THE CONSTITUTION AND BYLAWS
of the
UNIVERSITY OF MINNESOTA DULUTH
CAMPUS GOVERNANCE

THE CONSTITUTION

PREAMBLE
The University of Minnesota Duluth adopts this constitution for the better realization of our mission to integrate liberal education, research, creative activity, and public engagement and prepare students to thrive as lifelong learners and globally engaged citizens.

ARTICLE I. GENERAL POWERS DELEGATED BY THE BOARD OF REGENTS

All matters relating to the mission of the University of Minnesota Duluth, consistent with actions or policies of the regents of the University of Minnesota are herein committed to the president, the chancellor, and the faculty, staff, and students of UMD. The authority of UMD’s governance committees will be exercised subject to the provisions of Regents’ policies as amended from time to time, including collective bargaining agreements as approved by the regents.

ARTICLE II. CHANCELLOR OF DULUTH CAMPUS – POSITION AND AUTHORITY

1. The chancellor is the president's chief representative on the Duluth campus. As executive officer of the University of Minnesota Duluth, the chancellor will have general administrative authority over the campus. The chancellor with the senior administrative officers will provide leadership for formulating policies, for introducing and testing educational ideas and proposals, and for stimulating campus discussions leading to improvement of the educational programs of the campus. These responsibilities include both the strengthening of the campus and its programs and the interpretation of those programs to the University and the community. The chancellor may delegate such authority and appoint such chancellor's advisory committees as are necessary to perform successfully the duties of the chief administrative officer.

2. The chancellor is accountable for the expenditure of funds and is responsible for the preparation and presentation of budget recommendations to the president. However, in view of the necessary weighing of educational policies and objectives involved, the budget will be prepared by the chancellor in consultation with the appropriate vice chancellors, deans, directors, and the Strategic Planning and Budget Committee.

3. The chancellor may suspend implementation of any action taken by any college, school, governance committee, or by any other constituency and ask for a reconsideration of such action. A written explanation for the suspension will be provided at the request of the University Coordinating Council. If the chancellor and the college, school, or other constituency do not reach agreement on the action, the question may be appealed to the president by the constituency group.

ARTICLE III. CAMPUS GOVERNANCE POWERS

1. UMD Campus Governance will have general legislative authority over administrative matters concerning the University as a whole, but not over the internal affairs of an individual college or school.
2. Governance serves an advisory role to the Administration. All committees are made up of representatives that bring knowledge of the committee mission as well as the voice of those they represent.
3. Every committee (other than the UCC) serves as advisory to an administrator (or administrators) at the Cabinet level as well as informational/advisory to a governance committee. No committee governs the action of another committee, but may suggest items for discussion.
4. The Chancellor and/or University Coordinating Council may establish special committees to make recommendations on special topics of campus concern.

ARTICLE IV. GOVERNMENT OF THE COLLEGES AND SCHOOLS

Each college or school will determine its own governing rules and policies as outlined in their individual constitutions. Collegiate constitutions shall not be in conflict with this constitution or its bylaws. The president or delegate will approve collegiate constitutions.

ARTICLE V. CONSTITUTIONAL INTERPRETATION

When questions of interpretation of this constitution or its bylaws arise, they will be resolved by the University Coordinating Council in consultation with the Chancellor’s Cabinet.

ARTICLE VI. AMENDING PROCEDURES

This constitution and/or bylaws can be amended in part or replaced in its entirety by a two-thirds majority vote by members of all standing governance committees and subcommittees. Any proposed amendment or replacement will be endorsed by at least five committee members as well as the University Coordinating Council. The text of the amendment or revision will be posted for a 10-day review and comment period prior to being sent to members for a vote.

THE BYLAWS

ARTICLE I. MEMBERSHIP AND ELECTIONS

1. Each constituency group (faculty, staff, and students) will establish its own procedures for electing representatives to governance committees. Elections will be by secret ballot; it is recommended that all elections will be completed no later than the end of the twelfth week of spring semester except as may be necessary in the first year of implementation of this constitution.

2. With the exception of Strategic Planning & Budget, the Chancellor, Vice Chancellors (EVCAA, VCFO, VCSL) and Deans may not be members on any committees in governance due to the advisory nature of the committees to these positions. However, they may be invited to provide information or to hear discussion items at the discretion of the committee.

3. The University Coordinating Council will inform the Faculty Assembly, Staff Assembly, and the UMD Student Association Congress of the number of representatives to be selected for each committee in advance of the selection process. To make this possible for the first year of operation of this constitution, before the Coordinating Council can be established, the chancellor
will assume this duty. The duty of determining which representatives from each unit serve for one, two, and three years in order to initiate the three-year rotation will be assumed by the respective assemblies.

4. Terms for elected members (other than UMDSA) are 3 years with approximately 1/3 of the elected members rotating on an annual basis. Elected members will not serve more than two consecutive terms on the same committee, and will be eligible for re-election only after a one-year interval of non-membership.

5. Vacancies that are to occur July 1 in unexpired terms of representatives to governance committees will be filled for the remainder of those terms at the regular spring selection period. Any vacancy that may occur after July 1 will be filled by an alternate selected by the unit or group represented: the alternate will serve until the next regular election, at which time the unexpired term will be filled. Should any member be on leave of one semester or more in length, an alternate from the unit represented will serve in his or her stead during the period of leave. The alternate will be the person who received the next highest vote total in the election of the regular assembly member. Should that person be unable to serve as an alternate, the person with the third highest vote total will be designated the alternate.

6. A member of a governance committee will be said to have neglected a meeting if the member does not attend a meeting and does not notify the clerk of the appropriate body of the impending absence. If a member neglects three consecutive meetings, membership can be forfeited.

ARTICLE II. FUNCTIONS AND DUTIES OF ASSEMBLIES

Faculty Assembly
The Faculty Assembly represents the collective voice of UMD faculty. The Assembly will carry on broad discussions and make recommendations on all topics and issues concerning campus governance and the fulfillment of UMD’s mission. The Faculty Assembly is a larger representative body of the faculty that provides advice to the Faculty Council, Administration (Chancellor, Vice Chancellors) and makes recommendations on all topics and issues concerning campus governance. The Assembly is the primary representative body of the faculty on issues of shared governance.

Staff Assembly
The Staff Assembly represents the collective voice of UMD staff. The Assembly will carry on broad discussions and make recommendations on all topics and issues concerning campus governance and the fulfillment of UMD’s mission. The Staff Assembly is a larger representative body of the staff that provides advice to the Staff Council, Administration (Chancellor, Vice Chancellors) and makes recommendations on all topics and issues concerning campus governance. The Assembly is the primary representative body of the staff on issues of shared governance.

ARTICLE III. FUNCTIONS AND DUTIES OF PRIMARY COMMITTEES

University Coordinating Council
The University Coordinating Council (UCC) provides oversight and coordination of the primary standing committees and of the various bodies of the governance structure.

Key responsibilities for the University Coordinating Council would include:
To ensure thorough communication and collaboration among the Chancellor, the UCC, and the various shared governance bodies; to assign issues to the most appropriate governance body (or bodies) with the understanding that other bodies may also provide input; to report to the Chancellor and other UCC members the results of deliberations in the various shared governance bodies; to seek reconciliation of conflicting advisory opinions when different bodies have conflicting views; to ensure that the appropriate shared governance bodies are given the opportunity to consider and offer formal comment on the final reports of any ad hoc committee or task force.

**Faculty Council**
The Faculty Council is the executive governing body for faculty. The Council is responsible to communicate information from faculty to the University Coordinating Council (UCC) and to members of the Administration and also disseminates information from the UCC and Administration to the Faculty Assembly. The Council will facilitate discussion of issues raised by faculty, various committees, or members of the Administration and provides consultation and advice to Administration and the appropriate committees (except on terms and conditions of work governed by the Collective Bargaining Agreement). The Faculty Council will foster the development of continued communication with the Administration and make recommendations to the appropriate standing committee or council.

**Staff Council**
The Staff Council is the executive governing body for staff. The Council is responsible to communicate information from staff to the University Coordinating Council (UCC) and to members of the Administration and also disseminates information from the UCC and Administration to the Staff Assembly. The Council will facilitate discussion of issues raised by staff, various committees, or members of the Administration and provides consultation and advice to members of the Administration and the appropriate committees (except on terms and conditions of work governed by Collective Bargaining Agreements). The Staff Council will foster the development of continued communication with the Administration and make recommendations to the appropriate standing committees or councils.

**Student Association Board of Directors**
The Student Association (UMDSA) is the official voice of the student body. It has the responsibility to advocate student concerns, needs, desires and opinions across campus through the media, administration, and committees involved in policy making. The UMD Student Association will advocate for the improvement of student life conditions; actively promote the goals of the University; organize and coordinate programs of co-curricular nature; promote better coordination of the rights and responsibilities of students to and between colleges, schools, departments, administrations, and the community; effectively reflect student opinion on all matters affecting students in their role as students; and cooperate effectively with faculty, administrators, and community in areas common to all as a university community.

**Teaching & Learning**
The Teaching & Learning Committee addresses issues related to student learning. The committee will focus on the quality and effectiveness of undergraduate, graduate, and professional education, and to foster improvement of teaching effectiveness and recognition of excellent teaching. The Committee will foster the development of continued communication with the Administration and make recommendations to the appropriate standing committee or council.

**Strategic Planning & Budget**
The Strategic Planning & Budget Committee will advise on strategic planning and budget issues in an economically sustainable manner by integrating the goals of the Strategic Plan, the Campus Master Plan and Strategic Enrollment Management into the campus financial plan. The Strategic Planning & Budget Committee will be empowered to advise the Chancellor or her/his representative on behalf of the UCC on
campus strategic planning and budget matters. The committee will provide an effective channel through which all campus constituencies can have significant and valuable input into the strategic planning and budget processes, can receive timely information about the processes, and can provide advice, analysis and assessment throughout the processes. The committee will foster continued communication with Administration and make recommendations to the appropriate standing committee or council as necessary.

**Student Affairs**
The Student Affairs Committee will contribute to the quality of the University of Minnesota Duluth educational experience as related to co-curricular programs and student services. The Committee will initiate or provide review for the formulation and recommendation of major policies and program initiatives that affect student life and that contribute to the satisfaction and success of University of Minnesota Duluth students. The Student Affairs Committee makes its recommendations to the appropriate Vice Chancellor or to the Chancellor, and to appropriate standing committees.

**Athletics**
The Campus Athletic Committee will review and provide oversight to the athletic programs at UMD. Issues will include, but are not limited to, athletes' academic progress, facilities, conference issues and concerns, scheduling, public relations, and audits. The committee will also be responsible for monitoring completion of the institution's self-study required by the NCAA. The Campus Athletic Committee will, in conjunction with the UCC, be empowered to advise the Chancellor or Chancellor’s representatives on campus athletic matters, foster the development of continued communication with the Administration and make recommendations to the appropriate standing committee or council.

**ARTICLE IV. FUNCTIONS AND DUTIES OF SUBCOMMITTEES**

**Faculty Council Subcommittees:**

**Curriculum**
The subcommittee on Curriculum will review and advise on curriculum related issues; collect and disseminate course and program information across colleges and schools; address issues of extreme overlap and redundancies as well as the impact on the campus of the construction or deconstruction of curricula; and review and advise on curriculum proposals by one unit that affect degree requirements in another collegiate unit prior to those changes taking effect.

**Research & Scholarship**
The subcommittee on Research & Scholarship will provide a forum for internal discussion, initiate policies touching on research matters, gather and disseminate information to the faculty, and provide a faculty voice to Administration on matters pertaining to research. This subcommittee will review and articulate the research mission of UMD; provide a forum for exchange of perspectives and experiences among the community of researchers; identify standards and benchmarks of good practice in research, identify desirable resources, practices, and policies for further enhancement of the research and creative climate at the university; and review and report annually on the effectiveness of university policies and practices regarding research. The Committee will foster the development of continued communication with the Administration and make recommendations to the appropriate standing committee or council.

**Graduate Council**
The UMD Graduate Council is the executive governing body for all aspects of graduate education at UMD, including curriculum and instruction, assessment of student learning, program review, and student affairs. It is advisory to the Administration and the Faculty Council. The Graduate Council will meet at
least once monthly during the academic year. The Graduate Council fosters communication with the Administration (Chancellor, Vice Chancellors) and makes recommendations to standing committees or councils.

**Teaching & Learning Subcommittees:**

**Liberal Education**
The Liberal Education Subcommittee is charged with overseeing the campus’ liberal education program. The Liberal Education subcommittee works with other educational committees to review and strive toward continuous improvement of liberal education at UMD. The subcommittee will report to as well as act on behalf of the Teaching & Learning Committee. Specifically, the subcommittee will: revise and oversee the course submission process for courses to become part of the Liberal Education Program (LEP); review, accept or reject all courses proposed for inclusion in the LEP; monitor the LEP and make recommendations to the Teaching & Learning Committee relative to issues such as: (a) numbers of courses per category; (b) seat availability; (c) representation of courses at 1xxx-4xxx levels; (d) departmental and collegiate representation, and so forth; monitor the patterns of petitions for substitutions and advise EVCAA for future action and maintain channels of communication with the Assessment Subcommittee.

**Assessment**
The Assessment subcommittee advises on the continuous development of the UMD assessment process including both academic and other educational programs. The committee serves as a resource for student learning assessment activities across campus and facilitates interdisciplinary groups to review student learning assessment reports, data and activities.

**Information Technology & Library**
The Subcommittee on Information Technology and the Library will serve as an advisory board to the directors and as a review board to review information technology and library facilities, collections and software, procedures and services, including educational media. The subcommittee will advise and assist directors in regard to the procedures, priorities, and planning that relates to all information technology and library services of this campus. The subcommittee will provide academic and administrative review of information technology and library policies at UMD. The subcommittee will provide a forum for the interchange of views regarding information technology and library services. The committee provides recommendations to the Executive Vice Chancellor for Academic Affairs, Director of ITSS, and the Director of the Library

**Strategic Planning & Budget Subcommittees:**

**Facilities**
The Facilities subcommittee will have overall responsibility for the initial development and periodic revisions to the long-range physical facilities plan and work with campus units on the Campus Master Plan. The subcommittee will review and monitor all capital project requests in accordance with the Campus Master Plan, the UMD Strategic Plan, and the campus budget plans with the Strategic Planning & Budget Committee. The subcommittee will foster continued communication with Administration and make recommendations to the appropriate standing committees or councils as necessary.

**Strategic Enrollment Management**
The Strategic Enrollment Management subcommittee serves as an advisory group to the Chancellor’s Cabinet and the Strategic Planning & Budget Committee. It is charged with discussing, recommending,
and monitoring all aspects related to UMD’s enrollment management approach, including UMD’s future enrollment goals and strategies for achieving those goals. In order to arrive at its recommendations, the subcommittee will review and integrate information from multiple sources, including institutional data, external environment data, and stakeholder perspectives. The subcommittee will review and advise on strategic enrollment management issues, specifically to consider the integration of all programs, practices, policies, and planning related to achieving the optimal recruitment, retention, and graduation of students.

ARTICLE V. MEMBERSHIP AND COMPOSITION OF ASSEMBLIES

Faculty Assembly
The Faculty Assembly will be composed of all faculty (primary status as a faculty member at UMD with an appointment of 35% or greater and longer than 67 days per calendar year; faculty fellows are eligible)

Staff Assembly
The Staff Assembly will be composed of all staff including P&A (non-faculty rank), Civil service (non-bargaining and bargaining) and any other union represented staff.

Student Association Board of Directors
Membership as determined in the UMDSA Constitution.

ARTICLE VI. MEMBERSHIP AND COMPOSITION OF PRIMARY COMMITTEES

University Coordinating Council
The ex-officio membership of the University Coordinating Council will be composed of the chairs of UMD Student Association (UMDSA), Faculty Council, Staff Council, Teaching & Learning, Student Affairs, Athletics, and Strategic Planning & Budget. Additional seats would be added as needed.

Faculty Council
The Faculty Council will be composed of
10 elected voting members:
2 faculty members from each college (CLA, LSBE, SFA, CEHSP, and SCSE)
4 ex-officio voting members:
Chairs of Curriculum, Graduate Council, and Research & Scholarship
UEA President

Staff Council
The Staff Council will be composed of
12 elected voting members:
3 members from each: P&A (without faculty rank), CS non-bargaining, CS bargaining (minimum one of the 3 from AFSCME and one from Teamsters)
3 at-large

Teaching & Learning Committee
The Teaching & Learning Committee will be composed of
17 elected voting members:
2 faculty members from each college (CEHSP, CLA, LSBE, SCSE, SFA)
3 staff
4 students
4 ex-officio voting members:
Chairs of Grad Council, IT/Library, Liberal Education, Curriculum
3 ex-officio non-voting members:
   Director of Assessment
   1 appointed from EVCAA
   1 appointed from VCSSL

**Strategic Planning & Budget Committee**
The Strategic Planning & Budget Committee will be composed of
18 elected voting members:
   2 faculty members from each college (CEHSP, CLA, LSBE, SCSE, SFA)
   2 student members
   3 staff members
   1 Library representative
   1 ITSS representative
   1 NRRI representative
   17 ex-officio voting members:
   Chancellor, Executive Vice Chancellor for Academic Affairs, Vice Chancellor for Student Life, Vice Chancellor for Finance and Operations, Faculty Fellow for Strategic Planning
   1 from each of VCSL, VCFO, and Chancellor’s units
   4 from EVCAA units (1 from each Assoc VC area)
   Chairs of SEM (2 co-chairs) and Facilities committees
   Director of Assessment
   1 Council of Deans representative

**Student Affairs Committee**
The Student Affairs Committee will be composed of
15 elected voting members:
   9 students
   3 faculty members
   3 staff

3 ex-officio non-voting members:
   1 appointed from VCSL
   1 appointed from EVCAA
   1 appointed from VCFO

**Athletics Committee**
The Campus Athletic Committee will be composed of
10 elected voting members:
   3 students
   1 faculty member from each college (CEHSP, CLA, LSBE, SCSE, SFA)
   2 staff
3 ex-officio non-voting members:
   Athletic Director
   Faculty Athletic Representative
   1 appointed from EVCAA (from enrollment services area)

No voting member of the committee may be affiliated in any way with the athletics program other than the athletics director and the faculty athletics representative.
ARTICLE VII. MEMBERSHIP AND COMPOSITION OF SUBCOMMITTEES

Curriculum
6 ex-officio voting members:
Chairs of each college (CEHSP, CLA, LSBE, SCSE, SFA) curriculum committee
Chair of Liberal Education committee
2 ex-officio non-voting members:
Associate VC for Undergraduate Education
Associate VC for Outreach and Online

Research and Scholarship
10 elected voting members:
1 faculty member from each college (CEHSP, CLA, LSBE, SCSE, SFA)
2 faculty members from the graduate council
3 representatives from research institutes and centers
3 ex-officio non-voting members:
2 EVCAA appointments (1 each from Library, ITSS)
Associate VC for Grad Education & Research

Graduate Council
3 elected voting members:
3 graduate students
1 ex-officio voting members:
DGS from each graduate program
1 ex-officio non-voting member:
Associate Vice Chancellor for Graduate Educ/Research

Liberal Education
12 elected voting members:
2 faculty members from each college (CEHSP, CLA, LSBE, SCSE, SFA)
1 staff
1 student
2 ex-officio non-voting members:
1 academic advisor from one of the five colleges
Associate Vice Chancellor for Undergraduate Education

Assessment
16 elected voting members:
2 faculty members from each college (CEHSP, CLA, LSBE, SCSE, SFA)
2 students
2 staff from academic units
2 staff from student life units
3 ex-officio non-voting members:
Director of Assessment
1 appointed from EVCAA
1 appointed from VCSL

IT & Library
11 elected voting members:
1 faculty member from each college (CEHSP, CLA, LSBE, SCSE, SFA)
3 staff
1 faculty member from the graduate council
1 Library representative
1 ITSS representative
3 ex-officio non-voting members:
Director of ITSS
Director of the Library
Associate Vice Chancellor for Outreach & Online

**Campus Physical Facilities**
The Campus Physical Facilities Committee will be composed of
10 elected voting members:
1 faculty member from each college (CEHSP, CLA, LSBE, SCSE, SFA)
2 students
3 staff
5 ex-officio non-voting members:
Director of Facilities Management
Space Faculty Fellow
1 appointed VCSEL representative
1 representative from the College of Medicine (Duluth)
1 representative from the College of Pharmacy (Duluth)

**Strategic Enrollment Management**
12 ex-officio voting members:
Director of SEM (standing co-chair)
Directors of Admissions and Financial Aid
1 EVCAA appointed representative from each college (CEHSP, CLA, LSBE, SCSE, SFA) including a combination of associate deans and faculty members (1 serving as co-chair)
1 appointed VCFO representative
1 appointed VCSEL representative
1 cabinet appointed representative for intercultural diversity
Associate Vice Chancellor for Enrollment Management
Associate Vice Chancellor for Graduate Education and Research
UMD GOVERNANCE RULES

ARTICLE I. RULES OF ORDER

The New ROBERTS RULES OF ORDER will be followed by all governance committees.

ARTICLE II. COMMITTEE PROCEDURES

1. All UMD Governance Committees will have a policy of open meetings.

2. Chair nominations will be provided to the UCC in the spring for approval for the start of fall. A member can hold a chair for no more than two consecutive years, but may be re-elected in future years after a one-year hiatus from the chair position. Large committees may choose to elect a Vice-Chair.

3. A person may only serve as a voting member on one governance committee unless they are an ex-officio voting member due to their role on another committee. For instance, UCC members serve on UCC because of their roles as chairs of other committees.

4. All committees will keep minutes of their meetings and proceedings. Copies of these minutes will be placed on file with the Clerk of the University Coordinating Council and be posted on the governance website.

5. All committees should elect a recording secretary from their membership with the following exceptions (where staff support will be provided by the administration for historical record and continuity):
   - University Coordinating Council, staff member as appointed by the Chancellor
   - Teaching & Learning, staff member as appointed by EVCAA
   - Student Affairs, staff member as appointed by VCSL
   - Strategic Planning and Budget, staff member as appointed by the Chancellor
   - Facilities, staff member as appointed by VCFO
   - SEM, staff member as appointed by EVCAA