CONSTITUTION OF THE SWENSON COLLEGE OF SCIENCE AND ENGINEERING
UNIVERSITY OF MINNESOTA DULUTH

PREAMBLE

ARTICLE I. Governance

ARTICLE II. The Dean

ARTICLE III. The Faculty

ARTICLE IV. Organizational units

ARTICLE V. College Assembly

ARTICLE VI. Committees

ARTICLE VII. Implementation, Interpretation and Amendment

ARTICLE VIII. Adoption of By–laws
BY-LAWS OF THE SWENSON COLLEGE OF SCIENCE AND ENGINEERING
UNIVERSITY OF MINNESOTA DULUTH

ARTICLE I. Committees ........................................................................................................... 11
   Section 1. Selection of Committee Members and the Chairperson ........................................ 11
   Section 2. Standing Committees .......................................................................................... 11
      a) Academic Standards Committee ............................................................................ 11
      b) Multicultural and Diversity Committee ................................................................. 11
      c) STEM Funding Committee .................................................................................... 12
      d) Technology Advisory Committee ......................................................................... 12
   Section 3. Ad hoc Committees .......................................................................................... 13
      a) Student Appeals Committee .................................................................................. 13

ARTICLE II. Student Representatives to the College Assembly .............................................. 13
   Section 1. Undergraduate ................................................................................................. 13
   Section 2. Graduate .......................................................................................................... 13
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PREAMBLE

The purpose of the Swenson College of Science and Engineering (the College, hereafter) is to promote excellence in learning, teaching, and research in the disciplines of science, engineering and mathematics. We strive to develop student academic and professional potential and prepare them to interact with a diverse society. To achieve these goals, faculty are expected to be skilled in their respective disciplines and have access to institutional resources for professional development in teaching, scholarship, and service. Work of all members of the College should be encouraged, supported, recognized and rewarded.

ARTICLE I. Governance

The College is governed in accordance with the Board of Regents and the Constitution of the Duluth Campus Assembly while following any approved collective bargaining agreements.

ARTICLE II. The Dean

Section 1. Duties and Responsibilities

a) The Dean will be the chief academic and executive officer of the College with general administrative authority over College affairs. The Dean will provide leadership in formulating policies, introducing and testing educational ideas and proposals, stimulating discussions leading to the improvement of the educational program of the College, and serving as a liaison between the University and the public regarding the goals, programs, and actual and potential contributions of the College. The Dean will administer academic affairs in accordance with the policies of the College.

b) The Dean will organize and direct reviews of the objectives and programs of the College on a published schedule agreed to by the Executive Vice-Chancellor of Academic Affairs.

c) The Dean will work closely and meet regularly with Department Heads to coordinate College and interdepartmental activities.

d) The Dean will maintain a file of all minutes of meetings of committees of the College Assembly. The minutes will be accessible at the discretion of the Dean or by directive of the Executive Committee. A summary of activities of each meeting of the committees will be posted on the Executive Committee web page.

e) The Dean will receive and evaluate recommendations for faculty appointments, salary adjustments, promotions, and tenure submitted by the departments. The Dean will forward his/her recommendations together with those of the department to the appropriate administrative officer. The Dean will have final authority to make
recommendations to the Chancellor on the budget of the College, after consultation with the Department Heads and Directors of Graduate Studies and after following other consultative procedures. The Dean will inform the Department Heads and Directors of Graduate Studies of his/her recommendations, both budgetary and personnel, and reasons for them. When the decisions relate to an individual, the Dean will give his/her explanation to that person, if requested. Unless alternative procedures are expressly provided, the Dean will oversee and administer all elections mandated by this Constitution or its by–laws.

Section 2. Selection, Appointment, Term of Office, Review

a) The Chancellor, following an appropriate search process in which tenured faculty constitute a majority of the search committee, will recommend to the president of the University and the Board of Regents the appointment of the Dean of the College. The appointment of the Dean will be for a renewable one year term. Regular reviews of the Dean will be undertaken by the Chancellor. This review will involve soliciting information through a formal survey of collegiate faculty, staff, students, and administrators.

b) The Executive Committee will conduct a referendum of the College faculty on the status of the Dean at the written request of 20 percent of the voting faculty of the College or at the request of the Dean. A petition for a referendum will go to the chairperson of the Executive Committee. If a majority of the members of the College faculty cast ballots in favor of the Dean’s removal from office, the Executive Committee will request the Chancellor to initiate a review.

ARTICLE III. The Faculty

Section 1. Membership

For voting purposes at the College level, the faculty of the College will consist of:

a) Those individuals who hold 75%-time or greater regular appointments as defined in the Regulations Concerning Faculty Tenure of the University of Minnesota (i.e. 9-month tenured or tenure-track appointments). This includes Professors, Associate Professors, Assistant Professors and Instructors in any department or other unit of the University that is administratively within the College.

b) All those who hold any of the above ranks with administrative appointments who teach in the College on a regular basis, and whose unit affiliation resides in the College;

c) Any person with: 1) a non–regular faculty appointment in the College, 2) an academic/professional appointment in the College, or 3) a regular or non–regular appointment in another major collegiate unit of the University, but who teach in the College, may petition the Executive Committee for the right to vote. At the discretion of the Executive Committee, successful petitioners may be restricted from service on certain
committees or other collegiate bodies. The Executive Committee will inform the
Assembly of all approved petitions.

Section 2. Rights and Responsibilities

The faculty will assume all rights, privileges, responsibilities, and procedures provided by the
Board of Regents Policy on Faculty Tenure as consistent with the provisions of such
collective bargaining agreements as will be approved by the Regents.

Section 3. Faculty Tenure

The faculty will conform to procedures for appointment, reappointment, retention,
promotion, tenure, and termination provided by the Board of Regents Policy on Faculty
Tenure as consistent with the provisions of such collective bargaining agreements as
approved by the Regents.

ARTICLE IV. Organizational Units

Section 1. Departments and Related Research Units

The College is composed of departments and other related research units with shared faculty
appointments (e.g. Large Lakes Observatory) as designated by the Board of Regents. Each
department or unit will carry out programs of instruction, research, and service in a field or
closely related fields of knowledge.

Section 2. Membership

A department or unit consists of a Department Head, Director, or Director of Graduate
Studies and all College Assembly voting members attached to that department or unit
carrying the rank of Professor, Associate Professor, Assistant Professor, or Instructor. Other
personnel attached to the department, including but not limited to staff and students may
have voting rights as determined by the Department.

Section 3. Policies and Procedures

Each department or unit will be responsible for initiating policy and implementing
procedures within the department or unit unless these fall within the jurisdiction of the
College Assembly, the Campus Assembly or the collective bargaining agreements. Each
department or unit may adopt a written constitution that becomes effective upon approval by
the Dean. Each department or unit will hold at least one meeting in every semester. Agenda
for such meetings will be communicated to department members in advance. Minutes will
be kept at all meetings which may be examined at any time by members of the department or
unit and which will be sent to the Dean.

Section 4. Administration
a) Recommendations on matters of general concern regarding department or unit budgets will 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 will be made by the department or unit or consistent with the provisions of the collective bargaining agreement. Recommendations concerning tenure and rank for faculty members will be made to the Dean consistent with University policies governing such tenure and rank and with the provisions of the collective bargaining agreement. The results of consultations for each individual on tenure, rank, and salary will be recorded in the recommendations made by the Dean to the executive vice Chancellor for academic administration and the Chancellor.

b) Department Heads, Directors, and Directors of Graduate Studies (except in the Department of Aerospace Studies) will 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 or unit will form a search committee that will recommend to the department or unit at least two names. The regular faculty members of the department or unit will vote on the names recommended to them and the results of the vote will be forwarded to the Dean. The Dean will nominate the Department Head, Director, or Director of Graduate Studies to the Chancellor.

ARTICLE V. College Assembly

Section 1. Definition

The College Assembly is the advisory body of the College.

Section 2. Powers and Responsibilities

The College Assembly will exercise advisory authority over educational policies and standards, including but not limited to entrance requirements, scholastic standing, curricula, instruction, grading, degrees, degree requirements, honors, and awards. The Assembly will have power to enact by–laws for the implementation of this constitution. It will have authority to establish such committees as it deems necessary to facilitate the performance of these responsibilities. These powers will be exercised only within the framework of general policies established by the Regents and the Constitution of the University of Minnesota Duluth College Assembly, as consistent with the collective bargaining agreement.

Section 3. Membership

a) The College Assembly consists of the Chancellor of the University of Minnesota Duluth, and the Dean, all voting faculty (Article III, Section 1), student representatives and collegiately budgeted non–academic staff (specified below), and others so designated by the Assembly. The Assembly is the final judge of its membership.

b) One undergraduate student representative from each department or unit will serve as a
member of the Assembly. Any undergraduate student in the College, registered for 12 or more credits, will be eligible to be a student representative to the Assembly. These representatives will be elected or appointed as determined by the department to serve for a term of one year beginning on the first day of the fall semester.

c) One graduate student representative whose field of study is within the College will serve as a member of the Assembly. The graduate student representative will rotate among departments as determined by the Executive Committee. This student will serve for a term of one year beginning on the first day of the fall semester.

d) The collegiately budgeted non–academic employees will elect three members of the Assembly in elections to be conducted in the spring semester by the staff in the Dean’s office, under procedures subject to the approval of the Assembly. These members will serve for a term of one year beginning on the first day of the fall semester. Any vacancy that occurs will be filled by the unsuccessful candidate in the preceding election who received the highest number of votes.

Section 4. Officers of the College Assembly and their Responsibilities

a) The officers of the Assembly consist of the Chancellor of the University of Minnesota Duluth, the Dean of the College, members of the Executive Committee, and such others as the Assembly requires to facilitate its business.

b) The Chancellor may attend and participate in any meeting of the College Assembly.

c) The Dean of the College is responsible for scheduling regular meetings of the Assembly and has the authority to summon the Assembly into special session. The Dean will determine the agenda for all Assembly meetings in consultation with the Executive Committee and distribute the agenda to all Assembly members three days prior to the meeting. The Dean will serve as chairperson of Assembly meetings and will appoint a Clerk of the Assembly (who need not be a member of the Assembly) to record the minutes of Assembly meetings, distribute the minutes to all Assembly members, and perform such additional duties as the Assembly establishes.

d) The role of the Executive Committee is to represent the faculty interests to the College administration and to serve as officers of the College Assembly. Executive Committee will consist of one member from each department and one student representative to the Assembly. Faculty members on the Executive Committee will be elected to staggered three–year terms by the departments during the preceding spring semester and will be eligible for not more than two consecutive terms. A vacancy in an unexpired term of a faculty Executive Committee member will be filled by the appropriate department. Nominees for the student members will be solicited by departments and elected by the Executive Committee. The president of the University, Chancellor, Assistant/Associate Chancellor, Vice Chancellors, Dean of the College, Associate or Assistant Deans, Department Heads and Directors will not be eligible for membership on the Executive Committee. The Executive Committee will select a chairperson and other officers it
deems necessary to facilitate its own operations, and to establish its own procedural policies, provided that such policies do not violate any provisions of this constitution or any by–laws duly enacted by the Assembly.

e) The primary responsibilities of the Executive Committee are: i) to govern the College committees, ii) to receive petitions and complaints of violation of the constitution, and iii) to participate in assembly meetings as specified below.

i. The Executive Committee will establish new committees, define and communicate the functions of college committees (except those defined below), review the work of existing committees, and dissolve committees to meet the changing needs of the College. The Executive Committee will establish rules for committee membership, select officers as deemed necessary, handle jurisdictional disputes between committees, route new and unusual business to the proper committee. The Executive Committee has the right to request and review the minutes of any college committee meeting. The Executive Committee will formulate recommendations to the College Assembly when changes in the committee system are necessary.

ii. The Executive Committee will act as the agent of the College faculty in initiating a review of the Dean of the College, according to procedures specified in Article II, Section 2. Executive Committee may also receive and act on petitions to hold a special session of the Assembly (Section 5 below)

iii. The Executive Committee will have authority to summon the Assembly into special session and preside over Assembly meetings in the absence of the Dean.

Section 5. Meetings

The College Assembly will convene in regular sessions at such time and place as will be determined by the Dean. Special sessions may be summoned by the Dean, the Executive Committee or any ten voting members of the Assembly who submit a petition to the Executive Committee. Any agenda item presented to the Dean’s office in writing, signed by at least ten Assembly members, must be included in the agenda. Unless otherwise provided in this Constitution or its by–laws, or provided by special procedural rules adopted by the Assembly, Roberts Rules of Order, Revised, will be followed. Any non–voting University of Minnesota Duluth administrator, faculty, staff or student will have the right to attend meetings of the Assembly. They may be recognized by the chair to speak, subject to any regulations stipulated in the by–laws of this Constitution.

Section 6. Voting procedures

A quorum will consist of a simple majority of the membership, present and voting.

ARTICLE VI. Committees
Section 1. Establishment

In addition to committees established in Article VI Section 3, the College Assembly or the Dean with the approval of the College Assembly may establish standing or ad hoc committees, and either the Dean or the College Assembly may establish special committees or task forces as needed.

Section 2. Responsibilities

All committees will 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 will be filed in the Dean’s office. All committees will submit a written report to the College Assembly at least once a year. A summary of the committees activities will be posted each semester on the College Governance web page.

Section 3. Standing Committee

Curriculum Policies Committee
The mission of the Curriculum Policies Committee is to recommend and oversee policies on curricular matters, including course proposals. The Curriculum Policies Committee will give special attention to policies which affect a number of departments or the College as a whole, for liberal education, and for degree requirements.

Section 4. Special Committees and Task Forces

Other committees or task forces will be assembled by the Dean and Associate Dean in response to the needs of the College. The duration and composition of these committees will be set forth in the By-laws of the Constitution.

Section 5. Grievances

The standing campus-wide grievance and conciliation committees will serve as grievance and conciliation committees for the College.

ARTICLE VII. Implementation, Interpretation and Amendment

Section 1. Implementation

This Constitution will become effective immediately after its adoption by a two-thirds majority of the entire College faculty and approval by the Board of Regents. The Executive Committee will determine an appropriate method of voting by secret ballot (paper or electronic) subject to approval of the Dean.

Section 2. Interpretation

Final authority for interpretation of this Constitution will reside with the College Assembly.
Any member of the faculty, staff or student body may request action regarding possible violations from the College Assembly, the Dean, or the Executive Committee.

Section 3. Amendment

a) Amendments to this constitution may be introduced by the Dean or by a written petition to the Executive Committee that includes at least ten members of the Assembly. Any suggested amendments will appear on the Assembly agenda for discussion and revision.
b) All amendments require a two-thirds majority of the entire College. The Executive Committee will determine an appropriate method of voting by secret ballot (paper or electronic) subject to approval of the Dean.
c) Copies of all proposed amendments will be presented to the membership of the College Assembly at least two weeks before the vote is taken. Amendments will be effective upon approval by the College Assembly.

ARTICLE VIII. Adoption of By–laws

By–laws to this Constitution may be enacted, amended, or repealed by a simple majority vote of all present and voting members of the College Assembly, and become effective immediately on passage unless otherwise specified in the by–laws. Any proposed new by–law or changes in existing by–laws will be endorsed by at least five voting members of the College Assembly. Voting will be conducted with paper ballots at an Assembly meeting. Copies of the proposed action will be presented to members of the College Assembly at least five days prior to the date the vote is to be taken.
ARTICLE I. Committees

Section 1. Selection of Committee Members and the Chairperson

a) During the spring semester, committee members will be named for the following year. At that time, the current chair of each committee specified below will call a meeting to elect a chairperson for the subsequent year. If there are additional nominations of faculty or students to serve on the committees specified below, they will be accepted from Assembly floor and a vote will be taken at the meeting to determine who will serve on the committee.

b) No faculty member will serve more than two consecutive terms except in the case of a replacement terms that are less than half of a regular term. Faculty are eligible to serve on a committee again after one term of non–membership. The Executive Committee will fill vacancies that occur within the academic year.

c) Nominations for student members for each of the following committees will be solicited by departments during the spring semester. At the first committee meeting the following fall, committee members will select student members from the list provided by departments. Students are allowed to serve a maximum of three years on any committee.

Section 2. Standing Committees

a) Academic Standards Committee

The mission of the Academic Standards Committee is to recommend policies governing admissions, academic standing, and grading, and will assist the Dean in the implementation of such policies

i. The Academic Standards Committee will be composed of four faculty members and two students. The Associate Dean will be a non-voting member.

ii. The composition of this committee will rotate among departments on a regular basis as determined by the Executive Committee. Departments will be solicited in the spring for faculty nominees by the Dean’s office. The Executive Committee will select committee members from this pool of nominees to serve three-year terms. Service on this committee is limited to two consecutive terms.

iii. If there are additional nominations from the Assembly floor a vote will be taken at the meeting to determine who should serve.

b) Multicultural and Diversity Committee
The mission of the Multicultural and Diversity Committee is to actively develop and pursue strategies to increase the number of under-representative groups in the science, technology, engineering, and mathematics including students and faculty. The emphasis will be on the recruitment and retention of under-represented groups and promoting a welcoming and inclusive atmosphere in the college.

i. The committee will consist of four faculty members, one graduate student representative, and one undergraduate student representative.

ii. The composition of this committee will rotate among departments on a regular basis as determined by the Executive Committee. Departments will be solicited in the spring for faculty nominees by the Dean’s office. The Executive Committee will select committee members from this pool of nominees to serve three-year terms. Service on this committee is limited to one term to allow other departments to rotate into service.

c) STEM Funding Committee

The mission of the STEM Funding Committee is to identify and respond to emerging STEM education grants. The committee will review request for proposals (RFPs) from funding agencies, assemble teams to generate proposals, and provide logistic support by crafting templates including descriptions of the appropriate STEM disciplines and environments in the College and on the University of Minnesota Duluth campus.

i. The committee will consist of four faculty members, two from engineering departments and two from non-engineering departments.

ii. Faculty members will be nominated by their respective departments to serve three-year terms based on the rotating schedule established by the Executive Committee. No faculty member will serve more than two consecutive terms.

d) Technology Advisory Committee

The mission of the Technology Advisory Committee is to assess emerging technology for use by the College. The Technology Advisory Committee may make recommendations to the Dean regarding the use of technology as well as recommending possible ways to spend technology fee money.

i. The committee will consist of four faculty members and one student representative. A representative of the College administration may be appointed as an advisor by the Dean.

ii. The composition of this committee will rotate among departments on a regular basis as determined by the Executive Committee. Departments will be solicited in the spring for faculty nominees by the Dean’s office. The Executive Committee will select committee members from this pool of nominees to serve three-year
Section 3. Ad hoc Committees

a) Student Appeals Committee
This committee will be called to meet by the Dean or Executive Committee to hear and attempt to mediate any student–initiated academic grievances between students and faculty members or between students and administrators

i. The Student Appeals Committee will meet on an ad hoc basis as specified by the Dean, the Associate Dean or Executive Committee.

ii. The committee will consist of four faculty members, four student members, and the Associate Dean, who will serve as a non–voting member.

iii. Departments will be solicited for faculty and student nominees by the Dean’s office when the service of this committee is required.

ARTICLE II. Student Representatives to the College Assembly

Section 1. Undergraduate

The student representative of each department or unit is a member of the College Assembly. The method of selection will be determined by the department, but the representative for the following year will be chosen during the spring semester of the previous year. In addition, undergraduate students with current appointments on standing committees are considered members of the College Assembly.

Section 2. Graduate

The student representative of the College is a member of the College Assembly. The representative for the following year will be chosen during the spring semester of the previous year. In addition, graduate students with current appointments on standing committees are considered members of the College Assembly.