects of the academic administration of the Medical University of South Carolina upon request.
4. The Council will serve as an important mechanism for the communication of information related to the MUSC enterprise that would be of interest to its members (i.e. updates from University Leadership Council).

Reporting Channels/Procedures
The Council shall report directly to and advise the Provost.

Membership
Ten (10) voting members shall consist of the Provost, the six academic deans (Colleges of Dental Medicine, Graduate Studies, Health Professions, Medicine, Nursing and Pharmacy), the Associate Provost for Educational Affairs and Student Life, Vice President for Research, and the Department Chair for the Department of Library Science and Informatics. Additional ex-officio members of the Council may be appointed at the discretion of the Provost.

Terms of Office
The term of office for voting members shall be concurrent with their terms of office. All ex-officio member appointment terms will be at the discretion of the Provost.

Officers
The Provost shall serve as permanent Council Chairperson.
Frequency of Meetings
The Provost's Council will meet monthly and may meet more often as needed.

Notice of Meetings
Monthly 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 and Support Materials
An agenda and pertinent supportive materials will accompany the meeting notice. Council members will be called upon to assist in developing each agenda.

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

Staff Support
A staff support person shall be provided by the Office of the Provost.

Amendments to this Charter
Should any amendment to this Charter be required between scheduled annual reviews, the Council Chairperson will consult the membership in deriving amendments agreeable to all parties. The amended Charter shall be completed, signed, and issued with all possible haste.

__________________________________________ Date 11/14/16
Lisa K. Saladin, P.T., Ph.D., F.A.P.T.A.
Interim Provost