

DRAFT Constitution for the College of Arts, Humanities and Social Sciences.
Version 3
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Preamble

The College of Arts, Humanities, and Social Sciences adopts this Constitution as a manifestation of its values. The policies and procedures outlined in this Constitution serve as a toolset for enacting those values in our mission as we work together toward our vision.

Values

Serving as a microcosm of the University, the College of Arts, Humanities, and Social Sciences supports work in the diverse domains of human knowledge and creative practice, inflected by a recognition of the importance of cultural diversity, global perspectives, and sustainability.

We value freedom of thought, freedom of inquiry, and freedom of expression. We value creative and intellectual achievement as modes of self-awareness, historical consciousness, and social awareness.

We invite students to embody these values in their work as members of communities. In doing so, we prepare them to understand, articulate, and respond to the human drama manifested in nature, the arts, politics, families, societies, relationships, cultures, ages, literatures, languages, and ideas.

Our Mission

The College of Arts, Humanities, and Social Sciences fosters an open intellectual environment where faculty, staff, and students pursue inquiry through wide-ranging research, scholarship, and creative activity. It provides its faculty, staff, and students with a capacity to respond with intelligence and integrity to an ever-changing world. It helps each member of the faculty, staff, and students to prepare for further education, for professional development, and for public life. It presents opportunities for faculty, staff, and students to cultivate themselves as humans, working toward self-knowledge that results in better human relationships and a more just society. The College enacts this mission in collaboration with disciplines, departments, and other units across the university, as well as in partnership with our local, regional, and global communities.

Our Vision

The College of Arts, Humanities, and Social Sciences envisions a future with three dimensions:

In our relationship with our students:

- A robust collection of undergraduate and graduate programs (majors, minors, and certificates) that serve a diverse body of students as they prepare to change the world.
- A healthy offering of liberal education courses that gives every student at UMD an opportunity to explore the depth of the human experience.

In our relationship with our students and with each other:

- A mix of staff, term faculty, and tenure-line faculty who work together as members of a community to meet the College's missions in teaching, research, and service.
- A set of workshops, professional development opportunities, and resources for distributing internal and securing external funding that supports the work of the College's students, faculty and staff.

In our relationship with our communities

- An array of centers for research, creative activity, and community engagement; performance programming; and festivals, and other initiatives that connect faculty and students to the region, to the community, and to the disciplines that connect us across the globe.
- A partnership with our alumni, who serve as collaborative leaders in their families, their professions, and their communities, enacting the values manifest in the College.
- A region and state that is energized with those values and led by our former students.

Synthesis

The College of Arts, Humanities, and Social Sciences adopts this constitution to facilitate the achievement of this vision as an enactment of its values. In its policies for representation and participation in the life and work of the College, in its systems of governance and decision-making, and in its structures for communication and collaboration, the Constitution of the College of Arts, Humanities, and Social Sciences will embody and enact the values articulated above.

ARTICLE I. General Distribution of Powers

All matters relating to the educational and administrative affairs of the College of Arts, Humanities and Social Sciences (henceforth "the College") for the purpose of governing the College are committed to the Dean, the CAHSS Senate, and the College Faculty/Staff Assembly.

The College shall exercise all the powers and rights granted to it by the policies of the Board of Regents in accordance with the Constitution and Bylaws of the University of Minnesota Duluth Campus Governance and such Collective Bargaining Agreements as shall be approved by the Regents.

This Constitution shall take precedence over any Department's Policies and Procedures (or governing document, however it should be designated – Departmental Constitution, Departmental Bylaws, etc.). Any Departmental rule, policy or procedure which violates this Constitution shall have no effect.

ARTICLE II. The Dean

SECTION 1: Selection and Appointment of the Dean

The Chancellor or designee, as the president's agent, shall appoint the search committee for the Dean. The search committee shall consist of tenured faculty from the College as well as representatives from academic administrative and professional staff, civil service staff, and the College student body. Tenured faculty from the College shall constitute a majority of the Search Committee. The committee may also include representatives from faculty outside the College and individuals from the community. The Chancellor or designee shall appoint the committee and a chairperson. The Search Committee shall recommend to the President of the University and the Board of Regents the appointment of the Dean of the College.

Search procedures will be consistent with the current University policies and OEO guidelines.

The Dean shall be appointed by the Board of Regents upon the recommendation of the Chancellor or the Chancellor's designee. Length of term and subsequent appointments will be consistent with the University policy.

The Dean shall be a tenured faculty member in one of the College's Departments.

SECTION 2: Duties and Authority

The Dean shall be the chief academic and executive officer of the College. The Dean shall have general administrative authority over College affairs in the areas of educational policy, budget (the Dean administers the budget that is given to the College by the EVCAA), and personnel, in accordance with procedures established by the University or the College Constitution or collective bargaining agreements.

The Dean shall be responsible for and shall provide leadership in formulating policies, testing educational proposals, and introducing 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 serve as an ambassador for, and liaison between, the College and the other Colleges and units of the University as well as the University administration (both UMD and U of M system).

The Dean shall serve as an advocate for the College and UMD to the general public and other stakeholders of the region and the state, including local, regional and state governments and agencies, for-profit and non-profit entities, and others.

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

The Dean shall be responsible for assigning an Assembly Member to take minutes at the College Faculty/Staff Assembly meetings. Copies of all committees' minutes shall be accessible on a web file on the CAHSS home page.

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

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

The Dean is responsible for initiating review of Departments and Programs within the College in accordance with the campus and outside accrediting agency review protocols and schedules. The Dean shall summarize these reviews and report them to the Executive Vice Chancellor for Academic Affairs (henceforth, "EVCAA") and the Chancellor.

The Dean, as chief executive officer of the College, shall have authority to make recommendations to the EVCAA and Chancellor or designee on all faculty appointments, promotions, tenure, and salary adjustments.

The Dean shall forward nominees for Department Head or Unit Director elected by departments or units to the EVCAA for consideration. A Department Head or Unit Director may be removed by the Chancellor's administration upon the recommendation of the Dean after the Dean has consulted with the faculty of the affected Unit.

The Dean shall be accountable for the expenditure of funds and shall be responsible for the preparation and presentation of budget requests and recommendations to the EVCAA and the Chancellor.

The Dean shall present a detailed budget summary of the previous year at one of the Fall Assembly meetings, and shall present a detailed summary of the projected budget for the coming year at one of the Spring Assembly meetings.

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 Head or Unit Director on Departmental and Unit 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 the absence of the Dean, the Associate Dean may be appointed as proxy for the Dean.

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

SECTION 3: Review of the Dean

During the third year of a term, or earlier if the EVCAA feels it is appropriate, the EVCAA shall initiate a full evaluation of the status, progress, and effectiveness of the Dean's administration. The evaluation shall be completed no later than the end of the first semester of the third year of the Dean's term. The Dean may request that the EVCAA initiate an earlier evaluation of his/her administration at any time.

A request by the CAHSS Senate to the Chancellor that they initiate an earlier evaluation of the Dean's administration may be made if the voting faculty of the College directs the CAHSS Senate to so act by a simple majority vote in a referendum conducted by secret ballot. The CAHSS Senate 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 CAHSS Senate who shall satisfy themselves of the authenticity of the document but shall not divulge its contents nor its signatories other than to the Speaker of the College assembly. No record of the petition shall be preserved. No petition for such a referendum shall be entertained by the CAHSS Senate before the beginning of the second year of the Dean's term.

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

After the Dean's initial term, reviews of the Dean's performance should be conducted once every three years, as per UMD and UM policies.

Results of all reviews will be shared with the CAHSS Senate, Department Heads and Program Directors.

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.

The Associate Dean shall be a tenured faculty member in one of the College's Departments.

ARTICLE III. Constituencies of the College

SECTION 1. The Faculty

The faculty includes everyone who teaches or holds a faculty appointment in the College. For voting in elections conducted by the College and for petitioning for an early review of the Dean, the faculty of the College shall consist of:

(a) Those tenured, tenure-track and non-tenure-track individuals who hold 50 percent time or greater appointments averaged over two semesters of an academic year as Regents' Professor, Professor, Associate Professor, Assistant Professor and Instructor in any department or other unit within the University that is administratively within the College. Faculty on full appointments including sabbatical and research leave in any given year are eligible to vote during the same year. Faculty on phased retirement with more than 49 percent appointments are also eligible to vote.

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

SECTION 2. The Staff

'Staff' shall include Professional & Administrative (as defined in the University Policy Library), Civil Service Non-Bargaining and Civil Service Bargaining.

Civil service support staff are those employees in the College, both represented and unrepresented by collective bargaining, within the various University civil service employment classifications.

Employees are affiliated with departments or units administratively within the College. For purposes of elections conducted by the College, staff include those who hold 50 percent time or greater appointments.

SECTION 3. The Students

Students are those persons taking courses in the College.

For the purposes of representation on committees or in Departments, students must be either a declared Major or a declared Minor in at least one of the programs in the College.

SECTION 4. Rights and Privileges

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

ARTICLE IV: Representative Body – The College Faculty/Staff Assembly

SECTION 1. Definition

The College Faculty/Staff Assembly (henceforth “Assembly”) is the voting body of the College of Arts, Humanities and Social Sciences regarding educational policies and standards pertaining to the College as a whole.

SECTION 2. Assembly Powers and Responsibilities

Representing the constituencies of the College, the Assembly and the CAHSS Senate shall exercise consultative and advisory functions in the College. Initiative for such consultation may originate with the Dean, the CAHSS Senate, or the 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 programs, long range planning, and collegiate programs (advising and academic services, Alworth, Tech, etc.) as well as matters originating from outside of the College that affect the College. LINK: <https://cahss.d.umn.edu/centers>.

Proposals for new collegiate policies or programs must be presented to the CAHSS Senate for the consideration of the Assembly, which will review the broad concept to ensure its fit in the College in terms of its academic viability and efficacy. Decisions which would eliminate, dissolve, or significantly alter current programs must be brought to the Assembly for discussion. The presentation for any proposal which would eliminate, dissolve, or significantly alter current programs should take place at an Assembly Meeting in the semester before it is brought to the Curriculum Committee.

The Assembly shall:

1. Vote on resolutions, and/ or policies as brought forward by the Dean, and/or the CAHSS Senate. Such items shall include, but not be limited to academic and financial concerns, organizational structures, academic programs, long-range planning, and Collegiate programs (advising and academic services, Alworth, Tech, etc.) as well as matters originating outside of the school that affect the school.
2. Propose topics to be brought to the CAHSS Senate for further discussion and/ or crafting of new policy or adjustments to existing policy.

These powers shall be exercised only within the framework of general policies established by the Regents as consistent with Collective Bargaining Agreements.

SECTION 3. Membership

The Assembly shall be composed of the Dean, all voting faculty (as defined in Article III, Sections 1), all voting civil service and professional and administrative staff (as defined in Article III, Section 2), student representatives as specified below, and others so designated by the College Assembly. The College Assembly shall be the final judge of its membership.

SECTION 4. Voting Rights

All Assembly members, as defined in Section 3, shall have full voting rights.

SECTION 5. Officers

The Officers of the Assembly shall be known as the CAHSS Senate. The membership of the CAHSS Senate shall be up to one Senator per department, one Senator for the Staff and up to two student members and non-voting ex-officio members as determined by the voting members. The CAHSS Senate will select the Speaker prior to each Assembly meeting. The Speaker may, but need not, be the Chair of the CAHSS Senate.

The role of the CAHSS Senate is to represent the faculty interests of the College to the Dean and the Administration and to oversee the other committees and the Assembly.

The primary responsibilities of the CAHSS Senate are to provide representative governance for the faculty of the College, coordinate and provide oversight of the other committees, provide advice and consultation to the Dean and other senior leaders regarding general faculty issues, work with the Dean and others on strategic planning and shared governance, call and manage the Assembly meetings, receive petitions and complaints of violation of the constitution and provide a mechanism for deliberation on other matters of interest to the College faculty.

The CAHSS Senate will be the principal body to recommend establishing and disbanding committees with the vote of the Assembly. They will work with the Dean to define and communicate the functions of College committees, review the work of existing committees, and shift committee work and structure to meet the changing needs of the College. They may also establish ad hoc committees for shorter term or more focused issues.

SECTION 6. Powers of the CAHSS Senate

The CAHSS Senate shall:

- a. Serve as the representative branch of the College to the Dean.
- b. Determine the agenda for all College Assembly meetings and shall distribute said agenda to all College Assembly members.
- c. Recommend Bylaws for the implementation of this Constitution.
- d. Recommend Amendments to this Constitution.
- e. Resolve any questions which arise as to the meaning and interpretation of any passages in this Constitution.
- f. Create committees as deemed necessary to facilitate the performance of the Assembly's responsibilities.
- g. Request reports or recommendations submitted by the College committees, and review such reports or recommendations on any matter affecting the College.
- h. Establish rules for committee membership, select officers as deemed necessary, handle jurisdictional disputes between committees, and route new and unusual business to the proper committee.
- i. Have timely access to and review the minutes of each standing and ad hoc College committee meeting. The CAHSS Senate will formulate recommendations to the Assembly when changes in the committee system are necessary.

- j. Act as the agent of the College in initiating a review of the Dean of the College, according to procedures specified in Article II, Section 3.
- k. Receive and act on petitions to hold a special session of the Assembly.
- l. Have authority to summon the Assembly into special session.

SECTION 7. Meetings

The Assembly shall convene in regular session at least twice during each academic semester, at such time and place as shall be determined by the CAHSS Senate. The CAHSS Senate may convene special sessions of the Assembly. Seven voting members of the Assembly or the Dean may petition the CAHSS Senate to convene a special session.

An agenda of all items to be brought before the College Assembly for action shall be prepared by the CAHSS Senate and distributed to all members at least three days before each meeting. Any member of the College Assembly has authority to request that the CAHSS Senate place an item on the agenda of the College Assembly. Any item presented to the CAHSS Senate in writing, signed by at least seven College Assembly members, must be included on the agenda.

A quorum shall consist of a simple majority of the total voting membership of the College Assembly. The quorum requirement can be suspended by a three-fourths majority of at least one-third of the total membership.

Unless otherwise provided in this Constitution or its Bylaws, or provided by special procedural rules adopted by the Assembly, Robert's Rules of Order, revised shall be followed. Any non-voting UMD administrator, faculty, staff, or student shall have the right to attend meetings of the College Assembly. They may be recognized by the Assembly Speaker to speak, subject to any regulations stipulated in the Bylaws of this Constitution.

ARTICLE V. Organizational Structure

SECTION 1. Organizational Units

The basic organizational units of the college shall consist of the Departments, Tweed Museum of Art, Fine Arts Academy, the Alworth Institute, and such Units as the Regents shall attach to the College. Other units relevant to the educational mission of the College may be established.

Each Department shall carry out programs of instruction, research, and service in a field or closely related fields of knowledge. All courses and curricular programs will be associated with one of the standing Departments.

SECTION 2. Membership

A Department or Unit shall consist of the following people:

- (a) A Department Head or Director and all College faculty members attached to that Department or unit carrying the rank of Regents' Professor, Professor, Associate Professor, Assistant Professor, or Instructor;

- (b) Any other faculty as the Department or unit shall designate;
- (c) Staff attached to the Department or unit;
- (d) Student representatives (optional).

SECTION 3. Student Representation

Student representatives shall be nominated by any Faculty or Staff in a Department or Unit. They shall be confirmed by a vote of the Faculty and Staff. Student Representatives shall attend the Department's meetings. The number of student representatives shall be determined by the Department faculty. Academic departments with graduate programs shall seek at least one graduate representative whose voting rights will be determined by the department. The Tweed Museum of Art, Alworth Institute, and the Fine Arts Academy shall seek student representation as appropriate within their organizational structures and activities.

SECTION 4. Departmental Policies and Procedures

Each Department or unit shall adopt a written set of operating procedures, rules and guidelines, called the Policies and Procedures, which shall become effective upon approval by the Dean. These Policies and Procedures must align with the College Constitution. Departmental Policies and Procedures shall not conflict with those of the Assembly or with the Collective Bargaining Agreements approved by the Board of Regents.

SECTION 5. Meetings

Each Department or Unit shall hold regular meetings for the consideration of matters such as policy, budget, curricula, operations, and planning. Special meetings may be called by the Department Head or Director. Minutes shall be kept, distributed to, and approved by members of the Department and made available to the Dean upon request.

SECTION 6. Personnel Actions

The Department Head or Unit Director will follow established University policies and Bargaining Unit Agreements in making recommendations on such personnel actions as appointments, probationary reviews, salary adjustments, and promotion and tenure.

SECTION 7. 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 Unit Director after consultation with members of the Department or Unit. Merit recommendations for individual staff or faculty members shall be made by the Department or Unit as consistent with the provisions of the collective bargaining agreement.

SECTION 8. Department Heads and Directors

Search procedures for Department Heads and Unit Directors will be consistent with current University policies and OEO guidelines.

Department Heads shall be appointed for initial terms of three years and shall be eligible for additional terms. Department Heads will be selected from among the tenured faculty of the Department or through an external search. Directors shall be appointed for initial two-year terms and shall be eligible for additional terms.

Department Heads will be reviewed at the beginning of the last year of term (or earlier if the Dean feels it is appropriate) to evaluate their status, progress, and effectiveness. Directors will be reviewed in accordance with established non-reappointment notice dates to evaluate status, progress, and effectiveness. The review committees shall be composed primarily of term, tenure track, and tenured faculty, and staff members of the Department or Unit and College and shall submit the results of the review to the Dean.

During the last year of the Department Head's term, or when a vacancy occurs, each Department shall hold an election to recommend a candidate to the Dean (except on those occasions when an external search is being conducted). Each Department shall give a reasonable span of time (at least one week) for all eligible members to be nominated, or to self-nominate. All tenured members of the Department shall be eligible for nomination. All of those who are nominated and are willing to serve as Head shall have their names placed on the ballot. Each Department shall vote by secret ballot to select a nominee for Department Head. Members of the Department entitled to vote shall include at least: the tenured, tenure track, and full-time term faculty. The secret ballot shall not ask for any identifying information about the person casting the vote (rank, years in the department, Program in Departments which contain multiple Programs, etc.). The Dean shall recommend appointments for Department Heads to the EVCAA. The Dean shall also recommend the appointment of Directors to the EVCAA. Department Heads and Directors shall serve at the discretion of the Dean and shall perform such administrative duties as shall be assigned to them. A similar procedure shall be followed in selecting an Acting Department Head. Department Heads may be removed by the Chancellor on the recommendation of the Dean after consultation with the faculty of the Department.

ARTICLE VI. Department Heads and Administrative Committee

SECTION 1. Powers and Responsibilities

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

The Administrative Committee shall discuss and make recommendations involving the educational policies of the College. Such consultation shall include, but not be limited to: academic and financial policies, organizational structures, academic programs, long-range planning, and Collegiate programs (advising and academic services, Alworth, Tech, etc.) as well as matters originating from outside of the College that affect the College.

The Administrative Committee shall advise the Dean on decision-making, College management questions, and budgetary considerations. The committee shall serve as a hub of communication between Dean and Departments on matters of Collegiate business.

SECTION 2. Membership

The members of the Administrative Committee shall be the Dean, the Department Heads, the Associate or Dean, and the Directors of the Units in the College. The Dean shall be the presiding officer and may delegate this function to another member.

ARTICLE VII: Non-Academic Program Review

SECTION 1. Powers and responsibilities

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

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

SECTION 2. Programs reviewed.

The non-academic programs include: Technology Program, Alworth Institute, Advising and Academic Services, The Tweed Museum of Art, and the Fine Arts Academy, etc.

ARTICLE VIII: Implementation, Amendments & Interpretation of the Constitution

SECTION 1. Implementation

This Constitution shall become effective immediately after its adoption by a two-thirds majority of the votes cast and approval by the Executive Vice Chancellor for Academic Affairs (EVCAA). Voting shall be by secret ballot, via email, with at least 1 week between the opening of the vote and the closing of the vote.

All committees, provisions, rules, and regulations in existence at the time this Constitution becomes effective, and not in violation of its provisions, shall continue until modified in accordance with provisions and procedures established herein.

SECTION 2. Interpretation

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

SECTION 3. Amendments

Amendments to this Constitution may be proposed by any member of the Assembly to the CAHSS Senate by written petition for inclusion on the College Assembly agenda for discussion and possible revision. Any amendment presented to the CAHSS Senate, in writing, signed by at least seven Assembly members, must be included on the agenda for discussion and possible revision. The CAHSS Senate may also propose Amendments under its own authority.

All amendments require a two-thirds majority of the votes cast. Voting shall be by secret ballot, conducted electronically over the span of one week. Copies of all such proposed amendments shall be presented to the membership of the College Assembly at least five days before the opening of the one week window for the vote.

Amendments to the Constitution are implemented upon passage by the Assembly and approval by the EVCAA.

ARTICLE IX. Adoption of Bylaws

A change in the Bylaws may be proposed by any member of the Assembly. Bylaws to this Constitution may be enacted, amended, or repealed by a simple majority of the votes cast, and become effective immediately on passage unless otherwise specified in the Bylaws.

Any proposed new Bylaw or changes in existing Bylaws shall be presented to the CAHSS Senate for inclusion on the Assembly agenda for discussion and possible revision.

Voting shall be by secret ballot, conducted electronically over the span of one week. At least five days before the opening of the voting window, copies of the proposed action must be distributed to the Assembly.

CAHSS Bylaws

Drafted November 2021

ARTICLE I: Rules of Order

Unless otherwise specified in the Constitution or Bylaws, *Robert's Rules of Order* shall be followed.

ARTICLE II. Elections and Nominations to UMD Faculty and Staff Senates

SECTION 1. Definition

The Faculty and Staff Senates are the representative bodies of the University of Minnesota Duluth. They are part of an adopted advisory model based on the principles of shared governance in order to form a collaborative community among faculty, students, staff, and administrators; establish channels of communication; ensure inclusion; provide for education, research, and creative activity; promote campus engagement and lifelong learning.

The CAHSS members of UMD Faculty Senate shall be elected by members of the College of Arts, Humanities, and Social Sciences. The terms for positions are staggered. Service terms for the Senate are three years each. Elections will be held in the spring semester for the following academic year.

Members of the UMD Staff Senate shall be self-nominated or nominated by their constituents (civil service, bargaining and non-bargaining, professional and administrative). The terms for positions are staggered. Service terms for the Senate are three years each. Elections are held in the Spring semester for the following academic year. The senate facilitates discussion of issues raised by staff, various committees, or members of the administration and provides consultation, advice, and recommendations to members of the administration and the appropriate committees (except on terms and conditions of work governed by Collective Bargaining Agreements or university system work rules). The senate serves as an advocate for staff and establishes task forces and/or working groups on specific issues as needed.

1. Nominating Procedures

All eligible faculty and staff within the CAHSS will appear on a roster. All members of the College shall vote for their preferences on the whole roster. Then a run-off election among the top three vote-getters (per open seat) shall be held.

2. Method of Election

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. Voting shall be by secret ballot, conducted electronically over the span of one week. The ballots shall be tabulated, and the candidates shall be rank ordered on the basis of votes received. A permanent vacancy in the unexpired term of a member of the Faculty Senate shall be filled by the unsuccessful candidate in the preceding election who received the highest number of votes who shall serve until the next regular election.

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

The Dean's office will be responsible for the administration of elections.

ARTICLE III: Elections and Nominations to CAHSS Senate

SECTION 1: Definition

The Faculty/Staff Assembly is the voting body of the College of Arts, Humanities, and Social Sciences regarding educational policies and standards pertaining to the College as a whole.

The members of the CAHSS Senate shall be elected by members of the College Assembly. The terms for the positions shall be staggered; five or six two-year positions (on alternating years) shall come up for election each year. Elections of CAHSS Senate members shall be conducted in the spring semester for the following academic year. The Dean's representative and the CAHSS Senate shall oversee the elections. They shall be responsible for carrying out the election process described below.

1. Nomination Procedures

A nominating ballot will be sent to all eligible faculty and staff within the CAHSS, one ballot per Department and one ballot for the Staff. 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.

2. Method of Election

A final ballot shall be sent to all of the eligible voters, by Department and one for the Staff. Each voter shall be able to vote by secret ballot for one candidate. Voting shall be by secret ballot, conducted electronically over the span of one week. The ballots shall be tabulated, and the candidates shall be rank ordered on the basis of votes received (for the purposes of determining a ranking among the runners-up). A permanent vacancy in the unexpired term of a member of the CAHSS Senate shall be filled by the unsuccessful candidate in the preceding election who received the highest number of votes who shall serve until the next regular election.

The Dean of the College, Associate Dean and Department Heads shall not be eligible for membership on the CAHSS Senate.

The Dean's office will be responsible for the administration of elections.

Article IV: CAHSS Committees

Section 1: Standing Committees

CAHSS shall have standing committees as designated in these bylaws. These committees shall consist of faculty members, students who are majors and minors for degrees offered by the college, academic administrative staff, and civil service support staff. A list of potential faculty and staff appointees shall be put forward by Departments and appointed by the Dean. The Dean will take into consideration departmental representation across all Departments. Students shall be appointed by the Dean upon recommendations of the Department Heads. The Dean shall be an *ex-officio* member of all standing committees. Appointments to committees are for one to two years and are renewable. Vacancies shall be filled from the list of potential appointees developed that academic year.

The membership and the functions of the standing committees shall be as follows:

1. Curriculum Committee

The Curriculum Committee may consist of one voting faculty member from each Department and may include as many as two students at large; the Associate Dean and the Curriculum Manager serve as non-voting *ex-officio* members.

The committee shall advise the Dean on matters relating to policies related to the curriculum. The committee shall find ways to support faculty and Departments in CAHSS as they develop courses and programs and submit contributions to the liberal education program. It reviews and provides feedback on all undergraduate and graduate courses, programs, and liberal education program proposals and changes. It communicates information about changes in curriculum policies and the curriculum to Departments and helps Departments convey concerns, questions and challenges to curriculum-related policy to collegiate leadership and higher if necessary.

2. Teaching & Learning Committee

The Teaching and Learning Committee shall consist of five faculty members, one staff person, and may include as many as two students at large.

The Teaching and Learning Committee shall advise the Dean on ways to support, honor, and ensure the teaching function of the College. They shall administer the calls for Teaching grant proposals, review the proposals, and make recommendations to the Dean for funding the teaching and learning priorities of the College. This committee also administers the Outstanding Undergraduate Faculty Advisor Award each spring term.

3. Technology & Resource Committee

The committee may consist of no more than one faculty member from each department and may include as many as two students at large. The current CAHSS Technology Director or designee shall serve as a non-voting *ex-officio* member.

The Technology & Resource Committee shall advise the Dean on collegiate technology and resource matters. The committee shall meet to discuss, steer and make technology and resource recommendations on behalf of the students, faculty and staff of CAHSS. The

committee shall review and make recommendations on the allocation of collegiate fees.

4. Research, Scholarship, & Creative Activity Committee

The committee shall consist of five faculty members, up to one staff person, and may include as many as two students at large.

The Research Committee shall advise the Dean on ways of enhancing the research and creative activity function of the College. They shall administer the calls for Research grant proposals and collegiate research, scholarship, and creative activity awards, review the proposals, and make recommendations to the Dean for funding the research priorities of the College. The committee shall encourage the nomination of faculty members for campus- and university-level awards.

5. Budget and Strategic Planning Committee

The committee shall consist of the five faculty members, one staff person and may include one student. Each shall have a term of three years on a rotating basis. The College representatives to the Campus Budget committee, the College staff budgetary officer, and the Dean or Dean's representative shall serve as non-voting ex-officio members.

The Budget and Planning Committee shall advise the Dean on Collegiate budgetary and non-curricular planning matters. The committee shall bring forward its recommendations and consult with the appropriate College Committees and the College Assembly.

Section 2: *Ad hoc* Committees

The Dean may appoint ad hoc committees as is deemed necessary to address college issues that need attention but that do not warrant a standing committee. These committees shall report their findings directly to the Dean.

Section 3: CAHSS Senate Special Committees

The CAHSS Senate may establish special committees as is deemed necessary. These committees shall report their findings directly to the chair of the CAHSS Senate.