

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 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 College Assembly, the Assembly Council, and the College faculty, as delegated by the Board of Regents in accordance with the Constitution of the Duluth Campus Assembly and such collective bargaining agreements as shall be approved by the Regents and subject to subsequent modification by the Board of Regents.

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 the 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 person to take minutes at the College Assembly meetings, and the Dean shall also be responsible for the duplication and distribution of the minutes.

The Dean shall serve as the presiding officer of the Administrative Cabinet. The Dean shall bring to the Cabinet for discussion and recommendation College administrative matters of general importance. The Dean shall provide the Administrative Cabinet 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 the Cabinet, he/she will present in timely fashion a written statement specifying the reasons to the Cabinet.

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. In cases where a decision involving promotion or permanent tenure is involved, the Dean shall consult with both the candidate for promotion and/or tenure and the appropriate department head.

The Dean shall forward his/her nomination for department head or unit director to the Chancellor for approval, from the list of preferred candidates submitted by the department or unit. A department head or unit director may be removed by the Chancellor upon the recommendation of the Dean after the Dean has consulted with the faculty of the affected unit. The Dean shall approve departmental constitutions and forward them through appropriate channels for approval by the Board of Regents. The Dean shall maintain a file of the meeting minutes of each department.

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. The term of office for the Dean shall be five years and shall be renewable. During the fourth 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 quarter of the fifth 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 mail 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 (who shall maintain its confidentiality in an identical manner). 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. The Chancellor shall present an oral summary of the conclusions of any evaluation of the Dean's administration to the Assembly Council in the same quarter that any evaluation is completed.

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 tenure-track and non-tenure-track individuals who hold 75 percent time or greater appointments as Regents' Professor, Professor, Associate Professor, Assistant Professor,

Instructor, or Academic Professional 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.

Other individuals who teach in the College may be granted the right to participate and vote in the College Assembly meetings upon petition to the Assembly Council; however, such individuals cannot be authorized to vote in elections, serve on Committees or other collegiate bodies, or sign a petition for an early review of the Dean.

SECTION 2. Civil Service Staff

Civil Service employees are support staff and scientific/technical staff hired through the University's Human Resources Office and affiliated with departments or units administratively within the College. For purposes of elections conducted by the College, civil service staff are those who hold 75% time or greater appointments.

SECTION 3. Students

Students are those taking courses in the College

For purposes of voting and service in the governance structure of the College, the eligible students include any undergraduate student in the College carrying at least twelve credits or any duly registered graduate students whose field of study is within the College.

SECTION 4. Rights and Privileges

Members of these constituencies are expected to participate in the affairs of the College, including its governance machinery and its Committee structure, consistent with University regulations and collective bargaining agreements approved by the Regents.

ARTICLE IV. Departments

SECTION. 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 or unit shall carry out programs of

instruction, research, and service in a field or closely related fields of knowledge.

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) Civil service personnel attached to the department or unit;
- (d) One student representative, whose voting rights shall be designated by the department or unit.

SECTION 3. Constitutions

Each department or unit may adopt a written constitution, which shall become effective upon approval by the Dean and the Board of Regents. 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 at least one meeting in every quarter. Agenda for such meetings shall be communicated to department members at least one day in advance of the meeting. At all meetings minutes shall be kept, which may be examined at any time by members of the department or unit and which shall be sent to the Dean.

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. Salary 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 nominate the Department Head to the Chancellor. A similar procedure shall be followed in selecting an Acting Department Head.

ARTICLE V. Administrative Cabinet

SECTION 1. Powers and Responsibilities

The Administrative Cabinet shall advise the Dean on the operations of the College.

SECTION 2. Membership

The members of the Administrative Cabinet 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 of the Administrative Cabinet and may delegate this function to another member of the Cabinet.

ARTICLE VI. 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.

In those cases where a new collegiate policy, major or program is deemed necessary, the Assembly Council shall ordinarily assume the responsibility of preparing a draft proposal, which will then be placed on the agenda for the consideration of the College Assembly. In addition, endorsement of any proposal by any fifteen members of the College Assembly will be sufficient instruction to the Assembly Council to place the proposal on the agenda for consideration by the College Assembly.

SECTION 2. Membership

The College Assembly shall consist of the President, the Chancellor, the Dean, all voting

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

The student representative in each Department shall be a member of the College Assembly. There shall, in addition, be an equal number of student representatives selected by the Department student representatives.

SECTION 3. Officers

The officers of the College Assembly shall consist of the Dean of the College, the members of the Assembly Council, and the Speaker of the College Assembly, who shall be elected by the College Assembly to preside over its meetings.

The Assembly Council shall consist of seven members of the voting Faculty, one civil service member, two student representatives to the College Assembly and non-voting ex-officio members as determined by the voting members. 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 once during each academic quarter, at such time and place as shall be determined by the Assembly council in consultation with the Dean. Special sessions may be summoned by the Dean, by the Assembly council, or by fifteen voting members of the College Assembly who so petition the Assembly Council. 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 item presented to the Assembly council in writing, signed by at least ten College Assembly members, must be included in the agenda. A quorum shall consist of a simple majority of the total voting membership of the College Assembly, unless suspended by a three-fourths majority of at least one-third of the total membership, present and voting. *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 Speaker to speak, subject to any regulations stipulated in the Bylaws of this Constitution

ARTICLE VII. 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 an expected 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 a file of the minutes of their meetings and report recommendations to the College Assembly for action or for information. Copies of the minutes of all committees shall be filed in the Dean's office. All committees shall submit a written report to the College Assembly at least once a year.

ARTICLE VIII. 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 and approval by the Board of Regents. Voting shall be by secret mail 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 request action regarding possible violations of the Constitution from the College Assembly, the Dean, or the Assembly Council.

SECTION 3. Amendments

Amendments to this Constitution may be introduced by the Dean, by the Assembly Council, or by written petition of at least ten members of the College Assembly and shall appear on the College Assembly agenda for discussion and revision.

All amendments require a two thirds approval of the current voting membership of the College Assembly. Balloting 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. Amendments shall be effective upon approval by the Board of Regents.

ARTICLE IX. 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 endorsed by at least five voting members of the College Assembly. Balloting shall be by mail, and copies of the proposed action shall be presented to the College Assembly at least five days before the vote is taken.

COLLEGE OF LIBERAL ARTS BYLAWS

ARTICLE I. Assembly Council Elections

The seven faculty members of the Assembly Council, the one civil service member, and the two student members shall be elected by their respective constituencies in the College Assembly. The faculty positions and the civil service position shall be for two-year terms; the student position shall be for one-year terms. The terms for the faculty positions and the civil service

position 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 quarter for the following academic year.

The Dean and the Assembly Council shall oversee the elections of the faculty members and the civil service member. 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 faculty member or a civil service 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 President of the University, the Chancellor, Assistant/Associate Chancellors, Vice Chancellors, Assistant/Associate Vice Chancellors, the Dean of the College, Assistant/Associate Deans as may be appointed, 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, including course proposals. It shall review and propose policies that affect a number of departments or the College as a whole, the liberal Education requirements, and degree requirements. This committee also shall recommend policies governing admissions, academic standing, grading, and honors,

and it shall assist the Dean in the implementation of such policies.

The Academic Affairs Committee shall consist of one faculty member from each department and a total of two students at large. The faculty members of the committee shall be chosen by and from the faculty membership of each department for two-year terms on a rotating basis. Vacancies that occur shall be filled by the departments. The student members of this committee shall be selected by the student members of the College Assembly. The Dean shall serve as an ex-officio member.

Faculty teaching courses in programs that are administratively within the College but that are not Departments shall constitute that program's Curriculum Committee and all curricula proposed in such programs shall be approved by such faculty before forwarding to the College's Academic Affairs Committee.

SECTION 2. Budget Committee

The Budget Committee shall advise the Dean on collegiate budgetary 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 student and one civil service person. Each shall have a term of two years on a rotating basis. The Assembly Council shall nominate twice the number to be chosen each year and submit them to the Dean for her/his choices. The College representative to the Campus Budget committee, the College staff budgetary officer, and the Associate Dean 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. It shall also recommend faculty for single-quarter leaves and sabbaticals. The Research Committee shall consist of five faculty members. Each shall have a term of two years on a rotating basis. The Assembly Council shall nominate twice the number to be chosen each year and submit them to the Dean for her/his choices.

SECTION 4. Teaching Committee

The Teaching Committee shall recommend policies to enhance the teaching function of the College. These may include salary recommendations for merit awards for quality teaching and

nominations for teaching rewards. The Teaching Committee shall consist of five faculty members, two students, and one civil service person. Each shall have a term of two years on a rotating basis. The Assembly Council shall nominate twice the number to be chosen each year and submit them to the Dean for her/his choices.

SECTION 5. Student Affairs Committee

A Student Affairs Committee will advise the Dean, relevant Associate or Assistant Deans and the Student Affairs Office on policies and procedures related to student affairs in the College. It will also consult with the Dean and the Assembly on matters related to the student experience in the college. The Student Affairs Committee shall consist of three students, seven faculty members and one Student Affairs and Advising Center staff member. 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. The Assembly Council shall nominate twice the number to be chosen each year and submit them to the Dean for her/his choices.

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/or staff members and ten appointed students. The faculty/staff members will have a term of two years on a rotating basis. The current CLA Technology Directory shall serve as a non-voting ex-officio member.

(Revised May 2008)