

CONSTITUTION

College of Education and Human Service Professions

University of Minnesota Duluth

Approved by CEHSP Senate, April 22, 2003
Bylaws Revision, Approved by CEHSP, May 1993
Approved by the Board of Regents, February 14, 1986

CONSTITUTION

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ARTICLE I. PURPOSES

The Major purpose of the College of Education and Human Service Professions is to prepare students for careers in education and human service fields. To achieve this purpose we dedicate ourselves to the goal of excellence in learning, teaching, research, advising, and service, including fostering the professional development of students, faculty, and staff in those areas. The College strives to engage and empower students, faculty, and staff. Our mission is to serve students and develop their potential, preparing them to interact with diverse communities at home and around the world. To accomplish these purposes, the College shall be oriented to the changing needs of society, and shall create programs which respond to such needs. The College endorses the concept of liberal education and shall implement plans to achieve the stated purposes of the University of Minnesota, Duluth and the University of Minnesota system.

ARTICLE II. THE COLLEGE DEAN

SECTION 1. Selection and Appointment of the Dean

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 three years and appointment is renewable.

SECTION 2. Duties and Authority

As chief executive officer of the College, the Dean shall have general administrative authority over College affairs and shall represent the College in University administrative planning. The Dean, with the other administrative officers of the College, shall provide

leadership in formulating policies leading to improvement of the educational programs of the College.

The Dean may suspend implementation of any action taken by the College Senate, or any of its councils, and ask for a reconsideration of such action. A written explanation for the suspension will be provided at the request of the College Senate. If the Dean and the College Senate, or any of its councils, do not reach agreement on the suspension, the questions may be appealed to the Chancellor by the College Senate.

The Dean shall interpret programs and activities of the College to the University, the community, the professional organizations and other agencies concerned with educational issues. The Dean shall be accountable for the expenditure of funds of the College, and shall be responsible for the preparation and presentation of budget recommendations to the Chancellor. The budget shall be prepared by the Dean in consultation with Heads of Departments and other Organizational Units.

The Dean shall evaluate and review all recommendations pertaining to Department administrative appointments, promotions, and tenure received from Departments through Department Heads and shall forward the recommendations together with those of the Department to the appropriate administrative officer. These shall be subject to established Regents' policies and any collective bargaining agreements that apply. The Dean shall inform the appropriate Heads of Departments and other units of his/her recommendations with regard to personnel and the reasons for these. In cases of decisions about individuals, the Dean shall inform the affected individual of his/her recommendations and the reasons for them.

The Dean may delegate authority and appoint ad hoc councils that do not conflict with College Senate councils or Campus Assembly committees.

The Dean shall call meetings at least once each month with the Administrative-Leadership Council and with the Executive Council of the College Senate to discuss needs, priorities, allocation of resources, and other items of common concerns (within the College).

SECTION 3. Review of the Dean

At the beginning of the last year of an appointment term, or earlier if the Chancellor feels it is appropriate, the Chancellor shall review the status, progress, and effectiveness of the Dean's administration during that term.

The Executive Council of the College Senate shall conduct a referendum of the College Faculty on the status of the Dean at the written request of twenty (20) percent of the voting faculty of the College or at the request of the Dean. A petition for a referendum shall go to the Chair of the Executive Council. If a majority of the College Faculty cast ballots in favor of the Dean's removal from office, the Executive Council shall request the Chancellor to initiate a performance review.

SECTION 4. Associate Dean

The Associate Dean functions to assist the Dean in carrying out the organizational and logistical functions of leading the College. Duties and responsibilities are assigned by the Dean. The Associate Dean represents the College in the Dean's absence.

ARTICLE III. ORGANIZATION OF THE COLLEGE

SECTION 1. Organizational Units

Academic departments and other organizational units, as the Regents may approve in the College, shall constitute the organizational structure of the College. The Departments and other units shall carry out the programs of instruction, research, and service of the College. Programs of instruction research and service may vary from time to time as needs and situations change.

a. Academic Departments

An academic department shall consist of a Head and all voting members of the College Faculty attached to it with the rank of Professor, Associate Professor, Assistant Professor, or Instructor. Other personnel as may be attached to it may

have voting rights within the Department as determined by the Department. Other units approved for the College may have Department faculty assigned to them, or Department faculty may volunteer to serve in them. Other non-regular faculty may be assigned to these units.

b. Support Units

Support Units are institutes, councils, offices, centers, and similar units whose purposes are to support the academic, research, or service functions of Organizational Units of the college.

Support Units may be established by the Dean after consultation with the Administrative-Leadership Council and the Executive Council of the College Senate.

SECTION 2. Characteristics of Academic Departments

a. Policy and Procedures

Each Academic Department shall be responsible for initiating policy and implementing procedures within the Academic Department except as these fall within the jurisdiction of the College Senate, the Campus Assembly, or the collective bargaining agreements. All recommendations by faculty for the Dean's consideration on curriculum, admission to programs, scheduling of courses, and recruitment and assignment of faculty to each unit shall originate in the Academic Departments.

b. Recruitment, Retention and Promotion of Faculty

Recruitment, retention, and promotion of a faculty member shall be initiated in the Department in which the faculty member has or will have primary appointment. Recommendations for recruitment, retention, promotion and salary of faculty members in the Academic Departments, including Department Heads shall be in accord with written policies and procedures of the University and any collective bargaining agreements.

SECTION 3. Administration of Organizational Units

a. Academic Department Heads

Academic Department Heads shall act on the authority of the Dean over the affairs of the Departments, and the Heads shall represent the Departments in collegiate administrative planning. The Department Heads shall be appointed by the Chancellor upon recommendation of the Dean for a four (4) year term which may be renewed. Department Heads shall be appointed after an appropriate search process. Evaluation of the Academic Department Head's performance shall be conducted by the Dean to coincide with the Annual Performance Review of faculty. During the last year of the Department Head's term, or when a vacancy occurs, the Dean shall charge an appropriate search committee to recommend to the Department names of all those who wish to be considered as Head. Department and Academic search guidelines must be followed. The voting members of the Department shall vote on these nominees for Department Head and the results of the vote forwarded to the Dean. The Dean shall nominate a Department Head to the Chancellor. Department Heads may be removed by the Chancellor on the recommendation of the Dean after consultation with the faculty of the Department.

b. Directors of Support Units

Directors of Support Units shall be responsible for the implementation of the specialized functions of the Unit. They shall be appointed by the Dean, following an appropriate search process, and report to the Dean. Each Support Unit shall have a yearly operating budget, and the director shall be accountable to the Dean who is responsible for these funds.

c. Operating Budgets

Supporting Units and Academic Departments shall have a yearly operating budget to support its programs. The Dean shall approve expenditures of funds as requested by the Department Heads and Directors.

ARTICLE IV. COMPOSITION OF THE COLLEGE FACULTY, STAFF AND STUDENTS

SECTION 1. Composition of the Faculty

Faculty shall consist of those individuals who hold Tenured, Tenure Track, and Contract appointments of 50% or greater and for one year or more, in the College. Adjunct and Visiting faculty are not considered members of the College Senate, although they are encouraged to attend Senate meetings.

Any faculty other than as described above may petition the College Senate for the right to vote, since the College Senate is the final determiner of the voting membership of the College.

SECTION 2. Composition of the Staff

The staff of the College shall be defined as all Civil Service personnel – bargaining unit and non-bargaining unit- and all Professional and Administrative personnel. Those who hold less than 75% time appointments shall not be considered members of the senate.

SECTION 3. Composition of the Students

The students of the College shall be defined as all undergraduate students enrolled in majors offered by Departments in the College and post-baccalaureate or graduate students in fields of study within the College.

ARTICLE V. ORGANIZATION OF THE COLLEGE SENATE

SECTION 1. College Senate

The College Senate shall consist of the President of the University, the Chancellor, the Dean, the College faculty, staff, and students, as defined in Article IV.

SECTION 2. Voting Rights

Members of the Senate shall have equal voting rights in all matters that come before the Senate, except for curriculum issues. Only faculty Senate members shall have the right to vote on curriculum issues.

SECTION 3. Powers of the College Senate

The College Senate shall make recommendations to the Dean on matters concerning the College, except as these fall within the jurisdiction of the Board of Regents, the Campus Assembly or within provisions of collective bargaining agreements.

SECTION 4. College Senate Administration

The Dean and the Senate Executive Council shall schedule regular meetings of the College Senate and have authority to summon the College Senate into special session.

The chair of the Senate Executive Council shall preside at College Senate meetings. The Senate Executive Council shall annually appoint a secretary who shall keep minutes of meetings, establish and maintain membership rosters, and perform other duties as may be required by College Senate operation. The minutes of College Senate meetings shall be made available in some form to College Senate members by the Dean's Office.

SECTION 5. Regular Meetings of the College Senate

The College Senate shall convene in regular session at least once each semester, at such time and place as determined by the Dean and the Senate Executive Council. Agenda items are to be listed as "for information" or "for action". Any item presented to the Executive Council in writing and signed by at least ten (10) voting members of the College Senate must be included in the agenda. A quorum shall consist of a simple majority of the total voting members of the College Senate. It is the responsibility of the chair to complete the agenda. Except for Constitutional changes, if action on any agenda item listed "for action" cannot be taken for some reason, it must be placed on the agenda for the next regular meeting by the Executive Council. For these held over items, those members present at the next regular meeting shall constitute a quorum.

SECTION 6. Special Meetings of the College Senate

Special meetings may be called by the Dean, or by the Executive Council of the College Senate. Any council may request the Executive Council or the Dean to call the College Senate into special session. A petition for a special meeting signed by ten (10) voting members of the College Senate that is sent to the Dean or the Executive Council must result in a special meeting being called into session. The agenda for a special meeting, prepared by the Executive Council, shall be sent to all College Senate members at least five (5) days prior to the scheduled meeting by the Dean's office. Business at special meetings is to be limited to items on the printed agenda as listed "for information" or "for action".

SECTION 7. Emergency Meeting of the College Senate

Emergency meetings may be called by the Dean, or by the Executive Council of the College Senate. The agenda for an emergency meeting prepared by the Executive Council shall be sent to all College Senate members at least one (1) day prior to the scheduled meeting by the Dean's office. Business at emergency meetings is to be limited to items on the printed agenda as listed "for information" or "for action".

SECTION 8. Councils

Councils of the College Senate shall be standing councils as established in the Bylaws and other councils as established by the College Senate.

ARTICLE VI. CONSTITUTIONAL IMPLEMENTATION, INTERPRETATION AND AMENDMENTS

SECTION 1. Implementation

This constitution shall become effective immediately after its adoption by a 2/3 majority of those voting and its approval by the Board of Regents. Voting shall be by secret mail ballot of all senate members.

SECTION 2. Interpretation

Final authority for interpretation of the Constitution shall reside with the College Senate. Any group of five (5) members of the College Senate may raise a question of interpretation by presenting the issue in writing to the Executive Council for inclusion on an agenda for a College Senate meeting.

SECTION 3. Amendments

Amendments to the constitution may be introduced by the Dean, Executive Council, or by written petition of five (5) voting members of the College Senate. The proposed amendment must be presented in writing to the voting members of the Senate at least 5 days before a Senate meeting. It must appear on the agenda for information and possible revision. After the Senate meeting at which the amendment is discussed, it shall be presented in writing to the membership for voting. Voting shall be by secret mail ballot of all College Senate members. Amendments require approval by 2/3 majority of those voting to pass. Amendments become effective upon approval by the Regents.

ARTICLE VII. ADOPTION OF BYLAWS

Bylaws to this constitution may be enacted, amended, or repealed in the same way that this constitution can be enacted, and amended, except only a simple majority vote is required.

BYLAWS

ARTICLE I. COLLEGE SENATE MEETING RULES

Unless otherwise provided in the Constitution or these Bylaws, or by special action of the College Senate, *Robert's Rules of Order, Revised*, shall be the procedural rules for College Senate meetings.

ARTICLE II. COLLEGE SENATE MEMBERSHIP

SECTION 1. Faculty

All College faculty members as defined in Article IV, Section 1, of the Constitution shall be members of the College Senate. In addition, the President of the University, the Chancellor, and the Dean, shall be members.

SECTION 2. Staff

All staff, as defined in Article IV, Section 2 of the Constitution, shall be members of the College Senate.

SECTION 3. Students

The UMD student approved student organizations and/or Heads of each department shall select three (3) student representatives at the beginning of each semester to represent their department at the College Senate. All students are invited to College Senate meetings, but only the representatives have voting rights. A student representative who cannot attend a meeting is responsible for finding a substitute. The CEHSP student representative to the UMD Student Association is also a voting member.

ARTICLE III. COUNCILS

SECTION 1. Administrative-Leadership Council

The Administrative-Leadership Council shall consist of the Dean, Associate and Assistant Dean(s), Department Heads and Directors of Support Units. Other persons may be appointed to the Administrative-Leadership Council by the Dean in consultation with the Administrative-Leadership Council. The Council shall advise the Dean concerning educational, administrative and fiscal policies of the College.

SECTION 2. Executive Council

The Executive Council of the College Senate shall consist of one member from each Department and one staff representative to the College Senate. The Executive Council shall determine the agenda for all College Senate meetings and shall arrange for the Dean's office to distribute said agenda to College Senate members at least five (5) days prior to the meeting.

- a. The Executive Council shall act as the duly constituted agent of the College Faculty in initiating the review of the Dean, pursuant to procedures set forth in Article II, Section 3. It shall perform such additional duties as requested by the College Senate. It shall select a chair and such other officers it deems necessary, and establish its own procedural policies, provided such policies do not violate any provisions of the Constitution or any Bylaw enacted by the College Senate. The Executive Council shall adjudicate between College Senate Councils, route new and unusual business to the appropriate council(s), define and communicate the functions of all but standing councils, establish rules for membership on new councils, review the work of councils and recommend dissolution of councils when appropriate, formulate recommendations to the College Senate when changes in council structure seem appropriate, maintain records of councils, and nominate members for councils to the College Senate. The Executive Council shall have responsibility for overseeing all appointments to the College Senate and to its councils, and elections to the Campus Assembly and other elected campus bodies, except where these are otherwise provided for in the Constitution or Bylaws. Every spring the Executive Council shall ask for nominations among all faculty and conduct special elections for campus committees.
- b. In order to maintain continuity, faculty members on the Executive Council shall be elected to staggered two-year terms by the departments during the preceding spring semester and shall be eligible for not more than two consecutive terms. They are eligible for re-election after one term off the Council. A vacancy in an unexpired term is to be filled by the appropriate Academic Department. The staff member is to be elected for a two-year term by the membership in the College Senate during spring semester and shall be eligible for not more than two consecutive terms. A vacancy in the unexpired term of the member is to be filled by the membership of the College Senate. The President of the University, the

Chancellor, the Dean, Associate Deans, Assistant Deans, and members of the Administrative-Leadership Council are not eligible for election to the Executive Council.

SECTION 3. CEHSP Graduate Program Council

- a. The CEHSP Graduate Program Council shall consist of one (1) faculty representative from each department that offers either collegiate or Graduate School graduate programs, a representative from the Center for Environmental Education, one (1) graduate student from a Graduate School program and one (1) graduate student from a collegiate program, and the Director of Collegiate Graduate Programs, ex-officio. The Council will select the student representatives from nominations made by the programs. The Council will elect a chair from the faculty representatives.
- b. The CEHSP Graduate Program Council has authority to develop and implement policy and approve graduate curricula to guarantee consistency and congruency across graduate programs in the college. The CEHSP Graduate Program Council shall (1) serve as curriculum committee for all graduate level course proposals and graduate level program proposals in the College; (2) initiate studies and formulate plans for immediate and long range development of the collegiate graduate programs; (3) develop and establish educational policy affecting the collegiate graduate programs; (4) advise the Director of Collegiate Graduate Programs in interpreting and implementing collegiate graduate program policies related to the teaching, advising, research and service functions of these programs; (5) advise the Director of Collegiate Graduate Programs on general policies concerning budgeting, faculty personnel, liaison with departments, campus and University groups, state and national organizations and agencies; and (6) review the programs' progress in achieving goals. Any decisions made by this Council that affect undergraduate education shall be shared with the Undergraduate Academic Affairs and/or the Undergraduate Advising Councils.

SECTION 4. Undergraduate Academic Affairs Council

- a. The Undergraduate Academic Affairs Council shall consist of one (1) faculty member and one (1) student from each Department which has an undergraduate program. The Social Work Department will have an ex officio representative who will act on proposals and issues that affect the Social Work Department. Department Heads shall be responsible for having the member from the department, or a substitute, at each Academic Affairs meeting. The faculty members of the council shall be selected by and from the faculty of each Academic Department for a two year term.
- b. The Undergraduate Academic Affairs Council shall recommend and oversee policies on undergraduate curriculum matters, including course proposals. It will have particular concern for policies which affect a number of Departments, programs, or the college as a whole and for liberal education efforts of the College. It shall make recommendations to the Dean about course proposals which originate within the College, or those originating outside the College which might have an impact on College programs. Any decisions made by this Council that affect graduate education shall be shared with the Graduate Program Council.
- c. This council shall have as its concerns such standards as affect college entrance requirements, scholastic standing, grading, degree requirements, and honors and awards.

SECTION 5. Undergraduate Advising Council

- a. The Undergraduate Advising Council shall consist of one (1) faculty and one (1) student from each Academic Department with an undergraduate program, except for Education which shall have two (2) faculty and two (2) student representatives, and a representative from Student Affairs.
- b. The Undergraduate Advising Council will act as a governing board for undergraduate advising and is charged with making recommendations to the

Associate Dean in all matters related to undergraduate advising in the College. Committee members will act as liaisons with their constituencies, bringing issues to the committee for discussion and recommendation, and soliciting input on issues under consideration. The Undergraduate Advising Council will be responsible for ongoing evaluation of and continuous improvements in undergraduate academic advising in the College.

SECTION 6. Special Committees

Ad hoc committees may be organized by the College Senate for specific purposes. The Executive Council will closely monitor the function of these committees. No ad hoc committee may be charged with functions and responsibilities of any of the standing councils. Ad hoc committees are to follow the same rules and procedures as the standing committees.

SECTION 7. Council Rules and Procedures

- a. The Executive Council shall designate a convener for all new councils. Each council shall elect its own chair for a term it determines.
- b. Each standing council functions from September 1 to August 31. Vacancies occurring during this period are to be filled by the Executive Council unless otherwise specified in the Constitution or Bylaws.
- c. Terms of appointment to councils shall be two (2) years. Fifty percent of the membership of each council will turn over each year. Departments with titles beginning with letters A-J will have appointments that begin in odd numbered years, and departments with titles beginning with letters K-Z will have appointments that begin in even numbered years.
- d. Each council is to develop its own operating rules and procedures for conducting its business. A set of these procedures is to be filed with the Executive Council and the Dean.
- e. All standing councils are to meet at least once each academic year.

- f. Each standing council shall make an annual report of their activities at the Spring meeting of the College Senate. These written reports are to be filed with the Executive Council at least ten (10) days in advance of the meeting to permit the Executive Council to have copies placed in the hands of College Senate members.
- g. Any council of the College Senate may request items to be placed on a meeting agenda “for information” or “for action” by giving the agenda items to the Executive Council at least ten (10) days prior to the meeting.
- h. Each standing committee should be ready to give a description of its current activities at any meeting of the College Senate.
- i. Unless otherwise specified above, Department Heads, in consultation with the faculty, shall be responsible for selection of faculty and students for council membership, and the Dean will be responsible for selecting staff members. The Dean should solicit names of council members from the Departments during each spring semester.

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