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HANDBOOK:

A COMPILATION OF RULES AND OPERATIONAL PROCEDURES

The University Senate

The Twin Cities Campus Assembly

This revision reflects changes approved by the Senate and Assembly
through May 26, 1977.

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HANDBOOK OF RULES AND OPERATING PROCEDURES
University Senate
Twin Cities Campus Assembly

EXPLANATORY TERMS:

1. Ex Officio Representation. Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of standing committees of the University Senate are appointed by the President of the Senate at his/her discretion from the offices indicated. For purposes of these documents, an ex officio member is accorded rights of full participation, but is not accorded voting privileges unless so indicated. Numbers of ex officio members shall not exceed one for each office indicated unless otherwise specified.
2. Voting Membership of the University Senate and Twin Cities Assembly Standing Committees. All members with the exception of members ex officio shall have voting privileges.
3. Staff Support and Service. Staff support and service shall be provided committees by the offices indicated. For purposes of these documents, staff support and services are interpreted as financial and employee assistance in research, data collection, record keeping, and all aspects of secretarial services. Staff support may include provision of a secretary who shall not be considered ex officio representation.
4. Travel Support. It is recommended that support for travel between campuses on business of the University Senate or of University Senate standing committees be made available to the members, such support not to include travel within the Twin Cities Campus.
5. Communication Facilities. It is recommended that facilities to aid communication among campuses of the University for the purposes of effective University government be made available to the University Senate, Senators, standing committees of the University Senate, campus assemblies, members of the assemblies, standing committees of the assemblies, and members of special committees.
6. Committee Coordination. Committees of coordinate campuses shall coordinate their functions through conferences among chairmen or otherwise as necessary and effective. It is the responsibility of each committee to act in good faith to achieve coordination among the units of the University of Minnesota.
7. Subcommittees. Subcommittees may be created by any standing committee of the University Senate or Twin Cities Assembly, and shall exist at the discretion of the parent committee. The advisability of the continuance of subcommittees shall be raised annually in the parent committee.
8. Advisory Committees. Nothing in this document is intended to prohibit the appointment of advisory committees to administrative officers, schools, institutes, centers, or departments. However, when advisory committees cease to function as groups providing faculty or student expertise on a given subject and assume functions which entail representation of a campus or the University as a whole, the advisory committee should be proposed to become a University or Campus committee.
9. Committee Representation. The standing committees of the University Senate shall represent the membership at large, and not individual campuses, colleges, schools, or departments of the University.
10. Administrative Support of Faculty Government. Department chairmen and deans shall recognize a faculty member's participation in faculty government as an important and integral part of the individual's work load, and shall supply necessary assistance and support for these activities.

HANDBOOK OF RULES AND OPERATING PROCEDURES
University Senate

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UNIVERSITY SENATE

U1. University of Minnesota

The coordinate campuses of the University of Minnesota include the following and such others as may be designated by the Board of Regents: University of Minnesota, Minneapolis-St. Paul, known as the Twin Cities Campus; the University of Minnesota, Duluth, known as the Duluth Campus; the University of Minnesota, Morris, known as the Morris Campus; the University of Minnesota Technical College, Crookston, known as the Crookston Campus; and the University of Minnesota Technical College, Waseca, known as the Waseca Campus.

U1.1 The University Senate

The University Senate exercises the general legislative and policy-making powers and responsibilities assigned to it by the Regents of the University. Matters which concern more than one campus or the University as a whole and on which a general policy is necessary or desirable may be reserved for consideration by the University Senate; powers and responsibilities in matters of concern to a single campus may be delegated by the University Senate to the campus assemblies.* Campus assemblies may send reports and recommendations to the University Senate for University-wide review and deliberation. Standing committees of campus assemblies also are authorized and encouraged to present items to the University Senate Consultative Committee for the docket of the University Senate, subject to the requirement that early consultation shall have been initiated with corresponding committees on other campuses. In cases of conflict of jurisdiction between the University Senate and any campus assembly, the decision of the University Senate prevails. Extraordinary cases of continued controversies between the University Senate or its committees and a campus, college, school or other educational unit government shall be resolved by the President after conference with representatives of the University Senate and of the unit(s) in question. If the President of the University does not concur in an action of the Senate, campus assembly, college, school or other educational unit government, and agreement is not reached among those concerned, the question may be appealed to the Regents by the President or any of the units involved.

U1.101 Composition

The University Senate is composed of the President of the University, elected faculty and student representatives of the various colleges and schools of collegiate rank, the Graduate School and the Mayo School of Medicine, and such ex officio members as the University Senate Constitution, Bylaws, or Rules may specify. The faculty and student representatives are elected to the University Senate on a proportional basis from the total regular faculty and student body. Elections are conducted in accordance with regulations set forth in the Constitution and Bylaws of the University Senate. The number of elected faculty representatives and alternates, if any, is determined by the size and rank of the voting faculty in the various academic units of the University, with the method of nomination of candidates left to the several units. The number of elected student representatives and alternates, if any, is determined by the size and standing of the voting student constituency in the various academic units of the University, with the method of

*The term 'campus assembly' refers to the campus as organized for final legislative action. Campus assemblies as discussed in this document are the Twin Cities, Duluth, Morris, Crookston, and Waseca campus assemblies.

nomination of candidates left to the several units. At least every 60 months the University Committee on Business and Rules shall review the number and apportionment of elected members, shall reapportion the University Senate if necessary according to the number and proportion of faculty members and students, and shall report such reapportionment to the University Senate. On motion of a Senator, the University Senate may, at the meeting at which the University Committee on Business and Rules makes its report or at the next subsequent meeting, reject the report and request the University Committee on Business and Rules to bring a revised plan to the University Senate for action.

U1.102 Organization

The University Senate may determine its own organization, create committees whose membership need not be limited to members of the University Senate, and adopt procedural rules for the conduct of its business.

- U1.102.1 The President of the University of Minnesota shall be chairman of the University Senate.
- U1.102.2 A vice-chairman shall be elected by the Senate at its first meeting in the Spring of the academic year from among its members for a term of one year. He/she shall serve as chairman in the absence of the President. He/she is eligible for re-election and shall serve as an ex officio member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30.
- U1.102.3 A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the President at his/her discretion and confirmed by the University Senate.
- U1.102.4 The elected faculty representatives to the University Senate shall comprise the Faculty Senate; the elected student representatives to the University Senate shall comprise the Student Senate. The Faculty Senate and the Student Senate shall determine their own organization.

U1.102.401 Allocation of Functions and Powers

The Faculty Senate and the Student Senate shall exercise such powers and perform such functions as may be delegated by the University Senate. With reference to the guidelines of the Constitution of the University Senate (Article III, Section 3), the University Senate Consultative Committee may designate specific items to any Senate for action. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the University Senate Consultative Committee concerning the allocation of functions in general or designation of agenda items, either committee may refer the matter to the University Senate for resolution.

U1.102.402 Senate Executive Committees

The University Senate Consultative Committee shall serve as the executive committee of the University Senate. It shall be composed of the vice chairman of the Senate, and the members of the Faculty and Student Consultative Committees. The Faculty and Student Consultative Committees shall serve as the executive committees of their respective Senates.

U1.103 Meetings

Meetings of the University Senate shall be held at least quarterly during the academic year to consider University-wide policies and issues. The University, Faculty, or Student Senate may be convened for special session upon the call of the President. Upon request of the appropriate Consultative Committee, or upon written request of 10 members of the Senate in question as submitted to the President, the President shall convene the Senate. Senators shall be given notice of the special session by the clerk of the appropriate Senate at the earliest possible date and not less than 2 days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

U1.104 Rules

The following Rules pertaining to the University Senate were approved on date indicated for each:

- a. The meeting room shall provide a clear and definite identification of the area reserved for Senators; no non-Senator (except authorized alternate) shall have access to the Senate floor except with the explicit permission of the chair. There shall be a system for identifying Senators (or authorized alternates) in order to permit their seating and appropriate voting. (May 28, 1970)
- b. At any regular or special meeting, a majority of the membership shall constitute a quorum. (Constitution, May 22, 1969)
- c. In deliberations, priority of recognition shall ordinarily be given to Senators (and chairmen of committees) over non-Senators. (May 28, 1970)
- d. If the chairman of the Senate committee, standing or special, or, in his/her absence, a single member designated by him/her, is not a Senator, such chairman or member shall be extended the privileges of the Senate floor, including making motions, in connection with a report of his/her committee or any activity of the Senate which pertains to the business of his/her committee. He/she may not vote, however. (May 28, 1970)
- e. Any member, upon being recognized by the chair, may yield time in debate to a non-member. (February 8, 1972)
- f. Senators and non-Senators will be limited to a maximum of 3 minutes' time on each occasion they are recognized for participation in debate. See Interpretations and Understandings in Appendix. (February 8, 1972)

- g. The time limits as specified on the agenda will govern the maximum amount of time for debate of items for action. The limit may be extended for a specified length of time by a majority vote. See Interpretations and Understandings in Appendix. (February 8, 1972)
- h. No amendment to a motion in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate in advance of the meeting at which the motion is to be considered so that the amendment can be circulated at the beginning of that meeting and can be submitted to the chairman of the committee making the motion. This rule may be suspended by majority vote. See Interpretations and Understandings in Appendix. (May 26, 1977)
- i. An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Committee on Business and Rules for consideration and presentation at the next regular meeting of the Senate; but such an item of business may be considered and voted on at the meeting at which it is introduced by a two-thirds majority vote of the members of the Senate present and voting on a motion for immediate consideration (not debatable). An item on the agenda for information may be sent back to the committee reporting it, for presentation as an item for action at a later meeting, by a simple majority vote; it may be considered for action at the meeting at which it is reported for information by a two-thirds majority vote of the members of the Senate present and voting on a proposal for immediate consideration as an item for action. (November 20, 1975)
- j. The motion to table shall be debatable. (May 28, 1970)
- k. At each regular meeting, Questions to the President shall be an item on the agenda. See Interpretations and Understandings in Appendix. (November 29, 1973)

U1.105 Agenda

Under the supervision of the University Senate Consultative Committee, the University Committee on Business and Rules shall plan the agenda for any meeting of the University Senate. The agenda shall be prepared finally and distributed by the clerk of the University Senate. The agenda consists of items submitted for University Senate consideration by any Senate, campus assembly, or by any committee of the University Senate or campus assemblies. At the discretion of the University Senate Consultative Committee, the clerk of the University Senate may be instructed to include additional items on the agenda for any regular meeting of that body.

Items for the docket must be delivered to the clerk no later than two weeks prior to the date of each meeting. All items should be double-spaced to facilitate printing.

U1.106 Amendments to the Rules

Amendments to the Rules shall be made by majority vote at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote at any meeting of any Senate for matters pertaining to that Senate.

U1.2 Campus Assemblies

Each campus is authorized under the Constitution of the University Senate to determine its own governing rules and policies, including methods of selecting faculty, student, and other group representatives, if any, for its government. Each campus government shall exercise legislative functions in matters affecting its own campus over which it has been given authority by action of the University Senate and the Regents. The President of the University, or his/her designee, shall serve as chairman of each campus assembly. The President may convene the government, faculty, or students of any campus at his/her discretion. Campus governments shall maintain formats compatible with those governing bodies located on other campuses of the University. Minutes of campus assembly meetings shall be forwarded to the clerk of the University Senate.

U1.3 Committee Structure of the University Senate

The committee structure of the University Senate shall consist of 2 kinds of standing committees: 1) Senate Committees and 2) University Committees. The Senate also may create special committees. In appointing members of standing committees, careful attention shall be given to broad membership and rotation procedures of all major instructional and research units of the University.

U1.301 Rules (for standing and special committees)

See guidelines in Appendix

- a. The quorum shall be a majority of the members. (May 22, 1969)
- b. Each committee may determine for itself who may be present at its meetings other than duly appointed or elected members of the committee and may make its own rules of procedure. (May 28, 1970)
- c. The motion to table shall be debatable. (May 28, 1970)

U1.302 Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose responsibilities are deemed so important, and the permanent continuity of whose activities is so essential to total Senate government and University affairs, that the Senate establishes it under the Bylaws. There shall be the following Senate Committees: Academic Standing and Relations; Academic Officers; Committees; Consultative; Educational Policy; Faculty Affairs; Judicial; Library; Research; Resources and Planning; Social Concerns.

U1.302.1 Creation of Standing Senate Committees

The University Senate by appropriate bylaws, following review by the Committee on Senate Committees, may create standing University Senate committees charged with such responsibilities as the University Senate has the power to confer.

U1.302.2 Responsibilities

The basic charge to University Senate committees is to study problems and policies pertaining to the University as a whole within their several areas of responsibility, and to develop appropriate proposals for consideration and action by the University Senate. It also shall be the responsibility of University Senate committees to review at fixed intervals policies proposed to the University Senate and accepted for action and to evaluate, in light of further developments, the current appropriateness of such policy and the effectiveness and consequences of implementation.

U1.302.3 Membership

Except where otherwise stated, the Committee on Senate Committees shall submit a slate of faculty and student names exactly twice the number to be appointed. The Committee on Senate Committees, in consultation with the Civil Service Committee, shall submit a slate of civil service names exactly twice the number to be appointed. The Director of Alumni Relations shall submit a slate of alumni/alumnae names exactly twice the number to be appointed. The President shall make appointments from these slates; he/she also may call for additional slates. Ex officio members are appointed by the President to represent the specified offices. Membership in the University Senate shall not be a prerequisite to appointment or election. At least every 3 years, the Committee on Senate Committees shall make a survey of all faculty holding rank of instructor and above to ascertain interest in and recommendations for committee service. *See insert*

U1.302.4 Terms of Membership and Chairmanship

Faculty appointments to University Senate committees shall be made for terms of 3 years with appointments so adjusted that the terms of approximately one-third of the members shall expire each year. Student appointments to University Senate committees shall be made for terms of one year. No faculty member is eligible to serve more than 2 consecutive full 3-year terms; no committee member is eligible to serve on more than 2 appointed standing committees of the Senate at a time. Exceptions to these rotation procedures and limitation of committees served are members of the Council of Academic Officers and representatives ex officio. Except where specified, the chairman of each Senate committee is appointed from the committee membership by the President of the University. Chairmanship appointments are for one-year terms, but may be consecutive. An individual may be chairman of only one Senate or University committee at a time. Terms of committee service, including chairmanships, commence July 1 and terminate June 30. An appointee shall start serving (after July 1) upon his/her appointment by the President. If the Senate fails to confirm the appointment, the appointee shall not serve.

U1.302.5 Leave Policy

If a committee member plans to be on leave from the University,

INSERT: Student members of committees must be registered for at least 6 credits for 3 of 4 quarters in the academic year (both summer sessions considered as one quarter). Extension students must be registered for at least 3 credits during the term of service. Graduate students who have completed course work and are not required to maintain continuous registration during interim periods of study in preparation for written and oral examinations must be certified by the individual department director of graduate studies.

or is, for any reason, absent from the University for more than one year, a new committee member shall be appointed to complete the term remaining. Members on leave for one year or less during the first 2 years of a 3-year term shall be replaced by temporary appointment. Members absent in the final year of a term will be replaced for the term remaining. Unless specified otherwise, the President of the University shall make such interim or replacement appointments, choosing one name from a slate of 2 submitted for each vacancy by the Committee on Senate Committees.

U1.302.6 Committee Support and Service

Each Senate committee shall be related to a specific University Office for appropriate staff support and service as follows: (For the purposes of this document, staff support and services are interpreted as financial and employee assistance in research, data collection, record keeping, and all aspects of secretarial services. Staff support may include provision of a secretary to a committee who shall not be considered ex officio representation.)

Academic Standing and Relations	Office, V. Pres., Student Affairs; Senate Clerk
Council of Academic Officers	Office, V. Pres., Academic Affairs
Committees	Senate Clerk
Consultative	Office, President
Educational Policy	Office, V. Pres., Academic Affairs
Faculty Affairs	Office, V. Pres., Academic Affairs; Senate Clerk
Judicial	Office, President
Library	Office, V. Pres., Academic Affairs
Research	Graduate School & Office, Research Administration
Resources and Planning	Senate Clerk
Social Concerns	Office, V. Pres., Admin. Operations

The University Senate recommends the granting of released time (one course) with reimbursement to the appropriate unit, or the alternative of staff assistance for the chairmen of the following committees: The Faculty Consultative Committee, SCEP, and SCRAP.

U1.302.7 Reporting of University Senate Committees

Each University Senate committee shall report to the University Senate at its own request, at the request of the University Senate, or the request of the Senate Consultative Committee. At least annually a report of the activities of each committee shall be made to the University Senate and printed in the Minutes. Minutes of University Senate committees shall be sent to the clerk of the University Senate, who in turn shall supply copies to the chairman of the Senate Consultative Committee. Minutes shall be available in the Office of the Clerk of the Senate for inspection by Senate members and others.

U1.303 University Committees

University committees are standing committees created by the University Senate and assigned a relationship and responsibility to appropriate Senate committees. Each University committee will concern itself with policy matters designated by the University Senate or referred to it by the responsible Senate committee, and within its area of responsibility may initiate studies and policy proposals for consideration by the Senate committee and the University Senate. Such committees also may serve advisory roles to University offices as designated by the Senate. University committees are constituted to consider matters of sustained, continuing concern to all academic units and campuses of the University.

The University committee's initial report shall be to its Senate committee provided, however, any University committee shall have the right thereafter to bring its proposals to the University Senate for consideration and adoption. When matters arise within a University committee which are of substantial concern to more than one Senate committee, coordination and communication shall be the responsibility of the University committee with such advice as may be necessary from the Senate Consultative Committee.

U1.303.1 Creation of University Committees

University committees may be established or terminated at any time, following review by the Committee on Senate Committees, by majority vote of the University Senate upon resolution presented. Passage of bylaws is not required for the establishment or dissolution of University committees. The recommendation to establish a University committee shall include a statement of justification for a new standing committee to consider University-wide matters, and shall include definitive statements for incorporation into the Rules of the Senate. In general, new University committees shall not be established to consider matters which can be handled effectively by already existing Senate or University committees, or, for substantial but non-recurring problems, by special committees.

U1.303.2 Membership

Except where otherwise stated, the Committee on Senate Committees shall submit a slate of faculty and student names exactly twice the number to be appointed. The Committee on Senate Committees, in consultation with the Civil Service Committee, shall submit a slate of civil service names exactly twice the number to be appointed. The Director of Alumni Relations shall submit a slate of alumni/alumnae names exactly twice the number to be appointed. The President shall make appointments from these slates; he/she also may call for additional slates. Ex officio members are appointed by the President to represent the specified offices. Slates shall be prepared in consultation with the chairman of the responsible Senate committee. Membership in the University Senate shall not be a prerequisite to appointment or election. Membership of University committees shall give consideration to appropriate representation of the several instructional and research units of the University.

U1.303.3 Terms of Membership and Chairmanship

Faculty appointments to University committees shall be made for terms of 3 years with appointments so adjusted that the terms of approximately one third of the members shall expire each year. Student appointments to University committees shall be made for terms of one year. No faculty member is eligible to serve more than 2 consecutive full 3-year terms; no committee member is eligible to serve on more than 2 appointed standing committees of the Senate at a time. Exceptions to these rotation procedures are members ex officio. Except where specified, the chairman of each University committee is appointed from the committee membership by the President. The President may consult with the chairman of the responsible Senate committee in making that appointment. Chairmanship appointments are for one-year terms, but may be consecutive. An individual may be chairman of only one University or Senate committee at a time. Terms of committee service, including chairmanships, commence July 1 and terminate June 30*. An appointee shall start serving (after July 1) upon his/her appointment by the President. If the Senate fails to confirm the appointment, the appointee shall not serve.

U1.303.4 Leave Policy

Leave policy for University committees shall be the same as that governing Senate committees (U1.302.5).

U1.303.5 Reporting to the University Senate

On the premise that consideration of policy proposals by the responsible Senate committee provides a broader faculty view, reporting of University committees is as follows, at the discretion of the committee, but within these provisions:

- a. A University committee may report for action to its Senate committee, requesting that the report be forwarded to the Senate. The Senate committee shall forward the report without change within a reasonable period of time, and may attach recommendations to approve, to amend, or to disapprove. Should the Senate committee make no recommendation, the report may go into the docket as a report of the University committee; should the Senate committee make recommendations to the report, it will go into the docket as a report of the Senate committee. In either case, the original report may not be changed.
- b. A University committee may report for information directly to the Senate. If eventual action is desired, the report is submitted to the Senate committee at the same time as it is submitted to the Senate. The Senate committee may deliberate and make recommendations prior to the next meeting of the Senate. If no recommendations are forthcoming, the report may be made to the Senate for action at the discretion of the reporting committee.
- c. On agreement between the University committee and the Senate committee, procedures may be telescoped. On decision of the Senate, rules may be suspended or altered.

*Terms of committee members on the University Committee on Use of Human Subjects in Research are an exception.

Reports to the University Senate shall be made at least annually and printed in the Minutes. Minutes of meetings of University Committees, which are concerned with policy issues, shall be sent to the clerk of the University Senate, who shall provide copies to the Senate Consultative Committee.

U1.303.6 Committee Support and Service

Should a University Committee determine that continuing or occasional staff support and service are necessary, it may solicit such support from an appropriate administrative unit, or it may seek such support from the office supporting its responsible Senate Committee.

U1.304 Special Committees

Special committees are assigned to study and make recommendations on special topics of University-wide concern.

U1.304.1 Creation of Special Committees

Special committees may be created jointly by the President and 1) appropriate Senate Committee, or 2) the Senate. Special committees shall have such specific powers, perform such duties, and serve for such times as are designated in the resolutions calling for their establishment. Resolutions creating special committees shall define the qualifications for membership, provide for the number of members and terms of office, and specify the University Senate Committee through which reports will be channeled into the University Senate. The establishment of special committees shall be reported to the Consultative Committee, and shall be reported for information at the next regular meeting of the University Senate.

U1.304.2 Responsibilities

Special committees are intended to create a Presidential and faculty-student mechanism for intensive study in areas of specific University concerns so that the University may respond swiftly and thoroughly to the demands facing it.

U1.304.3 Membership

The President of the University shall appoint members of special committees after consultation with the related Senate Committee or the Committee on Senate Committees.

U1.304.4 Reporting of Special Committees

Special committees normally will report to the University Senate through the responsible Senate Committee. At the request of the special committee, at the request of the University Senate, or at the request of the Senate Consultative Committee, special committees may report directly to the University Senate.

U1.305 Non-Senate Committees

Membership of non-Senate committees shall be appointed by the Senate Consultative Committee.

U1.306 Advisory or Administrative Committees

Nothing in this document or elsewhere is intended to prohibit appointment of special or standing advisory or administrative committees by the President of the University or other administrative officers for the purpose of gaining particular faculty or student expertise on a given matter. Ordinarily, the President and other chief officers of the University will advise the Senate or the Senate Consultative Committee of the appointment of such committees and of changes in assignments to such committees so that necessary coordination with the concerns and activities of the Senate and University committees may be achieved.

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U1.4.1 SENATE COMMITTEE ON ACADEMIC STANDING AND RELATIONS

Membership. The Committee on Academic Standing and Relations shall be composed of 10 members of the faculty appropriately representative of the coordinate campuses; 5 representatives of the student body; and ex officio representation from the following administrative units: Office of the Vice President, Student Affairs; Office of the Vice President, Academic Affairs.

Support and Service. The Office of the Vice President for Student Affairs and the Senate Clerk shall supply support as needed.

Duties and Responsibilities. The Committee shall concern itself with those policies on academic standing that are needed on a University-wide basis and with the relations of such policies to other educational institutions and systems of the state. The Committee shall study and advise on intra-University problems of liaison and coordination as well as on problems of relations involving the University and other institutions. It shall promote articulation between the University and other educational institutions and assist in developing plans of cooperation and mutual assistance among the educational programs of the state. The Committee shall coordinate its concerns and activities with other committees of the University Senate, by means of exchange of minutes, particularly the Senate Committee on Resources and Planning and the Senate Committee on Educational Policy.

Reporting to the University Senate. The Committee shall report at least once annually to the University Senate, its reports to be printed in the Minutes.

U1.4.2 SENATE COUNCIL OF ACADEMIC OFFICERS

Membership. The Council of Academic Officers shall be composed of the President, the vice presidents, the deans, and such other members of the University staff as may be added thereto by the President and approved by the Senate.

Support and Service. The Office of the Vice President, Academic Affairs, shall supply staff support and service as needed and appropriate.

Duties and Responsibilities. The Council shall advise the President concerning the general educational, administrative, and fiscal policies of the University and aid the President in effectuating the policies of the University. It shall have such further administrative and advisory duties as may be delegated to it by the President or the University Senate. Members of the Council of Academic Officers shall be ex officio members of the Senate.

Reporting to the University Senate. The Council shall report regularly to the Senate.

U1.4.2.1 University Committee on All-University Honors

Membership. The University Committee on All-University Honors shall consist of no more than 6 members of the faculty, 3 representatives of the student body, 5 alumni/alumnae of the University, and ex officio representation from the following administrative units: Vice President, Academic Affairs; University Relations; Alumni Relations; and University Development Office.

Duties and Responsibilities. The responsibilities of the Committee shall include but not be limited to the soliciting of campuses, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for

Outstanding Achievement Awards. These nominations shall be screened and referred to the Board of Regents for final selection. The Committee shall keep all deliberations and votes confidential except where publication is necessary for official purposes.

Reporting to the Senate. The Committee shall report policy items to the University Senate through the Council of Academic Officers in accordance with Section U1.303.5 of this document.

U1.4.3 COMMITTEE ON SENATE COMMITTEES

Membership. The Committee on Senate Committees shall be composed of 8 elected members of the faculty and 5 elected representatives of the student body. Of the faculty members, 6 shall be from the Twin Cities Campus, and 1 member each from the Duluth and Morris campuses, all elected by the faculties of these respective campuses according to procedures determined by the faculties of the relevant campuses. Of the student members, 3 shall be elected from the Twin Cities Campus, and one member each from the Duluth and Morris campuses, all elected by the students of these respective campuses in accordance with procedures determined by each campus.

In case of a faculty or student vacancy, replacement procedures shall be determined by the relevant constituency of each campus.

Support and Service. The Senate Clerk shall supply staff support and service as needed and appropriate.

Duties and Responsibilities. The Committee shall review the number and scope of all committees of the Senate, and shall make appropriate recommendations thereon. It shall review all recommendations for creation or termination of committees of the Senate before such recommendations are brought to the Senate. It shall review periodically the functions of committees and shall assist in maintaining clear channels between the Senate and its committees. It shall assist the President in his/her appointment of both standing and special committees by furnishing him/her a slate of twice the number of faculty and student members to be appointed to the committees as specified, giving consideration to: a) geographical representation from the various campuses, schools, and colleges of the University; b) the number of standing committees on which the faculty or student member currently is serving; c) the principles of rotation of committee assignments; d) the recommendations of the respective committee chairmen, faculty and student members. Faculty members shall furnish the committee a slate of faculty nominees, and student members shall furnish the committee a slate of student nominees. Final recommendations on slates submitted to the President shall be taken by committee action. The committee shall provide additional slates at the request of the President. At least every 3 years, the Committee on Senate Committees shall conduct a survey of faculty interest in serving on committees of the University Senate; a summary of this study shall be available to the Senate. The Committee on Senate Committees shall have the power to rewrite the sections of the Handbook relating to the duties of all committees to effect clearer role differentiation, and to deal with changing conditions; such descriptions must be compatible with any provision of the Constitution and Bylaws. Notice of such changes specifically indicating any altered, deleted, or added language shall be sent to all Senate members.

Reporting to the University Senate. The Committee shall report at least annually to the University Senate, its reports to be printed in the Senate Minutes.

U1.4.4 CONSULTATIVE COMMITTEE

Membership. The University Senate Consultative Committee shall be composed of 9 elected members of the faculty, 7 elected representatives of the student body, and ex officio membership of the vice chairman of the University Senate. The elected faculty representatives shall comprise the Faculty Consultative Committee; the elected student representatives shall comprise the Student Consultative Committee. Procedures for the constituting of these bodies are set forth in Article III, Section 4, of the Bylaws of the University Senate. The chairmen of the Faculty Consultative Committee and of the Student Consultative Committee shall be elected by their respective members from among their number for a one-year term of office. Chairmen shall be eligible for re-election to that position. The chairman of the Faculty Consultative Committee shall serve as chairman of the Senate Consultative Committee.

Support and Service. The Office of the President shall supply staff support and service as needed and appropriate.

Duties and Responsibilities. The Senate Consultative Committee, the Faculty Consultative, and the Student Consultative Committee meeting severally or together shall serve as consultative bodies to the President. The Senate Consultative Committee shall meet with the President at least quarterly to discuss matters of policy relating to educational interests or policies of the University, personnel, service functions, and the budget. The Faculty Consultative Committee may meet separately to discuss with the President, or others, matters of primary concern to the faculty. The Student Consultative Committee may meet separately to discuss with the President, or others, matters of primary concern to the student body. Each Consultative Committee shall serve as the Executive Committee of its Senate. The Senate Consultative Committee shall serve as a coordinating committee between administrative offices and the University Senate. Each Consultative Committee shall serve in such a way that problems of concern to its Senate in the exercising of its powers and responsibilities shall be put on the agenda in a timely fashion for study, debate, and action. It shall supervise the arranging of the order of business for its Senate and the recommendations for the disposition of business which appears to be not germane to the purposes of its Senate. Each committee may serve as a deliberative body of its Senate on major items not assigned for intensive study to other committees. With reference to the guidelines of the Constitution of the University Senate, the duties of the Consultative Committee shall include, but not be limited to, the following:

- a. It may examine any action taken respecting the University by the Board of Regents, the various committees of the Senate, or by any other bodies or individuals related to the University.
- b. It may, by majority vote, require any Senate or University Committee to report on any matter within that committee's jurisdiction to any subsequent meeting of the University Senate which shall occur at least 30 days after notice is given to the subject matter committee.
- c. It shall consult with administrative officers on budget matters.
- d. It shall advise on procedures which involve the faculty or students in making nominations for appointments to major administrative positions.
- e. On its initiative, it may make studies and recommendations to the faculty, students, or administration concerning major matters of educational policy; the President and administrative officers are encouraged to ask the committee for advice on such matters. The committee may decide whether a topic is one upon which it would wish to give advice directly or is one which should be referred to the faculty and/or students for discussion.

f. It shall receive recommendations of any faculty member or student who wishes to present any proposal before any meeting of the University Senate. The Committee may 1) place such a proposal on the agenda of the next regular meeting of the University Senate; 2) place the proposal before a special session of the University Senate called by any appropriate means; 3) refer the proposal to an appropriate Senate; 4) refer the proposal to an appropriate committee of the Senate or campus assembly, requesting study or, when appropriate, reports by joint committee sessions.

g. It shall serve as a steering committee to route to the appropriate body documents, proposals, or papers on any matter pertaining to the affairs of the University Senate. It may monitor the progress of committees on assigned tasks, and may coordinate the studies of committees regarding aspects of problems of far-reaching dimensions. When requested by the President of the University, it shall refer any problem of overall concern to the University to the appropriate committee, which shall then relay recommendations directly to him/her. In instances for which committee liaison is not specified, including appointment of special committees, it shall serve as needed as liaison between the President and the University Senate or between the President and any committee of the Senate. The President of the University is requested to notify the Consultative Committee of the creation and appointment of various all-University advisory committees. Should changes of assignment of advisory committees occur and such committees assume charges appropriate to committees of the Senate, the Consultative Committee shall advise the President and the Senate on methods of coordinating efforts.

h. It shall receive, through the clerk of the University Senate, copies of the Minutes of meetings of campus assemblies and committees of the University Senate. After due consideration, review of concerns by the appropriate Senate shall be scheduled. It shall help identify items appropriate for the agenda of each Senate, and shall supervise scheduling of reports of the standing committees of the Senate on an annual basis.

i. It is empowered to appoint subcommittees or employ other devices which it regards as appropriate in initiating and furthering communication between the faculty, students, and the President.

j. It is empowered to appoint memberships of non-Senate committees.

k. It shall advise and supervise the University Committee on Business and Rules.

l. It shall report regularly to the appropriate Senate on matters transacted during the year, and shall report on any matters completed, pending, or projected which, in its judgement, should be brought to the attention and consideration of the University Senate.

m. The vice chairman of the Senate, the chairmen of the Faculty and Student Consultative Committees, and one faculty and student member of the Consultative Committee chosen by the vice chairman of the Senate shall constitute a budget subcommittee for the Senate. The vice chairman of the Senate shall chair the subcommittee and have a vote in case of a tie. The President's liaison officer to the Consultative Committee shall be an ex officio member of the committee and shall provide staff assistance.

n. The duties hereby conferred are not exclusive of any similar duties of other University officers or bodies.

Reporting to the University Senate. The Committee shall report regularly to the University Senate.

U1.4.4.1 University Committee on Business and Rules

Membership. The University Committee on Business and Rules shall be composed of 7 members of the faculty, 4 representatives of the student body, and ex officio membership of the clerk and the parliamentarian of the University Senate. Of the appointed faculty members, 5 shall be members of the Twin Cities Campus faculty, and one each of the Duluth and Morris faculties. Of the student members, 2 shall be members of the Twin Cities Campus student body, and one each of the Duluth and Morris student bodies.

Duties and Responsibilities. The responsibilities of the Committee shall include the following: 1) assist the Senate Consultative Committee in the exercise of its duties and responsibilities under the Constitution, Bylaws, and Rules of the University Senate; 2) arrange the order of business for the University Senate; 3) prepare the agenda for each meeting of the Senate and cause copies thereof to be distributed under the provisions of the Constitution; 4) prescribe, with the approval of the Senate, such rules of procedure as are not provided in the University Constitution; 5) under the supervision of the Senate Consultative Committee, it shall serve as liaison among the several committees of the Senate. More specifically, its duties shall include but not be limited to the following:

- a. In cooperation with the clerk of the Senate, it shall prepare the agenda for every session of the Senate and shall insure the distribution of the agenda to such persons as may be specified by the Senate at least 5 week days before each regularly scheduled meeting. It is the duty of this committee to assure the attendance at the appropriate Senate meeting of any person or persons who may have special resources which would aid the Senate in its deliberations on specific issues.
- b. An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Committee on Business and Rules for consideration and presentation at the next regular meeting of the Senate; but such an item of business may be considered and voted on at the meeting at which it is introduced by a two-thirds majority vote of the members of the Senate present and voting on a proposal for immediate consideration. An item on the agenda for information may be sent back to the committee reporting it, for presentation as an item for action at a later meeting, by a simple majority vote; it may be considered for action at the meeting at which it is reported for information by a two-thirds majority vote of the members of the Senate present and voting on a proposal for immediate consideration as an item for action.
- c. It shall schedule at least annual reports to the University Senate by each Senate and University Committee .
- d. It may recommend amendments of existing Bylaws or Rules, or the adoption of new Bylaws or Rules. It shall be the duty of the committee to keep the published Constitution and Rules of the University Senate up to date and to plan republication at such intervals as may be desirable. The committee shall review every 3 years the operational Rules of the University Senate and revise them as necessary for Senate action.
- e. It prescribes both general and special rules of procedure for considering specific items of University Senate business. General or specific rules established by this committee may be revoked or amended by affirmative action of two-thirds of the members of the University Senate present and voting.
- f. It shall supervise the University Senate elections in accordance with provisions set forth in the University Senate Constitution, Bylaws, and Rules. It shall supervise the clerk of the University Senate.
- g. Nothing herein contained shall limit the right of immediate consideration of, and action upon, any matter for consideration of which a special meeting has been called in

accordance with the Constitution of the University Senate.

Reporting to the University Senate. The Committee shall report regularly to the University Senate.

U1.4.4.2 University Committee on Biennial Request and Budget Review

Membership. The University Committee on Biennial Request and Budget Review shall be composed of 11 members, 9 of whom shall be designated by the committee which they represent: one member of the faculty and one student from the Senate Consultative Committee; one member of the faculty and one student from the Senate Committee on Educational Policy; one member of the faculty and one student from the Senate Committee on Resources and Planning; one member of the faculty from the Senate Committee on Faculty Affairs; one member of the faculty and one student from the Senate Committee on Research; and 2 members of the faculty appointed at large through regular Senate procedures. At least one faculty member and one student member shall be from the coordinate campuses; thus, if the stipulated membership does not include outstate representation, an additional faculty and/or student member from the coordinate campuses shall be added. It is the responsibility of the Senate Consultative Committee to ensure that the coordinate campuses are represented. The faculty representative from the Senate Consultative Committee shall serve as chairman.

Duties and Responsibilities. The Committee shall provide a channel by which faculty/student ideas and concerns about programs, facilities, services, governance, faculty status, student affairs, and other matters may be voiced before biennial requests are formulated. It shall participate in and share responsibility for developing criteria according to which budgeting requests are examined and ranked, and in developing the rationale for supporting those elements of biennial requests which are of concern to faculty and students. It shall test the biennial requests for their consistency with the priorities originally agreed upon and the evaluation criteria used for ranking requests. It shall be involved in reviewing the operating budget in terms of the criteria stipulated in developing the budget request. Participation of the Committee in the biennial request and budget review processes shall be facilitated through membership of one of its at-large members in a non-voting capacity on the President's Planning Council. The Committee shall involve other Senate committees in these processes as matters within their province are discussed in the Committee and in the Planning Council.

Reporting to the University Senate. The Committee shall report to the University Senate through the Senate Consultative Committee in accordance with Section U1.303.5 of this document.

U1.4.5 SENATE COMMITTEE ON EDUCATIONAL POLICY

Membership. The Senate Committee on Educational Policy shall consist of no more than 10 members of the faculty, appropriately representative of the coordinate campuses; 5 representatives of the student body; and ex officio representation from the following administrative units: Vice President, Academic Affairs; Vice President, Institutional Planning and Relations.

Support and Service. The Office of the Vice President, Academic Affairs, shall supply staff support and service as needed and appropriate.

Duties and Responsibilities. The Committee shall seek ways in which the total educational work of the University may be improved, and make recommendations appropriate to that end. It shall be concerned with matters of educational policy which affect the University as a whole and which require deliberations reflecting the multi-campus organization of the University. A matter of particular concern to this committee is the formulation of policies related to the coordinated development and shared use of libraries, radio, television, audio-visual aids, computer assisted instruction, and all other forms of instructional materials and media. The Committee also shall serve as a deliberative body of the faculty in matters pertaining to undergraduate and graduate education, summer sessions, extension education, community programs, and computing facilities. The Committee shall maintain liaison with the separate campus committees on educational policy both informally and formally through the exchange of minutes. At the request of any one of these committees or bodies, at the request of the Senate Consultative Committee, or at the request of the President, the Senate Committee on Educational Policy shall enter into deliberations when the matter in question has implications for the University as a whole. The Committee shall coordinate its concerns and activities with other committees of the Senate, particularly the Senate Committee on Resources and Planning, by means of exchange of minutes.

Reporting to the University Senate. The Committee shall report to the University Senate at least annually, its reports to be printed in the Minutes.

U1.4.5.1 Council on Liberal Education

Membership. The all-University Council on Liberal Education shall be representative of undergraduate programs of the University. Council membership shall consist of: 1) 3 faculty members from the College of Liberal Arts--one from the Social Sciences Division, one from the Humanities Division, and one representative at large; 2) one faculty member from the Physical Sciences* in the Institute of Technology and the College of Liberal Arts; 3) one faculty member from the Biological Sciences* in the Colleges of Biological Sciences and Liberal Arts; 4) one faculty member from Mathematics and Statistics* in the Institute of Technology and the College of Liberal Arts; 5) one faculty member from the Departments of Engineering in the Institute of Technology; 6) 2 faculty members from the Institute of Agriculture, Forestry, and Home Economics; 7) one faculty member from the College of Business Administration; 8) one faculty member from the College of Education; 9) one faculty member from General College; 10) one faculty member from the baccalaureate programs

*Departments of Physical Science in the College of Liberal Arts are budgetarily in the Institute of Technology; Departments of Biological Science in the College of Liberal Arts are, for the most part, budgetarily in the College of Biological Sciences; and Departments of Mathematics and Statistics in the College of Liberal Arts are divided budgetarily between the Institute of Technology and the College of Liberal Arts.

in the Health Sciences; 11) one faculty member from the University of Minnesota, Morris; 12) 2 faculty members from the University of Minnesota, Duluth--one from the College of Letters and Science, and one representative at large; 13) 5 students, at least one of whom shall be a graduate student and at least one of whom shall be from the Duluth or Morris campus; and 14) the chairman who shall be the Vice President for Academic Affairs or a major colleague from his/her office with a primary concern for undergraduate education. There shall be ex officio membership of the Director of the Center for Educational Development.

Appointment of Members. Faculty members shall be appointed by the President, subject to confirmation by the Senate, from double slates provided by the appropriate college dean or campus provost.

In the case of nominations for representatives from the Physical Science, the Biological Sciences, and Mathematics and Statistics, nomination shall be made by the Dean of the College of Liberal Arts after appropriate consultation with the Deans of the Institute of Technology and the College of Biological Sciences. Faculty members from the Health Sciences baccalaureate programs shall be nominated by the Vice President for Health Sciences in consultation with the appropriate deans and directors of Health Sciences units.

Student members shall be appointed by the President, subject to confirmation by the Senate, from double slates provided by the student members of the Committee on Committees.

Duties and Responsibilities. The Council shall be responsible for the formation of policy, subject to Senate ratification, establishing a University-wide "floor" requirement in liberal education for all bachelor's degree programs. It shall maintain surveillance of the effects of such policy and shall recommend to the Senate such extensions or modifications as seem warranted. The Council shall initiate other policy proposals or actions designed to improve the quality of undergraduate education at the University.

Reporting the the University Senate. The Council shall report to the Senate through the Senate Committee on Educational Policy in accordance with Section U1.303.5 of this document.

U1.4.5.2 University Committee on Extension and Community Programs

Membership. The University Committee on Extension and Community Programs shall consist of no more than 10 members of the faculty; 5 representatives of the student body; ex officio representation from the following administrative offices: Vice President, Academic Affairs; Agricultural Extension Service; Continuing Education and Extension; and one alumnus/alumna of the University.

Duties and Responsibilities. The Committee shall consider and recommend policies relative to extending the research and teaching resources of the University to the community and the State of Minnesota. The Committee shall coordinate its concerns and activities with other committees of the Senate, particularly the Senate Committee on Social Concerns.

Reporting to the University Senate. The Committee shall report to the University Senate through the Senate Committee on Educational Policy in accordance with Section U1.303.5 of this document.

U1.4.5.3 University Committee on Computing Facilities

Membership. The University Committee on Computing Facilities shall consist of no more than 7 members of the faculty, 4 representatives of the student body, and ex officio representation from the following administrative offices: Vice President, Administrative Operations; University Computer Services; Vice President, Academic Affairs.

Duties and Responsibilities. The Committee shall have responsibility for review of the University's academic computing facilities and of their uses in the total University enterprise. The Committee periodically shall review both short-range and long-range plans for the development of new programs and for the acquisition of facilities needed to implement these programs. It may identify problem areas which need special attention and new programs that merit support, both as to facilities and as to staff; and it shall be empowered to make recommendations to the Senate Committee on Educational Policy, in consultation with the appropriate administrative offices.

Reporting to the University Senate. The Committee shall report to the Senate through the Senate Committee on Educational Policy in accordance with Section U1.303.5 of this document.

U1.4.5.4 University Committee on Instructional Materials and Media

Membership. The University Committee on Instructional Materials and Media shall consist of no more than 7 members of the faculty, 5 representatives of the student body, and ex officio representation from the following units: Vice President, Academic Affairs; Department of Audio-Visual Library Service; University Media Resources.

Duties and Responsibilities. The Committee shall be charged with: 1) planning and formulating policy related to the coordinated development and use of educational equipment, materials, media, and techniques; 2) formulating University policies concerning acquisition, production, distribution, utilization, and maintenance of the equipment and materials in the educational process; 3) formulating policies concerning physical facilities needed to implement related programs in all instructional facilities; 4) evaluating continually all services, facilities, and collections falling under the purview of this Committee; 5) responsibility for sponsoring and encouraging a continuing in-service program for faculty and staff; 6) serving as an advisory body to offices with ex officio committee members.

Reporting to the University Senate. The Committee shall report to the Senate through the Senate Committee on Educational Policy in accordance with Section U1.303.5 of this document. Reports of the Committee shall be forwarded to the Senate Committee on Resources and Planning for information.

U1.4.5.5 University Committee on Summer Sessions

Membership. The University Committee on Summer Sessions shall consist of no more than 7 members of the faculty, appropriately representative of the several campuses and instructional units; 5 representatives of the student body; and ex officio representation from the following administrative units: Vice President, Academic Affairs; Director of Summer Session.

Duties and Responsibilities. The Committee shall formulate policy and be advisory to the director of the Summer Session with respect to the Summer Session and its relation-

ship to the total academic program of the University. It shall concern itself with the special needs of clientele served by the Summer Session as well as the emerging role of the Summer Session as a part of the year-round academic schedule of the University. A further concern shall be with the resources necessary to the achievement of prescribed goals.

Reporting to the University Senate. The Committee shall report to the Senate through the Senate Committee on Educational Policy in accordance with Section U1.303.5 of this document.

U1.4.5.6 University Committee on Educational Development

Membership. The University Committee on Educational Development shall consist of 7 members of the faculty and 5 students chosen from the entire University. Committee members shall be selected, in part, to represent the concerns and interests of the Council on Liberal Education, the Graduate School Executive Committee, and the Senate Committee on Educational Policy. The Vice President, Academic Affairs, or his/her representative, shall serve as ex officio member of this committee.

Duties and Responsibilities. The functions of the Committee shall be 1) to develop detailed guidelines and operating procedures for the Educational Development Program, consistent with policy established by the Senate; 2) to report annually to the Senate on the status of and plans for the Educational Development Program; 3) to assist the Vice President, Academic Affairs, in his/her review of departmental and collegiate reports on and proposals for educational development projects; and 4) to review and recommend action on proposals for educational development efforts submitted directly to the Vice President, Academic Affairs, from any part or any level of the University.

Reporting to the University Senate. The Committee shall report to the Senate through the Senate Committee on Educational Policy in accordance with Section U1.303.5 of this document.

U1.4.5.7 University Committee on University-ROTC Relationships

Membership. The University Committee on University-ROTC Relationships shall consist of 7 members of the faculty and 4 representatives of the student body. At least one faculty member and one student member of the Committee must be appointed from each campus of the University on which an ROTC program functions. A representative from each extant ROTC unit and the Vice President for Academic Affairs, or his/her designate, will serve as ex officio members of the Committee.

Duties and Responsibilities. The functions of the Committee shall be 1) to serve as an advisory committee to the Vice President, Academic Affairs, regarding the ROTC program in respect to (a) intra-University policies, and (b) relations between the University of Minnesota and the Department of Defense and the several military services; 2) to formulate and report to the Senate, through the Senate Committee on Educational Policy, recommendations concerning policy changes in University-ROTC relationships; 3) to advise on the establishment of the faculty, and to the faculty, of ROTC programs, as defined by the Regents' statement of November 13, 1970; and 4) to report annually to the Senate, through the Senate Committee on Educational Policy, on the status of the ROTC programs.

Reporting to the University Senate. The Committee shall report policy items to the Senate through the Senate Committee on Educational Policy in accordance with Section U1.303.5 of this document.

U1.4.5.8 University Committee on International Education

Membership. The University Committee on International Education shall consist of no more than 8 members of the faculty, appropriately representative of all units of the University and its wide variety of international interests; 4 representatives from the student body also assumed to have a commitment to and interest in international education; and 2 ex officio representatives. These two representatives shall be the Director of the International Student Affairs Office, and the Director of International Programs. The former is expected to also serve as a representative of the Office of Vice President for Student Affairs, the latter as representative for the Office of the Vice President for Academic Affairs.

Support and Service. The offices of the Vice President for Academic Affairs and the Vice President for Student Affairs shall supply staff support and service through those channels usual and appropriate for Senate and University Committees.

Duties and Responsibilities. The Committee shall seek ways in which the total international educational work of the University may be improved and make recommendations to that end. It shall deliberate all matters of policy in regard to international education which affect the University as a whole. It shall advise on the development of new policy as needed and review and monitor the working of existing policy in the area of International Education. Matters of particular concern to this Committee shall include, but not be restricted to, policies furthering inter alia opportunities for students and faculty in international aspects of education (including study abroad), funding and development of area studies programs, overseas programs, and the functioning of the University in the coordination of activities and information in international matters. The Committee shall share information on its activities with other relevant committees of the Senate, particularly the Senate Committee on Educational Policy and the Twin Cities Assembly Campus Committee on International Students.

Reporting to the University Senate. The Committee shall report at least annually to the Senate through the Senate Committee on Educational Policy in accordance with Section U1.303.5 of this document.

U1. 4.5.9 University College Assembly

Membership. The University College Assembly shall consist of 15 members of the faculty; 2 representatives of the Student Board; 1 student representative for each permanent program; 1 student representative for each experimental program that has been granted experimental status by the Assembly; 1 student from the University at large; 1 member of the faculty from the policy board of each permanent program; 1 member of the faculty associated with each experimental program that has been granted experimental status by the Assembly; the Director of University College; 1 non-voting representative of the academic staff; and 1 non-voting representative of the civil service staff.

The chairman shall be elected for a 1-year term by the members of the University College Assembly from among the candidates nominated by the Consultative Committee of the Assembly; nominees must be selected from the 12 faculty members appointed by the President.

Appointment of Members. 12 faculty members shall be appointed by the President, subject to confirmation by the University Senate, from a slate provided by the Director after consultation with the appropriate deans and provosts. These members shall be appointed for 3-year terms with 4 members appointed each year. One member must be from a coordinate campus. 3 faculty members shall be appointed by the Director for a term of 1 year, with no more than 2 reappointments. Faculty members from policy boards of permanent programs shall be elected for 1-year terms in the manner defined by each program's bylaws. Faculty members from experimental programs shall be elected by the program advisory committee or appointed by the Director if no advisory committee exists.

Students representing the Student Board and the various programs shall be appointed for 1 year terms by the Student Board. If no appointments are forthcoming, the Assembly shall make the appointments from a slate of nominations provided by the Director after consultation with administrators of University College programs. 1 student chosen at large from the University shall be appointed for a 1-year term by the President, subject to confirmation by the University Senate, from a slate provided by the Student Committee on Committees; if no nomination comes forward, the Director shall nominate a student.

The academic staff representative shall be elected annually by the academic staff.

The civil service staff representative shall be elected annually by the civil service staff.

Duties and Responsibilities. The Assembly shall be the legislative and policy-making body regarding educational matters of University College. It shall approve courses with a University College designation; receive, review, and offer recommendations on requests for housing permanent programs; approve the membership of policy boards for permanent programs; act on changes in policies; receive proposals for educational experiments submitted to University College and direct them to the Experimental Programs Committee; act on requests for University College support; and approve program bylaws.

Reporting to the University Senate. The Assembly, through the Director, shall report to the Senate through the Senate Committee on Educational Policy in accordance with Section U1.303.5 of this document.

U1.4.6 SENATE COMMITTEE ON FACULTY AFFAIRS

Membership. The Senate Committee on Faculty Affairs shall consist of at least 10 members of the faculty, one graduate assistant, and ex officio representation from the Office of the Vice President, Academic Affairs, and from the organization of retired University faculty members (either the chairperson or his/her designee.)

Support and Service. The Office of the Vice President, Academic Affairs, and the Senate Clerk shall supply staff support and service as needed and appropriate.

Duties and Responsibilities. The Committee shall consider and review policies and procedures in the University that may concern the personal and professional welfare of the faculty. The Committee shall be concerned with those matters that pertain primarily to the responsibilities, rights, privileges, opportunities, and welfare of the faculty, collectively and as individuals. Such items as tenure, procedures for academic promotion, life and health insurance, health services, retirement, faculty housing, leave policies, academic responsibilities, and staff assistance are topics that fall within the area of responsibilities of this committee.

Reporting to the University Senate. The Committee shall report at least annually to the Senate, its reports to be printed in the Minutes.

U1.4.6.1 University Committee on Tenure

Membership. The University Committee on Tenure shall consist of no more than 7 members of the faculty, 2 representatives of the student body (one graduate and one undergraduate), and ex officio representation from the Office of the Vice President, Academic Affairs. Membership should represent tenured and non-tenured faculty on regular appointments, as well as faculty of the coordinate campuses.

Duties and Responsibilities. The Committee shall be responsible for reviewing as needed the existing Regulations Concerning Faculty Tenure. It may suggest necessary additions, modifications, and interpretations.

Reporting to the University Senate. The Committee shall report to the Senate through the Senate Committee on Faculty Affairs in accordance with Section U1.303.5 of this document.

U1.4.6.2 University Appeals Committee on Academic Freedom and Responsibility

Membership. The University Appeals Committee on Academic Freedom and Responsibility shall consist of 7 members of the faculty, 4 representatives of the student body, and 2 representatives of the civil service staff.

Duties and Responsibilities. The functions of the Committee shall be 1) to make recommendations to the President on appeals relating to questions of academic freedom and responsibility that have been filed with the President's Office and referred to the Committee. The Committee may designate faculty-student-civil service panels drawn from its membership to consider particular appeals and to report their findings and recommendations to the Committee for action; 2) to determine the routing of appeals on academic freedom and responsibility for cases not covered by existing policies of the Senate; and 3) to review policies and practices relating to appeals procedures on academic freedom and responsibility and to recommend changes that may be indicated.

Reporting to the University Senate. The Committee shall report to the Senate through the Senate Committee on Faculty Affairs in accordance with Section U1.303.5 of this document.

U1.4.7 SENATE JUDICIAL COMMITTEE

Membership. The Senate Judicial Committee shall consist of at least 9 members of the faculty. Former members of the committee may be asked by the President, at the request of the Judicial Committee chairperson, to serve on panels where the chairperson advises that their experience and expertise are critical to the functioning of those panels.

Support and Service. The Office of the President shall supply staff support and service as needed and appropriate.

Duties and Responsibilities. The powers, duties, and procedures of the Committee are set forth in the handbook Regulations Concerning Faculty Tenure (as revised and readopted by the Regents July 11, 1952; revised and reprinted March 1961; reprinted, December 1964; revised and reprinted February 1967; revised, July 1970; revised, December 1972; reprinted, May 1974).

Reporting to the University Senate. The Committee shall report at least annually to the Senate, its reports to be printed in the Minutes.

U1.4.8 SENATE LIBRARY COMMITTEE

See next page

Membership. The Senate Library Committee shall consist of no more than 12 members of the faculty, appropriately representative of the several campuses and instructional units, 8 representatives of the student body, and ex officio representation from the following administrative units: Director, University Libraries; Office of the Vice President, Academic Affairs.

Support and Service. The Office of the Vice President, Academic Affairs, shall supply support and service as needed and appropriate.

Duties and Responsibilities. The Committee shall: 1) consider and recommend to the Senate any resolutions in connection with University library policy and administration that may be deemed advisable; 2) serve as an advisory body to the Director of University Libraries; 3) evaluate University-wide library services, facilities, and collections and advise thereon; 4) on the request of the Senate, inform it as to any matters affecting library policy and administration. The Committee shall give particular emphasis to the coordination of libraries on the several campuses, and shall investigate and make policies with respect to increasing the educational services of the total, University-wide library system. Proposals emanating from joint studies shall be brought to the University Senate.

Reporting to the University Senate. The Committee shall report to the Senate at least annually, its reports to be printed in the Minutes.

U1.4.8 SENATE LIBRARY COMMITTEE

Membership. The Senate Library Committee shall consist of no more than 12 members of the faculty, appropriately representative of the several campuses and instructional units, 8 representatives of the student body, and the following non-voting ex officio members: Director, University Libraries, Twin Cities Campus; Supervisor, Learning Resources, Crookston Campus; Director of Libraries, Duluth Campus; Head Librarian, Morris Campus; Supervisor, Learning Resources, Waseca Campus; Law Librarian; and representative, Office of the Vice President, Academic Affairs.

Support and Service. The Office of the Vice President, Academic Affairs, shall supply support and service as needed and appropriate.

Duties and Responsibilities. The Committee shall: 1) consider and recommend to the Senate any resolutions in connection with University Library policy and administration that may be deemed advisable; 2) serve as an advisory body to the directors and other heads of University libraries who are named as ex officio members of the Committee; 3) evaluate University-wide library facilities, services, and collections, and advise thereon; 4) on the request of the Senate, inform it on any matters affecting library policy and administration. The Committee shall give particular emphasis to the coordination of the libraries, and shall conduct investigations and recommend policies with respect to maintaining and to increasing the educational services of all University Libraries.

Reporting to the University Senate. The Committee shall report to the Senate at least annually, its reports to be printed in the Minutes. A copy of its reports shall be sent to the Senate Committee on Educational Policy.

U1.4.9 SENATE COMMITTEE ON RESEARCH

Membership. The Senate Committee on Research shall consist of no more than 8 members of the faculty, appropriately representative of the research units and interests of the University; 3 representatives of the student body; and ex officio representation from the following administrative units: Dean of the Graduate School; Vice President, Academic Affairs; Vice President, Finance; Vice President, Health Sciences; Director, Agricultural Experiment Station; Director, Mineral Resources and Research Center.

Support and Service. The Office of Research Administration shall supply staff support and service as needed and appropriate.

Duties and Responsibilities. The Committee shall have the following duties: 1) to study and recommend to the Senate policies with respect to research activities, facilities, and personnel; 2) to design policies and resources which serve to foster existing research programs and stimulate the development of research in areas that need strengthening, and to assist in the evaluation of research programs within the University; 3) to help publicize research activities with a view to educating the public on the importance of research and the necessity for support of it; and 4) to supply a coordinated voice of the faculty with regard to governmental, industrial, and foundation support of the research programs of the University.

Reporting to the University Senate. The Committee shall report to the Senate at least annually, its reports to be printed in the Minutes.

U1.4.9.1 University Committee on the Use of Human Subjects in Research

Membership. The Committee on the Use of Human Subjects in Research shall consist of at least 60 members from the University community (faculty, staff, and student body) and one to 4* members from the community at large.

1) The members from the University community shall be drawn from the following 4 categories:

- a) At least 20 members from the health sciences and biological sciences, 15 of whom shall be drawn from the faculty and staff of the units of the University dealing with the health and biological sciences, 5 of whom shall be undergraduate, graduate, or professional students in these units of the University.
- b) At least 20 members from the social and behavioral sciences, 15 of whom shall be drawn from the faculty and staff of the units of the University dealing with the social and behavioral sciences, 5 of whom shall be undergraduate, graduate, or professional students in these units of the University.
- c) 2 members from the University hospitals administration.
- d) At least 18 members from other units of the University, 13 of whom shall be members of the faculty, and 5 of whom shall be representatives of the student body.

In the event that the size of the Committee should be expanded to more than 60 members, the proportions of members from each of the above categories shall remain the same.

*The minimum number of one will meet the policy set forth by DHEW. The figure of 4 provides an opportunity to assign one community member to each panel and thereby assures broader community representation.

- 2) The members from the community at large shall be representatives of the community and shall have demonstrated experience and/or interest in ethical issues.

Selection of Members; Chairmanship

- 1) University Community: The members of the Committee from the biological and health sciences and from the social and behavioral sciences shall be drawn from units in which a primary focus of professional activity is the conduct of research with human subjects in these areas, as well as from units having persons qualified to help clarify ethical, moral, and legal issues and units having persons qualified to discuss matters of the common good. Such members shall be chosen by the President (or a Vice President designated by him/her).
 - a) Terms: Terms of committee service, including chairmanships, commence October 1 and terminate September 30.
 - b) Official Positions of the Committee: The chairman of the full committee shall be elected from the appointed members by a mail ballot, majority vote of the Committee, and shall serve for a period of 2 years.
- 2) Community at Large: The members from the community at large shall be selected by an ad hoc subcommittee comprised of members of the University Committee on the Use of Human Subjects in Research. The members of the ad hoc committee shall be appointed by the chairman of the University committee. The ad hoc committee may elect to identify 2 additional community members to serve as alternates. One alternate would be assigned to the health sciences and one to the social sciences. These alternates shall attend meetings only when the appointed community member must be absent. Each community member shall be assigned to one of the 4 University panels. This assignment shall be completed by the ad hoc committee.
 - a) Terms: Each community member shall serve one year (12 months) and shall be eligible for additional appointments.,
 - b) Criteria: The criteria for Committee membership shall be established by the ad hoc committee.
 - c) Confirmation of Appointment: Appointments of community members shall be confirmed by a simple majority vote of the full University Committee on the Use of Human Subjects in Research and by approval of the University administration.

Panels and Subcommittees. The Committee shall operate by means of review panels representing the health and biological sciences and social and behavioral sciences. Members of the panels, as well as panel chairmen, shall be appointed from the full Committee by the executive secretary with the approval of the chairman of the appropriate subcommittee. Each panel shall have no less than 9 members, 6 of whom shall be members of the faculty. The function of the panels shall be to review and approve individual proposals within the panel's domain, acting within one month of submission. Action may be taken by each panel when at least 5 members are present, at least 3 of whom are faculty. Panel recommendations shall be by majority vote with the opportunity for an expression of a formal minority opinion.

The Committee shall also have 2 executive subcommittees, one representing the health and biological sciences and one representing the social and behavioral sciences. Members of the executive subcommittees shall be appointed from the full committee by the President (or a Vice President designated by him/her) in consultation with the chairman of the Human Subjects Committee and subject to the approval of the full Committee by a mail ballot. Subcommittee chairmen shall be elected by a majority of the subcommittee members. Each executive subcommittee shall have no less than 9 members, 6 of whom shall be members of the faculty. The function of the executive subcommittee

shall be to review and approve summary protocols within 2 months of submission. Action may be taken by each subcommittee when at least 5 members are present, at least 3 of whom are faculty. Subcommittee recommendations shall be by a majority vote with the opportunity for an expression of a formal minority opinion.

Executive Secretary. Staff support for the Committee is provided by the Graduate School. The executive secretary shall: 1) provide the Committee and the University community with interpretation of all current policies and regulations (internal and external) regarding the use of human subjects in research; 2) assure that all relevant proposals satisfy current agency and University human subjects regulations; 3) be responsible for all certifications and notices of approval of research projects to funding agencies on behalf of the University; 4) handle the administrative work of the Committee: schedule meetings; maintain complete records for the Committee, including minutes of meetings, formal Committee decisions, correspondence with investigators and others, etc.; 5) act as receiving point for requests to the Committee and coordinate review of protocols and other Committee business; 6) perform other duties as may be requested by the chairman or members of the Committee, by the Dean or Associate Dean of the Graduate School, or by agency personnel.

The executive secretary shall not be a voting member of the Committee or of its subcommittees or panels but shall be entitled to attend any meetings of the Committee or of its subcommittees or panels. The executive secretary shall be appointed by the President for a 3-year term, subject to reappointment for successive terms.

Duties and Responsibilities.

- 1) Administration Policy: The Committee shall perform the function of prior collegial review of proposed research involving human subjects and of continuing supervision and advice with respect to approved projects of research involving human subjects, to assure the fullest protection of the rights and welfare of such subjects.
- 2) Formulation of Policy: The Committee may, initiate specific statements of policy and procedures necessary to carry out the institutional responsibility of the University with regard to the use of human subjects in research, subject to review and modification by the University Senate which shall be binding on the subcommittees and panels, members of the faculty and staff of the University, and other individuals engaged in research involving the use of human subjects carried on under the auspices of the University.
- 3) The Committee shall perform those functions by its executive subcommittees or the appropriate review panels, as the case may be.
- 4) All meetings shall be held in accordance with Robert's Rules of Order.

Reporting to the University Senate. The Committee shall report to the Senate through the Senate Committee on Research in accordance with Section U1.303.5 of this document.

U1.4.9.2 University Animal Care Committee

Membership. The University Animal Care Committee shall consist of not more than 10 members, including 2 faculty representatives of the Minneapolis Health Sciences and one faculty member each from the College of Veterinary Medicine, College of Agriculture, College of Liberal Arts, College of Biological Sciences, Department of Environmental Health and Safety, Duluth Campus, Morris Campus, and a student representative. Insofar as feasible, there should be broad representation of the various

(either a member of the faculty or the civil service staff),

types of research that utilize animals and the basic scientific areas that are relevant for animal care and usage. The Director of Research Animal Resources shall be a non-voting member of the Committee.

Duties and Responsibilities. 1) Collaboration with the Director of Research Animal Resources in formulation of recommendations to the Vice President, Academic Affairs, regarding University policies and standards governing procurement, care, and use of animals employed in research, teaching, and service functions; 2) evaluation of the animal care program at regular intervals as required by Section 4206 of the NIH "Guide for Grants and Contracts"; 3) assistance to the Director of Research Animal Resources in education of faculty members in the need for good animal care, in the kinds of services offered by the Director and the Research Animal Resources staff, and in the research benefits attaching to use of quality animals; 4) consultation with the Director of Research Animal Resources regarding professional personnel needs of that unit; 5) mediation and review of appeals regarding the program of inspecting of animal facilities or decisions of the Director of Research Animal Resources regarding procedures involving pain or distress, with recommendations to the Vice President, Academic Affairs, for final decision in cases that cannot be resolved by mediation.

The Committee will be encouraged to seek the consultation and advice of researchers in other units utilizing animals, as well as specialists in areas relevant to animal care and usage. The Committee shall meet at least quarterly.

Reporting to the University Senate. The Committee shall report to the Senate through the Senate Committee on Research in accordance with Section U1.303.5 of this document.

Executive Subcommittee. The executive subcommittee shall consist of the chairman and 2 other members appointed by the chairman. If any members of the executive subcommittee are unavailable at a time when a decision must be made, the chairman may appoint temporary members. The function of the executive subcommittee is to act for the University Animal Care Committee when, in the judgment of the chairman, a decision must be made that does not allow time for full committee consideration. Such actions shall be reported to the full committee no later than the next meeting.

U1.4.10 SENATE COMMITTEE ON RESOURCES AND PLANNING

Membership. The Senate Committee on Resources and Planning shall consist of no more than 9 members of the faculty, appropriately representative of the several campuses and instructional units; 5 representatives of the student body; and ex officio representation from the following administrative units: President; Vice President, Finance; Vice President, Academic Affairs; Vice President, Institutional Planning and Operations.

Support and Service. The Senate Clerk shall supply staff support and service as necessary and appropriate.

Duties and Responsibilities. The Committee shall represent faculty and student interest in the development of principles, policies, and criteria in University planning. The Committee shall be concerned particularly with 1) the process by which long-range University plans are developed, 2) the consistency with the University mission of specific programs and proposals, including physical planning, and 3) the review and evaluation process by which the results of past actions are used to modify plans for the future. The Committee shall coordinate its concerns and

activities with other Senate Committees by means of exchange of minutes, particularly the Senate Committee on Academic Standing and Relations, the Senate Committee on Educational Policy, and the Senate Committee on Social Concerns.

Reporting to the University Senate. The Committee shall report at least annually to the Senate, its reports to be printed in the Minutes.

U1.4.11 SENATE COMMITTEE ON SOCIAL CONCERNS

Membership. The Senate Committee on Social Concerns shall consist of 7 members of the faculty, 7 representatives of the student body, 3 representatives of the civil service staff, and ex officio representation from the following administrative units: Vice President, Student Affairs; Office of Equal Opportunity; and 3 alumni/alumnae of the University.

Duties and Responsibilities. Duties of the Committee shall be to make recommendations for the University's response to social problems. The Committee shall coordinate its concerns and activities with other committees of the Senate by means of exchange of minutes. It may also serve as an advisory body to central administrative offices.

The Committee shall be responsible for a Subcommittee on Social Responsibility in Investments.

Subcommittee on Social Responsibility in Investments: This Committee shall report annually to the Senate through the Senate Committee on Social Concerns.

Reporting to the University Senate. The Committee shall report at least annually to the University Senate, its reports to be printed in the Minutes.

HANDBOOK OF RULES AND OPERATIONAL PROCEDURES

Twin Cities Campus Assembly

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TWIN CITIES CAMPUS ASSEMBLY

T1.1 Twin Cities Campus Assembly

The Twin Cities Campus Assembly exercises the general legislative authority and responsibility over educational matters concerning the Twin Cities Campus which are delegated to it by the University Senate and the Regents of the University. The Twin Cities Assembly shall have legislative authority, as defined above, over the Twin Cities Campus as a whole, but not over the internal affairs of a single college or school of collegiate rank, except where these materially affect the interests of other colleges or schools of the Twin Cities Campus.

In cases of conflict between the University Senate and the Twin Cities Assembly, the decision of the University Senate prevails, except either may appeal the question to the Regents through the Office of the President.

T1.101 Composition

The Twin Cities Assembly is composed of the President of the University, the chairman of the Assembly, elected faculty and student representatives, and such ex officio representatives as may be specified in the Twin Cities Assembly Constitution, Bylaws, or Rules. The faculty and student representatives are elected to the Twin Cities Assembly according to the regulations set forth in the Constitution and Bylaws of that body. The elected representatives and alternates, if any, shall be those persons who are the elected faculty and student representatives and alternates, if any, to the University Senate from the several colleges or schools of collegiate rank located on the Twin Cities Campus, and such others as may be added thereto. At least every 60 months the ~~Campus Committee on Business and Rules~~ shall review the number and apportionment of elected members, shall reapportion the Twin Cities Assembly if necessary according to the number and proportion of faculty members and of students, and shall report such reapportionment to the Twin Cities Assembly. On motion of a member of the Assembly, the Twin Cities Assembly may, at the meeting at which the ~~Campus Committee on Business and Rules~~ makes its report or at the next subsequent meeting, reject the report and request the ~~Campus Committee on Business and Rules~~ to bring a revised plan to the Twin Cities Assembly for action.

Committee

Committee

Committee

T1.102 Organization

The Twin Cities Campus Assembly may determine its own organization, create committees whose membership need not be limited to members of the Twin Cities Campus Assembly, and adopt procedural rules for the conduct of its business.

- T1.102.1 The ~~President of the University of Minnesota, or his/her~~ ^{or the president} designee, shall be ~~chairman of~~ the Twin Cities Assembly.
- T1.102.2 A vice ~~chairman~~ shall be elected by the ~~Twin Cities~~ ^{of the academic year} Assembly at its first meeting in the ~~Spring~~ from among its members for a term of one year; terms of service shall commence July 1 and terminate June 30. He/she shall be eligible for re-election. He/she shall serve as an ex officio member of the Twin Cities Steering Committee.
- T1.102.3 A clerk and a parliamentarian of the Twin Cities Campus Assembly (non-members of the Assembly) shall be appointed by the chairman at his/her discretion and confirmed by the Assembly.

Tl.102.4 The faculty representatives to the Twin Cities Campus Assembly shall comprise the Twin Cities Faculty Assembly; the elected student representatives to the Twin Cities Campus Assembly shall comprise the Twin Cities Student Assembly. The Faculty Assembly and the Student Assembly shall determine its own organization.

Tl.102.401 Allocation of Functions and Powers

The Faculty Assembly and the Student Assembly shall exercise such powers and perform such functions as may be delegated by the Twin Cities Campus Assembly. The Twin Cities Steering Committee may designate specific items to any Assembly for action. In case of disagreement by the Faculty Steering Committee or the Student Steering Committee concerning the allocation of functions in general or designation of agenda items, either committee may refer the matter to the Twin Cities Campus Assembly for resolution.

Tl.102.402 Twin Cities Assembly Executive Committee

The Twin Cities Assembly Steering Committee shall serve as the executive committee of the Twin Cities Campus Assembly. It shall be composed of the vice chairman of the Assembly and the members of the Faculty and Student Steering Committees. The Faculty and Student Steering Committees shall serve as the executive committees of their respective Assemblies.

Tl.103 Meetings

The Twin Cities Assembly shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the chairman. The Twin Cities, Faculty, or Student Assemblies may be convened for special sessions upon the call of the chairman or President. Special sessions are authorized when requested by the President or chairman, the appropriate Steering Committee, or upon written request of 10 members of the Assembly in question as submitted to the President or chairman. Members of the Assembly shall be given notice of the special session by the clerk of the appropriate Assembly at the earliest possible date and not less than 2 days before the meeting. Only subjects specifically listed in the proposed agenda for any special session may be considered at that meeting.

Tl.104 Agenda

Under the supervision of the Twin Cities Assembly Steering Committee, the Campus Committee on Business and Rules shall plan the agenda for any meeting of the Twin Cities Assembly. The agenda shall be prepared finally and distributed by the clerk of the Twin Cities Assembly. The agenda consists of items submitted for Twin Cities Assembly consideration by any Assembly or committee of the Assembly. At the discretion of the Twin Cities Assembly Steering Committee, the clerk of the Twin Cities Assembly may be instructed to include additional items on the agenda for any regular meeting of that body.

T1.105 Amendments to the Rules

of the members of the Assembly present and voting at

Amendments to the Handbook of Rules and Procedures shall be made by a majority vote of any meeting of any Assembly of the Twin Cities Campus for matters pertaining to that Assembly.

T1.2 Committee Structure of the Twin Cities Assembly

There shall be 2 kinds of standing committees of the Twin Cities Assembly: 1) Twin Cities Assembly Committees, and 2) Campus Committees. The Twin Cities Assembly also may create special committees. Committee membership shall be drawn from the several schools and colleges of the Twin Cities Campus. In appointing committees, attention shall be given to the principles of rotation and broad representation. Members shall serve as representatives of the Twin Cities Campus rather than as representatives of their particular instructional or research unit.

T1.201 Assembly Committees

Assembly committees are committees to which the Twin Cities Assembly delegates responsibilities in general areas of concern to the Twin Cities Campus. An Assembly committee is any committee whose primary responsibilities are to consider, initiate, and formulate policies within specified broad areas of campus concern, and whose continued and sustained activities are so essential to effective campus government that the Twin Cities Assembly establishes it under the Bylaws. There shall be the following Assembly committees: Academic Officers; Steering; Committees; Educational Policy; Intercollegiate Athletics; Student Affairs, and Academic Standing.

and Termination

T1.201.1 Creation of Assembly Committees

The Twin Cities Assembly by appropriate bylaws, following review by the Committee on Assembly Committees, may create standing Twin Cities Assembly committees vested with such responsibilities and duties as the Twin Cities Assembly has the power to confer. *The Twin Cities*

Assembly may terminate Assembly committees by amendment of the Bylaws.

T1.201.2 Responsibilities

The basic charge to Twin Cities Assembly committees is to study problems and policies pertaining to the Twin Cities Campus within their several areas of responsibility, and to develop appropriate proposals for consideration and action by the Assembly. Any Assembly committee may present items for the agenda of the University Senate to the Senate Consultative Committee, through the Assembly, or through the Steering Committee. However, the committee is obligated to involve appropriate representation of other campuses at an early date on discussions of items projected for the agenda of the University Senate. Assembly committees are encouraged to maintain both formal and informal contacts with existing or corresponding committees on other campuses. It also shall be the responsibility of Assembly committees to review at fixed intervals policies proposed to the Assembly or University Senate and accepted for action and to evaluate, in light of further developments, the current appropriateness of such policies and the effectiveness and consequences of implementation.

T1.201.3 Membership

Except where otherwise stated, the Committee on Assembly Committees shall submit a slate of faculty and student names exactly twice the number to be appointed. The Committee on Assembly Committees, in consultation with the Civil Service Committee, shall submit a slate of civil service

names exactly twice the number to be appointed. The Director of Alumni Relations shall submit a slate of alumni/alumnae names exactly twice the number to be appointed. The chairman of the Assembly shall make appointments from these slates; he/she also may call for additional slates. Ex officio members are appointed by the chairman of the Assembly to represent the specified offices. Membership in the Twin Cities Campus Assembly shall not be a prerequisite to appointment or election. The Committee on Assembly Committees shall have access to the survey conducted by the Committee on Senate Committees to ascertain faculty interest and recommendations for committee service.

T1.201.4 Terms of Membership and Chairmanship

Faculty appointments to Assembly committees shall be made for terms of 3 years with appointments so adjusted that the terms of approximately one third of the members shall expire each year. Student appointments to Assembly committees shall be made for terms of one year. No faculty member is eligible to serve more than 2 consecutive full 3-year terms; no committee member is eligible to serve on more than 2 appointed standing committees of the Assembly at one time. Exceptions to these rotation procedures and limitation of committees served are members of the Council of Academic Officers and representatives ex officio. Except where specified, the chairman of each Assembly committee is appointed from the committee membership by the chairman of the Assembly. Chairmanship appointments are for one-year terms, but may be consecutive. An individual may be chairman of only one Assembly or Campus committee at a time. Terms of committee service, including chairmanships, commence July 1 and terminate June 30. An appointee shall start serving (after July 1) upon his/her appointment by the President. If the Assembly fails to confirm the appointment, the appointee shall not serve.

T1.201.5 Leave Policy

Leave policy for committees of the Twin Cities Assembly shall be identical to that pertaining to the committees of the University Senate (Section U1.302.5, Rules of the University Senate), except that, unless otherwise specified, interim appointments shall be made by the chairman of the Twin Cities Assembly.

T1.201.6 Committee Support and Service

Each Assembly committee shall be related to specific University offices for appropriate staff support and service (as interpreted in Section U1.302.6, Rules of the University Senate) as follows:

Academic Standing	Office of the V.Pres., Student Affairs; Assembly Clerk
Committees	Assembly Clerk
Council of Academic Officers	Office of the V.Pres., Academic Affairs
Educational Policy	Office of the V.Pres., Academic Affairs
Intercollegiate Athletics	Office of the V.Pres., Administrative Operations
Student Affairs	Office of the V.Pres., Student Affairs

T1.201.7 Reporting of Assembly Committees

Each Assembly committee shall report at least annually to the

Twin Cities Assembly. It shall report at its own request, at the request of the Twin Cities Assembly, or at the request of the Assembly Steering Committee. Its reports shall be printed in the Minutes. Minutes of the meetings of committees of the Assembly shall be forwarded to the clerk of the Twin Cities Assembly, who shall supply copies to the Assembly Steering Committee. (Exclude sending of Minutes to the extent that these Minutes deal with advisory or operational functions of Assembly committees.)

T1.201.8 Relationship to Other Campuses

It shall be the responsibility of the Assembly committees and corresponding committees of other campuses to communicate both formally and informally through an exchange of Minutes. When items of potential all-University concern come before Assembly committees, the committee shall inform coordinate campuses and involve appropriate representation.

T1.202 Campus Committees

Campus committees are created by the Twin Cities Assembly and assigned a relationship and responsibility to a Twin Cities Assembly committee. Campus committees bear the same relationship to Assembly committees on the Twin Cities Campus level as University committees have to Senate committees of the University Senate (Section U1.303, Rules of the University Senate). When matters arise within a Campus committee which are of substantial concern to more than one Assembly committee, coordination and communication shall be the responsibility of the Campus committee, with such advice as may be necessary from the Assembly Steering Committee.

T1.202.1 Creation ^{and termination} of Campus Committees

Campus committees may be established or terminated at any time, ^{present and voting} following review by the Committee on Assembly Committees, by ^{or} majority vote of the Twin Cities Assembly upon resolution presented. Passage of bylaws is not required for the establishment or dissolution of Campus committees. The recommendation to establish a Campus committee shall include a statement of justification for a new standing committee to consider Twin Cities matters, and shall include a definitive statement for incorporation into the Rules of the Twin Cities Assembly. In general, new Campus committees shall not be established to consider matters which can be handled effectively by already existing Assembly or Campus committees, or, for substantial but non-recurring problems, by special committees.

T1.202.2 Membership

Membership of Campus committees shall be appointed by the chairman of the Twin Cities Assembly from a slate of names prepared by the Committee on Assembly Committees and in the pattern established on the level of the University Senate (Section U1.303.2, Rules of the University Senate).

T1.202.3 Terms of Membership and Chairmanship

Policies governing faculty and student membership on Campus committees are the same as those governing Assembly committees, as stated in Section T1.201.4 of this document.

Tl.202.4 Leave Policy

Leave policy for Campus committees shall be the same as that governing Assembly committees, as stated in Section Tl.201.5 of this document.

Tl.202.5 Reporting to the Twin Cities Campus Assembly

Reporting procedures for Campus committees to the Twin Cities Assembly shall be in the same pattern as reporting procedures for University committees to the University Senate, described in detail in Section Ul.303.5 of the Rules of the University Senate. Reports to the Assembly shall be made at least annually and printed in the Minutes. Minutes of meetings of Campus committees, which are concerned with policy issues, shall be sent to the clerk of the Twin Cities Assembly.

Tl.202.6 Committee Support and Service

Committee support for Campus committees shall be in the same pattern as that provided for University committees of the Senate (Section Ul.303.6, Rules of the University Senate).

Tl.203 Special Committees

Special committees are assigned to study and make recommendations on special topics of Twin Cities Campus concern.

Tl.203.1 Creation of Special Committees

Special committees may be created jointly by the President or chairman and 1) an appropriate Twin Cities Assembly committee, or 2) the Twin Cities Assembly. Special committees shall have such specific powers, perform such duties, and act for such times as are designated in the resolutions calling for their establishment. Resolutions creating special committees will define the qualifications for membership and will provide for the number of members. Resolutions also shall specify the Assembly committee through which reports will be channeled into the Assembly. The establishment of special committees shall be reported to the Steering Committee, and shall be reported for information at the next regular meeting of the Twin Cities Assembly.

Tl.203.2 Responsibilities

Special committees are intended to create an administrative-faculty-student mechanism for intensive study in areas of specific Twin Cities Campus concern.

Tl.203.3 Membership

The chairman of the Twin Cities Assembly shall appoint members of special committees in consultation with the related Twin Cities Assembly committee or the Committee on Assembly Committees.

Tl.203.4 Reporting of Special Committees

Special committees normally shall report to the Twin Cities Assembly through the responsible Assembly committee. At the request of the special committee, the Twin Cities Assembly, or the Steering Committee, special committees may report directly to the Twin Cities Assembly.

Tl.204 Non-Assembly Committees

The Assembly Steering Committee shall appoint members of non-Assembly committees.

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Tl.3.1 ASSEMBLY COUNCIL OF ACADEMIC OFFICERS

Membership. The Assembly Council of Academic Officers shall be composed of the President, the vice presidents, deans, and such other members of the staff of the Twin Cities Campus as may be added thereto by the President and approved by the Assembly.

Support and Service. The Office of the Vice President, Academic Affairs, shall supply staff support and service as needed and appropriate.

Duties and Responsibilities. The Council shall advise the President concerning the general educational, administrative, and fiscal policies of the Twin Cities Campus and aid the President in effectuating those policies. It shall have such further administrative and advisory functions as may be delegated to it by the President or the Assembly. Members of the Council shall be ex officio members of the Assembly.

Reporting to the Twin Cities Assembly. The Council shall report regularly to the Assembly.

Tl.3.1.1 Campus Committee on Placement Services

Membership. The Campus Committee on Placement Services shall consist of 3 members of the faculty, 3 representatives from the college placement offices, 3 ~~representatives of the student body~~, and ex officio representation from the Office of the President.

Duties and Responsibilities. The Committee shall recommend general placement policy and seek ways to improve coordination among the various college and school placement services and make appropriate recommendations to that end. The Committee shall be concerned with but not limited to improvement of placement services, and state and federal laws regarding placement services and recruitment procedures.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly through the Assembly Council of Academic Officers in accordance with Section Tl.202.5 of this document.

Tl.3.1.2 Campus Calendar Committee

Membership. The Campus Calendar Committee shall consist of no more than 5 members of the faculty, 3 ~~representatives of the student body~~, and ex officio representation from the following administrative units: Vice President, Academic Affairs; Admissions and Records; Summer Session; Continuing Education and Extension.

Duties and Responsibilities. Duties shall include but not be limited to the formulation of the Twin Cities Campus calendar and formulation of policies governing calendars. The Committee shall serve as an advisory committee to the Office of Admissions and Records on calendar matters.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly through the Council of Academic Officers in accordance with Section Tl.202.5 of this document.

T1.3.2 ASSEMBLY STEERING COMMITTEE

Membership. There shall be a Steering Committee of the Twin Cities Assembly which shall be composed of 7 elected members of the faculty, 5 elected ~~representatives of the student body~~, and ex officio membership of the vice chairman of the Twin Cities Assembly. The Twin Cities Assembly Steering Committee shall consist of the elected faculty and student representatives from the Twin Cities Campus to the University Senate Consultative Committee. The elected faculty representatives shall comprise the Twin Cities Faculty Steering Committee; the elected student representatives shall comprise the Twin Cities Student Steering Committee. *Students*

a. Nomination procedures for Assembly Steering Committee and Senate Consultative Committee:

There shall be 7 faculty members and 5 students elected from the Twin Cities Campus to the University Senate Consultative Committee. In accordance with the University Senate Constitution, nominating procedures for these elected members are to be determined by the relevant constituencies of the Twin Cities Campus.

1. The elected representatives of the faculties shall be elected in accordance with the following procedures:

A special faculty nominating committee of the Twin Cities Assembly, appointed by the chairman and approved by the faculty representatives of the Twin Cities Assembly, shall nominate and certify as available twice as many faculty candidates as are to be elected each year from the Twin Cities Campus to the University Senate Consultative Committee. These candidates shall be announced in the Twin Cities Assembly docket for the first regular meeting of the Winter. Additional nominations, certified as available, may be made by: 1) petition of 12 voting members of the faculties, provided that the petition is in the hands of the clerk of the Twin Cities Assembly the day before the Twin Cities Assembly meeting; 2) nomination on the floor of the Assembly. The faculty representatives of the Twin Cities Assembly shall by vote reduce the slate to twice the number to be elected, and shall forward the results to the clerk of the University Senate. Election procedures shall be in accordance with Article III, Section 4a (1b) of the University Senate Bylaws.

2. The elected representatives of the students shall be elected by the student representatives to the Twin Cities Assembly in accordance with procedures determined by the elected student representatives. Students shall serve a one-year term, and are eligible for re-election.

b. The chairman of the Faculty Steering Committee and of the Student Steering Committee shall be elected by their respective members from among their number for a one-year term of office. Chairmen shall be eligible for re-election to that position. The chairman of the Faculty Steering Committee shall serve as chairman of the Assembly Steering Committee.

c. The Assembly Steering Committee, the Faculty Steering Committee, and the Student Steering Committee shall represent the faculty and students at large and not the individual colleges, schools, or departments of the Twin Cities Campus.

Support and Service. The Office of the President shall supply staff support and service as necessary and appropriate.

Duties and Responsibilities. The Twin Cities Assembly Steering Committee, the Faculty Steering Committee, and the Student Steering Committee shall serve as executive committees of their Assemblies. The Twin Cities Assembly Steering Committee shall serve as coordinator between administrative offices and the Twin Cities Assembly. It shall serve as liaison among the several standing committees of the Assembly. Where deemed necessary, it may delegate particular

functions for exclusive action by either the Faculty Assembly or the Student Assembly. It shall be responsible for identifying and forwarding to the University Senate such matters as may affect or potentially affect the coordinate campuses of the University.

Each Steering Committee shall supervise the arranging of order of business for its Assembly and the recommendations for the disposition of business which appears not germane to the purposes of its Assembly. It shall so act that problems of concern to the Assembly in the exercising of its powers and responsibilities are put on the agenda in a timely fashion for study, debate, and action. With reference to the allocated or delegated functions, the duties of the Steering Committee shall include, but not be limited to, the following:

a. It may make studies and recommendations to the faculty, students, or administration concerning major matters of educational policy. It may decide whether a topic is one upon which it would wish to give advice directly or is one which should be referred to the faculty and/or students for discussion.

b. It shall receive recommendations of any faculty member or student who wishes to present any proposal before any meeting of the Twin Cities Assembly. It may 1) place such a proposal on the agenda of the next regular meeting of the Twin Cities Assembly; 2) place the proposal before a special session of the Twin Cities Assembly called by any appropriate means; 3) refer the proposal to an appropriate Assembly; 4) refer the proposal to an appropriate committee of the Assembly, requesting study or, when appropriate, reports by joint committee sessions.

c. It shall serve as a coordinating committee to route to the appropriate body documents, proposals, or papers on any matter pertaining to the affairs of the Twin Cities Assembly, and may monitor progress. When requested by the President or Assembly chairman, it shall refer any problem of concern to the Twin Cities Campus to the appropriate committee, which shall then relay recommendations to him. In instances for which committee liaison is not specified, including appointment of special committees, it shall serve as needed as liaison between the President or chairman and any committee of the Assembly.

It shall be notified of the creation and appointment of various Twin Cities Campus advisory committees, and shall coordinate accordingly.

d. It shall receive, through the clerk of the Twin Cities Assembly, copies of the Minutes of meetings of committees of the Assembly and shall supervise scheduling of reports of the standing committees of the Assembly on an annual basis. It shall help identify items appropriate for the agenda of each Assembly.

e. It is empowered to appoint subcommittees or employ other devices which may assist it in the exercising of its duties and responsibilities.

f. It is empowered to appoint memberships of non-Assembly committees.

g. It shall advise and supervise the Campus Committee on Business and Rules.

h. It shall report regularly to the appropriate Assembly on matters transacted during the year, and shall report on any matters completed, pending, or projected which, in its judgement, should be brought to the attention and consideration of the Twin Cities Assembly.

Reporting to the Twin Cities Assembly. The Assembly Steering Committee shall report regularly to the Twin Cities Assembly.

Tl.3.2.1 Campus Committee on Business and Rules

Membership. The Campus Committee on Business and Rules shall be composed of 5 members of the faculty, 2 ~~representatives of the student body~~, and ex officio membership of the clerk and the parliamentarian of the Twin Cities Campus Assembly. The membership of the Committee shall be those persons from the Twin Cities Campus who serve on the University Committee on Business and Rules.

Duties and Responsibilities. The Committee shall assume the following responsibilities: 1) assist the Assembly Steering Committee in the exercise of its duties and responsibilities under the Constitution, Bylaws and Rules; 2) arrange the order of business for the Twin Cities Assembly; 3) prepare the agenda for each meeting of the Assembly and cause copies thereof to be distributed under the provisions of the Constitution; 4) prescribe with the approval of the Assembly such rules of procedure as are not provided in the Assembly Constitution; 5) under the supervision of the Steering Committee, serve as liaison among the several committees of the Assembly.

a. It shall assure the distribution of the agenda, to such persons as may be specified by the Assembly, at least 5 week days before each regularly scheduled meeting. It is the responsibility of this committee to assure the attendance at the appropriate Assembly meeting of any person or persons who may have special resources which would aid the Assembly in its deliberations on specific issues.

b. An item of new business presented at a meeting of the Assembly by an individual member shall be referred to the Committee for consideration and presentation at the next regular meeting of the Assembly; but such an item of business may be considered and voted on at the meeting at which it is introduced by a two-thirds majority vote of the members of the Assembly present and voting on a proposal for immediate consideration. An item on the agenda for information may be sent back to the committee reporting it, for presentation as an item for action at a later meeting, by a simple majority vote; it may be considered for action at the meeting at which it is reported for information by a two-thirds majority vote of the members of the Assembly present and voting on a proposal for immediate consideration as an item for action.

c. It shall schedule at least annual reports to the Twin Cities Assembly by each Assembly committee.

d. It may recommend amendments of existing Bylaws or Rules, or the adoption of new Bylaws or Rules. It shall be the duty of the Committee to keep the published Constitution and Rules of the Twin Cities Assembly current and to plan republication at such intervals as may be desirable. The Committee shall review every 3 years the operational Rules of the Assembly and revise them as necessary for Assembly action.

e. It provides both general and special rules of procedure for considering specific items of Twin Cities Assembly business. General or specific rules established by this committee may be revoked or amended by affirmative action of two-thirds of the members of the Twin Cities Assembly present and voting.

f. It shall supervise the Twin Cities Assembly elections in accordance with provisions set forth in the Twin Cities Campus Assembly Constitution, Bylaws, and Rules. It shall supervise the clerk of the Twin Cities Assembly.

g. Nothing herein contained shall limit the right of immediate consideration of, and action upon, any matter for consideration of which a special meeting has been called in accordance with the Constitution of the Twin Cities Assembly.

Reporting to the Twin Cities Assembly. The Committee shall report regularly to the Twin Cities Assembly.

T1.3.3 COMMITTEE ON ASSEMBLY COMMITTEES

Membership. The Committee on Assembly Committees shall consist of 6 elected members of the faculty and 3 ~~elected representatives of the students body~~. The faculty and student members of the Committee also shall serve as the Twin Cities Campus Assembly representatives of the Committee on Senate Committees. Election procedures for faculty and student members are set forth in the Bylaws of the Twin Cities Campus Assembly (Bylaws, Article III, Section 1).

Support and Service. The Assembly Clerk shall supply staff support and service as needed and appropriate.

Duties and Responsibilities. The Committee shall review the number and scope of all standing and special committees of the Assembly. It shall review all recommendations for creation or termination of committees of the Assembly before such recommendations are brought to the Assembly. It shall review the functions of all committees and make appropriate recommendations thereon, and shall assist the Assembly in all efforts to increase the effectiveness of its operations. It shall assist the chairman of the Assembly in his/her appointment of Assembly and Campus Committees by furnishing him/her a slate of twice the number of faculty and student names to be appointed to the standing committees as specified, giving consideration to: 1) broad representation of the various schools and colleges of the Twin Cities Campus when this is appropriate; 2) the number of standing committees on which the faculty and student member currently is serving; 3) the principles of rotation of committee assignments; and 4) the recommendations of the respective committee chairmen, faculty, and student members. Faculty members shall furnish the committee a slate of faculty nominees, and student members shall furnish the committee a slate of student nominees. Final recommendations on slates submitted to the chairman shall be made by committee action.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly at least annually, its reports to be printed in the Minutes.

T1.3.4 ASSEMBLY COMMITTEE ON EDUCATIONAL POLICY

Membership. The Assembly Committee on Educational Policy shall consist of 8 members of the faculty; 3 ~~representatives of the students body~~; and ex officio representation from the following administrative units: Vice President, Academic Affairs; Vice President, Institutional Planning and Relations.

Support and Service. The Office of the Vice President, Academic Affairs, shall supply support and service as needed and appropriate.

Duties and Responsibilities. The Committee shall seek ways in which the total educational work of the Twin Cities Campus may be improved, and make appropriate recommendations to that end. The Committee shall be concerned with, but not limited to: improvement of instruction, general Twin Cities Campus educational policy, honors programs, military training programs, coordinated educational services, coordination of campus curricula, general academic organization and interdepartmental education programs.

Reporting to the Twin Cities Assembly. The Committee shall report at least annually to the Assembly, its reports to be printed in the Minutes.

Tl.3.4.1 Campus Committee on Convocations and the Arts

Membership. The Committee on Convocations and the Arts shall consist of no more than 6 members of the faculty, 3 representatives of the student body, and ex officio representation from the following administrative unit: University Consultant for Cultural Affairs.

Duties and Responsibilities. The Committee shall have responsibility for fostering and promoting a heightened cultural awareness on campus through public concerts, convocations, exhibitions, and lectures. In cooperation with appropriate academic units and campus organizations and with special attention to activities and programs beyond the scope or facilities of a particular department, school, or college, the Committee shall plan and develop policies relating to special and ongoing cultural activities consonant with the educational aims of the University.

Reporting to the Twin Cities Assembly. The Committee shall report to the Twin Cities Assembly through the Assembly Committee on Educational Policy in accordance with Section Tl.202.5 of this document.

Tl.3.4.2 Campus Committee on Honors Programs

Membership. The Campus Committee on Honors Programs shall consist of 5 members of the faculty; 3 representatives of the student body, including representation from honors councils and honors student councils established in collegiate units; and collegiate officers in charge of honors programs in their respective units, ex officio. The Twin Cities Campus representative(s) to the National Collegiate Honors Council shall be member(s) ex officio with voting privileges.

Duties and Responsibilities. The Committee shall have responsibility for developing and recommending policies concerning Twin Cities Campus programs offered students of especially high ability and achievement to the extent that such programs are designed for or have implications for more than one collegiate unit.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly through the Assembly Committee on Educational Policy in accordance with Section Tl.202.5 of this document.

Tl.3.5 ASSEMBLY COMMITTEE ON INTERCOLLEGIATE ATHLETICS

Membership. There shall be a Committee on Intercollegiate Athletics in which members of the faculties who are eligible to vote for members of the Assembly under the provisions of Section 3, Article II, of the Twin Cities Assembly Constitution are in the majority. It shall consist of 8 members of the faculty; 3 representatives of the student body; 2 alumni/alumnae of the University (appointed by the President from a slate of 4 names of alumni/alumnae submitted by the Director of Alumni Relations); and the following ex officio members: 1) 2 Faculty Representatives (one representing Men's Intercollegiate Athletics in the Big Ten Conference and one representing Women's Intercollegiate Athletics in the Region 6 of the Association for Intercollegiate Athletics for Women and in the National Association for Intercollegiate Athletics for Women), who are appointed by the President from a slate of 4 faculty names provided by the Intercollegiate Athletics Committee, subject to ratification by the Assembly, and who shall be ex officio members with voting privileges; 2) the Director of Men's Intercollegiate Athletics; 3) the

Director of Women's Intercollegiate Athletics; 4) the Vice President, Finance or his/her designee; 5) the Vice President, Administrative Operations or his/her designee.

Support and Service. The Office of the Vice President, Administrative Operations, shall supply staff support and service as necessary and appropriate.

Duties and Responsibilities. Under authority of the Twin Cities Assembly and subject to specific limitations which may be imposed by the Twin Cities Assembly, this committee on behalf of the Twin Cities Campus shall exercise faculty control over intercollegiate athletics. Except as specified herein it shall be responsible for formulation of all policy matters and for supervision of implementation of such policy on intercollegiate athletics, including all matters of eligibility of student, scheduling of contests, awards, policies concerning tickets to intercollegiate contests and pricing of such tickets.

The Committee shall promote high standards in athletic affairs; study and review all changes in rules, regulations, policies, or legislative matters affecting the conduct of the intercollegiate program of the Twin Cities Campus, and make recommendations to the Assembly, to the President, and to the Faculty Representatives for Intercollegiate Athletics. It shall have the power to approve all schedules of freshmen and varsity team events from the Twin Cities Campus.

The Committee will be consulted by central administration and by the Directors of Intercollegiate Athletics in all major decisions affecting personnel, budget, and facilities relating to the intercollegiate athletic program of the Twin Cities Campus.

The control and supervision of the sale of tickets, the depositing of funds, the care of funds, the financial reporting of games, and the accounting of athletic funds shall be vested in the Office of the Vice President, Finance.

The intercollegiate athletics directors shall be in general charge of and responsible for the detailed administration of intercollegiate athletics on the Twin Cities Campus subject to the supervision and approval of this committee.

The Twin Cities Campus, and other campuses of the University, are entitled to separate membership in intercollegiate athletic associations and conferences and hence to a separate vote therein without influence of the other campuses. Because of the autonomy of the athletic programs of the separate campuses, the relations between athletic associations or conferences and their individual members on one campus shall have no effect on members on other campuses of the University.

It shall be the duty and responsibility of the chairman of the Committee to meet as frequently as necessary with the chairmen of those committees on athletics located on other campuses to formulate and coordinate the broad policies on athletics of the University of Minnesota. When matters concerning campus intercollegiate athletic programs arise which affect the University as a whole, it shall be the duty of these chairmen to prepare joint proposals which shall then be brought to the University Senate for debate and action.

Reporting to the Twin Cities Assembly. The Committee shall report to the Twin Cities Assembly for information important matters of Conference or other legislation, including those which are subject to institutional review. If, in the judgment of the Committee or the Twin Cities Assembly Steering Committee, these matters have important educational or other institutional implications, they shall be reported for action. The Committee also shall report to the Assembly at least annually on its activities and the status of intercollegiate activities on the Twin Cities Campus.

T1.3.6 ASSEMBLY COMMITTEE ON STUDENT AFFAIRS

Membership. The Assembly Committee on Student Affairs shall consist of no more than 10 members of the faculty, 2 alumni/alumnae of the University, 13 representatives of the student body; and ex officio representation from the following administrative unit: Office of the Vice President for Student Affairs. Student members shall exceed by at least one the total of other voting members.

Support and Service. The Office of the Vice President for Student Affairs shall supply staff support and service as necessary and appropriate.

Duties and Responsibilities. The Committee shall be concerned with matters having to do with the general social, cultural, and practical welfare of all students of the Twin Cities Campus, and may formulate and recommend appropriate policies toward this end. Specific non-classroom matters of concern to the Committee shall include, but not be limited to: counseling services, conduct and discipline, scholarships and loans, health, living conditions, student activities and organizations, student Senate actions and recommendations, intramural-extramural sports and related activities, extracurricular activities, provision of equal rights and opportunities, and any other matters which would enhance the University environment of the student for learning and living. More specifically, the responsibilities of the Committee shall include the following: formulating policies pertaining to all those student affairs and student organizations within the jurisdiction of the Assembly and not within the control or supervision of any other standing committee. It shall have responsibility to provide for orderly supervision over the financial affairs of all student organizations of the Twin Cities Campus over which the University has control. It shall provide for supervision of all publications issued by students. It shall recommend general policies concerning the development of recreational facilities and programs for students, but such policies shall be administered through the appropriate offices and agencies.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly at least annually, its reports to be printed in the Minutes.

T1.3.6.1 Campus Committee on International Students

Membership. The Campus Committee on International Students shall consist of no more than 6 members of the faculty; 5 representatives of the student body; and ex officio representation from the following administrative units: Office of the International Student Adviser; University Health Services; Admissions and Records; Graduate School; Housing Office.

Duties and Responsibilities. Appropriate concerns of the Committee shall include but not be limited to the following: housing, health services, admissions policies, scholarships and financial aids, student activities and organizations, and the general welfare of international students. The Committee shall coordinate its concerns and activities, by means of exchange of minutes, with the Campus Committee on Health Services and the Campus Committee on Housing.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly through the Assembly Committee on Student Affairs in accordance with Section T1.202.5 of this document.

Tl.3.6.2 Campus Committee on Recreational Sports

Membership. The Campus Committee on Recreational Sports shall consist of no more than 4 members of the faculty; 5 representatives of the student body; and ex officio representation from the following administrative units: Office of Recreational Sports; Office of the Vice President, Student Affairs.

Duties and Responsibilities. The Committee shall be responsible for studying, formulating, and recommending policies governing recreational sports. It shall be empowered to make recommendations regarding the operation of recreation programs and competitive activities to any standing committee, department, or agency concerned with such programs. It shall consult with appropriate offices and departments.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly through the Assembly Committee on Student Affairs in accordance with Section Tl.202.5 of this document.

Tl.3.6.3 Campus Committee on Housing

Membership. The Campus Committee on Housing shall consist of 5 students selected with regard to such relevant factors as marital status, dormitory residence, etc., and shall include at least one from St. Paul; 3 faculty members, including at least one from St. Paul; and one ex officio member from the Housing Office.

Duties and Responsibilities. The Committee shall be responsible for studying, formulating, and recommending policies to the Assembly regarding student and faculty housing, both on and off campus. It shall serve as an advisory body to the Housing Office. It shall also be responsible for involving all affected and relevant community groups in its proceedings. It shall coordinate its concerns and activities, by means of exchange of minutes, with the Campus Committee on International Students and the Campus Committee on University Health Services.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly through the Assembly Committee on Student Affairs in accordance with Section Tl.202.5 of this document.

Tl.3.6.4 Campus Committee on University Health Services

Membership. The Campus Committee on University Health Services shall consist of 10 representatives of the student body, including at least one from the St. Paul Campus and one representing international students; 3 members, including one faculty member who is a member of the Health Service Plan, one civil service representative who is a member of the Health Service Plan, and one faculty member who is not a member of the Health Service Plan; 5 members of the Health Service staff (the Health Service Director, ex officio), of which at least one shall be a non-administrative practicing physician; and one ex officio representative from the Office of the Vice President, Student Affairs.

Duties and Responsibilities. The Committee shall provide a link between the Boynton Health Service staff and the University community. The Committee shall provide a voice for the expression of community needs in health care. It shall consider the problems arising in providing effective and efficient health care. The Committee shall coordinate its concerns and activities, by means of exchange of minutes, with the Campus Committee on Housing and the Campus Committee on International Students.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly through the Assembly Committee on Student Affairs in accordance with Section T1.202.5 of this document.

T1.3.6.5 Campus Committee on Student Behavior

see next page

Membership. The Committee on Student Behavior shall consist of no fewer than 10 representatives of the student body, and no fewer than 9 members of the faculty, and ex officio representation from the following administrative unit: Special Counseling Office. Unless otherwise requested by both parties or by the defendant in cases where the University is the complainant, each hearing panel of the Committee shall consist of a mix of students and faculty. For each case involving a complaint of a code violation against an individual student, the college of that individual's registration may appoint a person to serve as a Committee member.

Duties and Responsibilities. The Committee shall serve as the central judiciary body in all cases involving violations of the University's Conduct Code by individual students. The Committee shall also serve as the primary judiciary body in all cases involving violations of University rules and policies by student organizations under the jurisdiction of the Assembly Committee on Student Affairs. It shall hold hearings on such matters in accordance with the procedures specified in the Conduct Code and procedures adopted by the Committee and approved by the Assembly Committee on Student Affairs. Appeals from the decision of the Committee in cases involving individual students shall be taken in accordance with the provisions of the Conduct Code. Appeals in cases involving student organizations shall be made to the Assembly Committee on Student Affairs.

Reporting to the Twin Cities Assembly. The Committee shall make an annual report to the Assembly through the Assembly Committee on Student Affairs in accordance with Section T1.202.5 of this document.

T1.3.6.6 Campus Committee on Transportation and Parking

Membership. The Campus Committee on Transportation and Parking shall consist of 4 representatives of the student body (including at least one from Continuing Education and Extension), 3 members of the faculty, 2 representatives of the civil service staff, and ex officio representation from the Office of the Vice President, Finance.

Duties and Responsibilities. The Committee shall be responsible for studying, formulating and recommending policies regarding all aspects of transportation and parking. It shall serve as an advisory body to the appropriate units of the Office of the Vice President, Finance. It shall seek out student, faculty, and civil service attitudes concerning parking and transportation policies and shall be responsible for involving all affected and relevant community groups in its proceedings.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly through the Assembly Committee on Student Affairs in accordance with Section T1.202.5 of this document.

T1.3.7 ASSEMBLY COMMITTEE ON ACADEMIC STANDING

Membership. The Assembly Committee on Academic Standing shall consist of 8 members of the faculty, 3 representatives of the student body, and ex officio representation from the following administrative units: Vice President, Academic Affairs; Vice President, Student Affairs.

Duties and Responsibilities. The Committee shall concern itself with policies on academic standing that are needed on a campus-wide basis. The Committee shall study problems related to admission, scholastic standing, and grading as they affect Twin Cities collegiate units and bring recommendations to the Assembly as appropriate.

Reporting to the Twin Cities Assembly. The Committee shall report to the Assembly at least annually, its reports to be printed in the Minutes.

T1.3.6.5 Campus Committee on Student Behavior

Membership. The Committee on Student Behavior shall consist of no fewer than 10 representatives from the student body, and no fewer than 9 members of the faculty, and ex officio representation from the following administrative unit: Special Counseling Office. Unless otherwise requested by both parties or by the defendant in cases where the University is the complainant, each hearing panel of the Committee shall consist of a mix of students and faculty. For each case involving a complaint of a code violation against an individual student, the college of that individual's registration may appoint a person to serve as a Committee member.

Duties and Responsibilities. The Committee shall serve as the central judiciary body in all cases involving violations of the University's Conduct Code by individual students. The Committee shall also serve as the primary judiciary body in all cases involving violations of University rules and policies by student organizations under the jurisdiction of the Assembly Committee on Student Affairs. It shall hold hearings on such matters in accordance with the procedures specified in the Conduct Code and procedures adopted by the Committee and approved by the Assembly Committee on Student Affairs. Appeals from the decision of the Committee in cases involving individual students and student organizations shall be taken in accordance with the provisions of the Regents Appeals Policy and Twin Cities Campus Appeals Procedures.

Reporting to the Twin Cities Assembly. The Committee shall make an annual report to the Assembly through the Assembly Committee on Student Affairs in accordance with Section T1.202.5 of this document.

Appendix

Interpretations and Understandings of Rules (see Section U1.104)

- f. Senators and non-Senators will be limited to a maximum of 3 minutes' time on each occasion they are recognized for participation in debate.

Interpretations and Understandings:

1. The traditional practice of alternating speakers pro and con a proposal will continue.
 2. The traditional practice of not recognizing members who have already participated so long as there are would-be speakers who have not will also continue.
 3. The usual rules of germaneness and decorum will apply both to Senators and non-Senators.
 4. In the event a Senator yields time in debate to a non-Senator, both shall be considered to have participated in the debate.
- g. Time limits as specified on the agenda will govern the maximum amount of time for debate of items for action. The limit may be extended for a specified length of time by a majority vote.

Interpretations and Understandings:

1. The time limits set only a maximum time for debate; a call for the question is in order before the expiration of the time limit.
 2. At the expiration of the maximum time for debate, the chairman will put the question to a vote.
- h. No amendment to a motion in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate in advance of the meeting at which the motion is to be considered so that the amendment can be circulated at the beginning of that meeting and can be submitted to the chairman of the committee making the motion. This rule may be suspended by majority vote.

Interpretations and Understandings:

Amendments to motions in the printed docket will be transmitted to coordinate campus Senators over the telephone hook-up approximately 10 minutes before the beginning of the Senate meeting at which the motion is to be considered.

- k. At each regular meeting, Questions to the President shall be an item on the agenda.

Interpretations and Understandings:

Questions shall be submitted in writing to the clerk 8 calendar days before the meeting. The Consultative Committee shall decide which questions to forward for answers. Similar questions shall be combined. Because only one-half hour of the meeting time is allotted to answering questions, it may be necessary to withhold some; the committee will be guided by the breadth of interest in the issue. All questions received, together with the name of the questioner, shall be distributed at the meeting. The Consultative Committee shall group questions by general topic, and shall indicate those which have been forwarded for answers. The person answering a question may, if he/she chooses, entertain additional questions from the floor which extend the original question.

Guidelines for University Senate and Assembly Committees

(March 4, 1976)

1. The Constitutions and Bylaws of the University Senate and the Twin Cities Campus Assembly (rev. Aug., 1975) and the Handbook (rev. July 1977) contain regulations governing the creation, composition, and functions of each committee. The chair should make available to each new committee member an excerpt of the statement regarding the functions of the committee.
2. At the first meeting each fall quarter, the chair shall arrange for introductions of all committee members and for the orientation of new members.
3. A written list of committee members with collegiate unit designations, campus telephone, and mailing addresses for distribution to each committee member at the first meeting of the year would be desirable.
4. Committee members will receive a notice of each meeting at least a week before the meeting except in case of emergencies.
5. The chair will arrange for a meeting room and will set meeting times after consultation with committee members. Committee members should avoid demanding times of utmost convenience to themselves but will make every effort to free themselves in order to accommodate the greatest number of committee members.
6. The committee chair is urged to present each committee member with a written agenda for each meeting, preferably prior to the meeting date. Minutes of meetings will also be supplied to committee members whether or not they attend the meeting.
7. A tentative closing time of each meeting shall be decided upon at the beginning of the meeting in order to facilitate the flow of discussion and decision. Such an action may also suggest a need to alter the agenda for most efficient input by members who must leave before the close of the meeting.
8. Committees may invite non-committee members to participate in their discussions. Expertise from non-committee members should be used as a resource whenever it is deemed desirable by the committee to fulfill its responsibilities.
9. Committee members should feel obligated to attend committee meetings or indicate to the chair that they will not be present. They are encouraged to send their comments to the chair on agenda items of a meeting they cannot attend. The chair should then make known to the committee the contents of the communication at the appropriate time in the discussion.
10. Should it develop that a committee member is unable to continue service on a committee, he or she should send a letter or note of resignation to the committee chair. Chronic inability to attend meetings would be one valid reason for resignation, since considerable thought has gone into determining committee size and makeup. Committee members who have been granted leaves of absence for a year or longer should notify the chair, who in turn will notify the President's Office so that a temporary or permanent replacement may be named.