

CONSTITUTION FOR THE COLLEGE OF LIBERAL ARTS

PREAMBLE

The College of Liberal Arts adopts this Constitution to facilitate the achievement of the following goals: to provide its students with a capacity to respond with intelligence and integrity to an ever-changing world through a broad liberal arts education, to help each student develop a solid foundation for a career or further education, to foster significant scholarly activity by the Faculty and to serve the well-being of the community, state and region.

ARTICLE I. General Distribution of Powers

All matters relating to the educational and administrative affairs of the College of Liberal Arts (henceforth "the College") for the purpose of governing the College are committed to the Dean, the Assembly Council and the College Assembly.

ARTICLE II. The Dean

SECTION 1. Duties and Authority

The Dean shall be the chief academic and executive officer of the College. The Dean shall have general administrative responsibility in the areas of educational policy, budget, and personnel, in accordance with procedures established by the University or the College Constitution or collective bargaining agreements. The Dean shall provide leadership in formulating policies, introducing and testing educational proposals, and initiating discussions leading to the improvement of the educational programs of the College.

The duties of the Dean shall include but shall not be limited to the following:

The Dean shall submit all matters that are of general importance to the College, together with adequate supporting information for productive discussion, to the Assembly Council for inclusion in the College Assembly agenda. If the Dean elects not to follow a recommendation of the College Assembly, the Dean shall again place the item on the agenda, together with a written statement specifying the reasons for the decision, for any additional discussion by the College Assembly.

The Dean shall be responsible for assigning a civil service or professional and administrative staff person (henceforth "staff") to take minutes at the College Assembly meetings. Copies of all committees' minutes shall be accessible on a web file on the CLA home page.

The Dean shall serve as the presiding officer of the Department Heads and CLA Administrative Committee. To this group, the Dean shall bring College administrative matters of general importance for discussion and recommendation. The Dean shall provide this group with adequate background information so that its members may be properly prepared to carry out their responsibilities as representatives of departments. If the Dean elects not to follow a recommendation of this group, he/she will present in timely fashion a written statement specifying the reasons to the CLA Administrative Committee.

The Dean shall consult on collegiate matters with the appropriate standing committee or special committee.

The Dean shall establish an annual budget for each department and unit. The budget shall include line item designations for faculty and staff base salaries and fringe benefits. The budget shall also include an operating budget with line item designations for supplies and equipment (SE&E) and capital outlay.

The Dean shall seek the advice of each department or unit director on departmental budgets. The Dean, in accordance with the provisions of the collective bargaining agreement, shall consult with the department

head about salaries of members of the department. The Dean shall forward nominees for department head or unit director elected by departments or units to EVCAA for consideration. A department head or unit director may be removed by the Chancellor's administration upon the recommendation of the Dean after the Dean has consulted with the faculty of the affected unit.

The duties of the Dean are further enumerated in other articles of the Constitution.

SECTION 2. Selection, Appointment, Term of Office, and Review

The Chancellor, following an appropriate search process in which tenured faculty from the College constitute a majority of the Search Committee, shall recommend to the President of the University and the Board of Regents the appointment of the Dean of the College. During the third year of a term, or earlier if the Chancellor feels it is appropriate, the Chancellor shall initiate a full evaluation of the status, progress, and effectiveness of the Dean's administration. The evaluation shall be completed no later than the end of the first semester of the third year of the Dean's term. The Dean may request that the Chancellor initiate an earlier evaluation of his/her administration at any time.

A request by the Assembly Council to the Chancellor that he/she initiate an earlier evaluation of the Dean's administration may be made if the voting faculty of the College directs the Assembly Council to so act by a simple majority vote in a referendum conducted by secret ballot. The Assembly Council shall conduct such a referendum (1) if in its judgment dissatisfaction with the College administration is so widespread among faculty, staff, and/or students as to seriously impair the work of the College; or (2) if requested to do so by written petition signed by no less than 20% of the voting faculty of the College. A petition for a referendum shall go to the chairperson of the Assembly Council who shall satisfy him/herself of the authenticity of the document but shall not divulge its contents nor its signatories other than to the Speaker of the College assembly. No record of the petition shall be preserved. No petition for such a referendum shall be entertained by the Assembly Council before the beginning of the second year of the Dean's term.

Any evaluation process shall give opportunity to College faculty, staff, and students to contribute their judgments concerning the effectiveness of the Dean's administration.

ARTICLE III. The Constituencies of the College

SECTION 1. The Faculty

The faculty includes everyone who teaches or holds a faculty appointment in the College.

For voting in elections conducted by the College and for petitioning for an early review of the Dean, the faculty of the College shall consist of:

(a) Those tenured, tenure-track and non-tenure-track individuals who hold 65 percent time or greater appointments averaged over two semesters of an academic year as Regents' Professor, Professor, Associate Professor, Assistant Professor and Instructor in any department or other unit within the University that is administratively within the College. Faculty on full appointments including sabbatical and research leave in any given year are eligible to vote during the same year. Faculty on phased retirement with more than 49 percent appointments are also eligible to vote.

(b) All those who hold any of the above ranks with administrative appointments, who teach at least one course in the College in an academic year, and whose department or unit affiliation resides in the College.

SECTION 2. Staff

Employees are affiliated with departments or units administratively within the College. For purposes of elections conducted by the College, staff include those who hold 65 percent time or greater appointments.

SECTION 3. Students

Students are those taking courses in the College.

SECTION 4. Rights and Privileges

Members of these constituencies are expected to participate in the affairs of the College,

including its governance and its committee structure, consistent with University regulations and collective bargaining agreements approved by the Regents.

ARTICLE IV. Departments

SECTION 1. Organizational Units

The departments and such units as the Regents shall attach to the College shall constitute the basic organizational structure of the College. Each department shall carry out programs of instruction, research, and service in a field or closely related fields of knowledge. All courses and curricular programs will be associated with one of the standing departments.

SECTION 2. Membership

A department or unit shall consist of the following people:

- (a) A Department Head or Director and all College faculty members attached to that department or unit carrying the rank of Regents' Professor, Professor, Associate Professor, Assistant Professor, or Instructor;
- (b) Any other faculty as the department or unit shall designate;
- (c) Staff attached to the department or unit;
- (d) Student representatives (optional).

SECTION 3. Constitutions

Each department or unit may adopt a written constitution, which shall become effective upon approval by the Dean. Departmental constitutions shall not conflict with those of the Duluth Campus College Assembly and the College of Liberal Arts or with the collective bargaining agreements approved by the Board of Regents.

SECTION 4. Meetings

Each department or unit shall hold regular meetings every term.

SECTION 5. Consultation on Budget and Salary

Recommendations on matters of general concern regarding department or unit budgets shall be made to the Dean by the Department Head or Director after consultation with members of the department or unit. Merit recommendations for individual faculty members shall be made by the department or unit as consistent with the provisions of the collective bargaining agreement.

SECTION 6. Department Heads

Department Heads shall be appointed for specified terms of no more than four years and may be eligible for additional terms. During the last year of a term or when a vacancy occurs in one of these positions, the department shall forward to the Dean in a timely fashion the names of preferred candidates and vote total. The Dean shall forward nominees for department head or unit director elected by departments or units to EVCAA for consideration. A similar procedure shall be followed in selecting an Acting Department Head.

ARTICLE V. Department Heads and Administrative Committee

SECTION 1. Powers and Responsibilities

The Department Heads and Administrative Committee shall evaluate the effectiveness of recommended or established policies, as well as recommend policy changes, and advise the Dean on the operations of the College.

SECTION 2. Membership

The members of the Department Heads and Administrative Committee shall be the Dean, the Department Heads, and any Associate or Assistant Deans as shall be appointed. The Dean or an Associate or Assistant Dean shall be the presiding officer and may delegate this function to another member.

ARTICLE VI. Non-Academic Program Review

Section 1. Powers and responsibilities

Every three to five years, the Dean shall appoint a committee to conduct a comprehensive review of non-academic programs. This committee will be composed of faculty and staff, and should include external evaluators. This review may also be initiated at any time by petition to Assembly or by the Dean.

These reviews should incorporate self- and internal peer-evaluation for continuous program improvement to foster excellence, efficiency and effectiveness. In addition, the review seeks to facilitate strategic planning and inform future resource decisions. The results of this review must be shared with the College Assembly.

Section 2. Programs reviewed.

The non-academic programs include: Technology Program, Alworth Institute, Geospatial Analysis Center, Center for Genocide, Holocaust, and Human Rights Studies, Center for Community and Regional Research, Advising and Academic Services, etc.

ARTICLE VII. College Assembly and Assembly Council

SECTION 1. Powers and Responsibilities

Representing the constituencies of the College, the College Assembly and the Assembly Council shall exercise consultative and advisory functions in the College. Initiative for such consultation may originate with the Dean, the Assembly Council, or the College Assembly. Consultation with the Dean is appropriate and necessary concerning all policies and procedures that affect the College. Such consultation shall expressly include but shall not be limited to academic and financial policies, organizational structures, academic majors and programs, long range planning, and student affairs as well as matters initiated outside of the College that affect the College.

Proposals for new collegiate policies, majors/minors or programs must be presented to the Assembly Council for the consideration of the College Assembly, which will review the broad concept to ensure its fit in the college in terms of its academic viability and efficacy. The College Assembly has the authority to review and recommend the approval, disapproval or revision of any newly proposed policy, major or program.

SECTION 2. Membership

The College Assembly shall consist of the Dean, all voting faculty as specified in Article III, student representatives as specified below, civil service and professional and administrative staff, and others so designated by the College Assembly. The College Assembly shall be the final judge of its membership.

SECTION 3. Officers

The Assembly Council shall consist of seven members of the voting faculty, one staff member and may include two student representatives to the College Assembly and non-voting ex-officio members as determined by the voting members. The Assembly shall elect one of its members as Speaker to conduct the College Assembly. The Assembly Council shall determine the agenda for all College Assembly meetings and shall distribute said agenda to all College Assembly members.

SECTION 4. Meetings

The College Assembly shall convene in regular session at least twice during each academic semester, at such time and place as shall be determined by the Assembly Council. The Assembly Council may convene special sessions of the assembly. Seven voting members of the Assembly or the Dean may petition the Assembly Council to convene a special session. An agenda of all items to be brought before the College Assembly for action shall be prepared by the Assembly Council and distributed to all members at least three days before each meeting. Any member of the College Assembly has authority to request that the Assembly Council place an item on the agenda of the College Assembly. Any item presented to the Assembly Council in writing, signed by at least seven College Assembly members, must be included on the agenda. A quorum shall consist of a simple majority of the total voting membership of the College Assembly. The quorum requirement can be suspended by a three-fourths majority of at least one-third of the total membership. Unless otherwise provided in this Constitution or its Bylaws, or provided by special procedural rules adopted by the College Assembly, Robert's Rules of Order, revised shall be followed. Any non-voting UMD administrator, faculty, staff, or student shall have the right to attend meetings of the College Assembly. They may be recognized by the Assembly Speaker to speak, subject to any regulations stipulated in the Bylaws of this Constitution.

ARTICLE VIII. Standing committees

SECTION 1. Establishment

The Standing Committees of the College are as named in the Bylaws. The College Assembly by appropriate Bylaw change may create or eliminate Standing Committees. The Assembly Council shall initiate a periodic review of the needs for and functions of the Standing Committees.

The College Assembly, the Assembly Council, and the individual Standing Committees of the College may establish sub-committees to make recommendations on special topics of College or Standing Committee concern.

The Dean with the approval of the College Assembly or the Assembly Council acting on behalf of the College Assembly may establish special committees with such responsibility as the College Assembly has the power to confer. Special committees shall be given explicit responsibilities and a written charge. Special committees shall exist for a specified period of time and shall cease to exist upon completion of their charge.

Special committees shall select their chair. The Dean may appoint task forces to deal with specific administrative issues.

Specific administrative recommendations of a task force shall be forwarded directly to the Dean. Any policy recommendations generated by a task force shall be forwarded to the appropriate standing committee for formal College action.

SECTION 2. Responsibilities

All standing and special committees shall meet regularly to carry out their assigned charges.

Policy recommendations for the College made by the committees shall be submitted to the College Assembly for action. In addition, the College Assembly has the prerogative to review any other recommendations that affect the College made by any standing committee, special committee, or task force. All committees shall keep minutes of their meetings and report recommendations to the College Assembly for action or for information. Copies of all committees' minutes shall be placed in a web file on the CLA Home Page. All committees shall report to the College Assembly at least once a year.

Section 3. Membership Limitation

No one may serve on more than one standing committee of the Assembly concurrently. With the exception of the Academic Affairs Committee and ex-officio members, all members shall serve for a specified term beginning on the first day of the academic appointment following election, and shall be eligible for re-election to that committee one year after the expiration of their previous term.

If the committee is considering one of its own members for an award, grant, single semester leave or any other honor, that member must recuse him/herself from the discussion.

ARTICLE IX. Implementation, Interpretation, and Amendment

SECTION 1. Implementation

This Constitution shall become effective immediately after its adoption by a two-thirds majority of the current voting membership of the College Assembly. Voting shall be by secret ballot.

SECTION 2. Interpretation

Final authority for interpretation of this Constitution shall reside with the College Assembly. Any member of the faculty, staff, or student body may petition the Assembly Council, the College Assembly or the Dean regarding any violation of the Constitution.

SECTION 3. Amendments

Amendments to this Constitution may be proposed by any member of the Assembly to the Assembly Council by written petition for inclusion on the College Assembly agenda for discussion and possible revision. Any amendment presented the Assembly Council, in writing, signed by at least seven College Assembly members, must be included on the agenda for discussion and possible revision.

All amendments require a two-thirds approval of the current voting membership of the College Assembly. Voting shall be by secret ballot. Copies of all such proposed amendments shall be presented to the membership of the College Assembly at least five days before the vote is taken.

ARTICLE X. Adoption of Bylaws

Bylaws to this Constitution may be enacted, amended, or repealed by a simple majority vote of the current voting membership of the College Assembly and become effective immediately on passage unless otherwise specified in the Bylaws. Any proposed new Bylaw or changes in existing Bylaws shall be presented to the Assembly Council for inclusion on the Assembly agenda for discussion and possible

revision. Voting shall be by secret ballot. At least five days before the vote is taken, copies of the proposed action must be distributed to the College Assembly.

COLLEGE OF LIBERAL ARTS BYLAWS

ARTICLE I. Assembly Council Elections

The members of the Assembly Council shall be elected by members of the College Assembly. The terms for the positions shall be staggered; four two-year positions shall come up for election each year. Elections of Assembly Council members shall be conducted in the spring semester for the following academic year. The Dean's representative and the Assembly Council shall oversee the elections. They shall be responsible for carrying out the election process described below.

First, a nominating ballot shall be sent to all of the eligible voters. Each voter shall be able to nominate by secret ballot twice the number of people to be elected. The nominating ballots shall be tabulated, and the nominees shall be rank ordered on the basis of votes received. Two nominees shall be selected from the highest-ranking vote getters for each position to be filled. In the case of a tie between or among nominees in the rank ordering, the names of the tied nominees shall be placed on the ballot for election, even though this shall result in more than twice the number of candidates to be elected. All nominees shall be asked whether or not they wish to be candidates. The final ballot shall contain only the names of people who have consented to serve on the Assembly Council if elected.

Second, a final ballot shall be sent to all of the eligible voters. Each voter shall be able to vote by secret ballot for the number of candidates equal to the number of positions to be filled. The ballots shall be tabulated, and the candidates shall be rank ordered on the basis of votes received. A permanent vacancy in the unexpired term of a member of the Assembly Council shall be filled by the unsuccessful candidate in the preceding election who received the highest number of votes who shall serve until the next regular election.

The Dean of the College, Assistant/Associate Deans and Department Heads shall not be eligible for membership on the Assembly Council.

ARTICLE II. Standing Committees

SECTION 1. Academic Affairs Committee

This Committee will recommend and oversee policies on curricular matters. It reviews and proposes policies that affect a number of departments or the College as a whole. It reviews course proposals and program proposals, after program concepts have been reviewed by the College Assembly. The committee is an advisory committee to the Dean regarding those proposals and policies, while also providing feedback to authors of proposals.

The Academic Affairs Committee shall consist of one faculty member from each department and may include as many as two students at large. The faculty members of the committee shall be chosen by and from the faculty membership of each department. Vacancies that occur shall be filled by the departments. The Dean or the Dean's representatives shall serve in an ex-officio capacity.

SECTION 2. Budget and Planning Committee

The Budget and Planning Committee shall advise the Dean on collegiate budgetary and non-curricular planning matters. The committee shall bring forward its recommendations and consult with the appropriate College Committees and the College Assembly. The committee shall consist of the five faculty members, one staff person and may include one student. Each shall have a term of three years on a rotating basis. The College representatives to the Campus Budget committee, the College staff budgetary officer, and the Dean or Dean's representative shall serve as non-voting ex-officio members.

SECTION 3. Research Committee

The Research Committee shall recommend ways of enhancing the research function of the College. The Research Committee shall consist of five faculty members. Each shall have a term of two years on a rotating basis. The Research Committee shall also make recommendations to the Dean for faculty research and grant initiatives, including faculty professional development, creative, and artistry activities. They shall administer the calls for research proposals, review the proposals, and make recommendations to the Dean for funding the research priorities of the College.

SECTION 4. Teaching Committee

The Teaching Committee shall recommend policies to enhance the teaching function of the College. These include nominations for teaching grants and awards. The Teaching Committee shall consist of five faculty members, one staff person, and may include one student. Each shall have a term of two years on a rotating basis.

SECTION 5.

Academic Standards and Strategy Committee

The mission of the Academic Standards and Strategy Committee is to recommend and advise the Dean on macro-level issues pertaining to the role of the College of Liberal Arts at the university. These may include policies governing strategic planning, admissions, academic standing, petitions, and grading.

The committee shall consist of five faculty members, one staff, and may include one student. The associate dean of CLA shall serve as a non-voting ex-officio member. Each shall have a term of two years on a rotating basis.

SECTION 6. Technology Committee

The Technology Committee shall advise the Dean on collegiate technology matters. The committee shall meet to discuss, steer and make technology recommendations on behalf of the students, faculty and staff of the CLA. The committee shall consist of five faculty and one staff member and may include ten appointed students. The faculty/staff members will have a term of two years on a rotating basis. The current CLA Technology director and employees shall serve as non-voting ex-officio members.