

University Senate Constitution, Bylaws, and Rules Index

- Revised August 1999
- Revised November 1998
- Revised August 1998
- Revised November 1997
- Revised September 1997
- Revised July 1996
- Revised June 1994
- 1989-90 (also in book)
- Revised May 1988 (revisions made to 1987 version)
- July 1987
- Revised October 1987 (revisions made to 1985-86 version)
- 1985-86 (also in book)
- Revised January 1985 (revisions made to 1981-82 version)
- 1981-82 (also in book)
- Revised 1975 (Exact year unknown)
- August 1975
- July 1969
- July 1966
- July 1964
- July 1964
- January 1960
- June 1954
- January 1954
- November 1953
- February 1952
- November 1950
- February 1948
- March 1947
- February 1944
- 1939
- 1931
- 1923
- 1921
- 1919
- 1918
- 3 undated Constitutions

The University of Minnesota

CONSTITUTION
AND BY-LAWS
OF
THE SENATE



MINNEAPOLIS

1918

THE UNIVERSITY SENATE

NOTE.—Meetings: The University Senate meets regularly on the third Thursdays in October, December, February, and May. Special meetings may be called by the President. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. The control of the educational policy and administrative affairs of the University, including the government of the student body, is vested, subject to the Board of Regents, in the President, the University Senate, and the several College Faculties.

2. The President of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and Faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The Deans shall act as advisers of the President.

3. The University Senate is composed of the President, the Deans, all Professors (including acting Professors), Associate Professors, the University Librarian, and any members of the University Faculty holding executive positions carrying, by authority of the Board of Regents, the rank of Professor or Associate Professor. The President Emeritus, Professors Emeriti, and

Professors who devote less than half time to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The Registrar is the Clerk of the Senate and Custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single College or School of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other Colleges or Schools.

5. There shall be an Administrative Committee of the Senate composed of the President, the Deans, the University Librarian, and such other administrative officers as may be added thereto by the Senate.

6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant Professors and Instructors may be members of these Committees, and during their terms of service, may participate in the Senate's discussion, but not vote.

7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate—

action of this kind to be in force only until the Senate meets.

8. The General Faculty of each College or Collegiate School is composed of the President, the Dean, Professors, Associate Professors, Assistant Professors, and Instructors. Each department (or division) giving instruction in another College or School, shall be represented on the Faculty of that College or School, by one member.

9. Each Faculty (or Executive Faculty if so organized) controls the internal affairs of its own College or School, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any Faculty affects the interests and welfare of the University as a whole or another College or School, such action may, after mutual conference, be appealed to the Senate, and, after a full hearing of the Faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one-half of the members of the Senate in residence.

10. The President of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the President, the Senate shall elect its chairman.

11. The Senate shall hold regular quarterly meetings at a time and place fixed by the President. Special meetings may be held upon the call of the President or upon the written request of ten members.

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seems to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate, and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. The Senate shall have power to enact statutes, not inconsistent with the provisions of Article 9, for the government of the students in their relations with the University including all matters of discipline affecting the University as a whole. Questions of jurisdiction as between the Senate and a College Faculty, shall be determined by the President.

14. Relations between the University and other Universities and Colleges, excepting such as are

regulated by Article 9, shall be subject to the control of the Senate, either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or Alumni as the Senate determines; or the committee may act in conjunction with student and Alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

Athletics

I.

16. (I) There shall be two standing committees on physical activities, a, committee on intramural sports and physical education, b, committee on intercollegiate athletics.

a. The Committee on Intramural Sports and Physical Education shall be composed of seven members, five recommended by the President from the Faculty, and the heads of the departments of physical education for men and for women. It shall have supervision of the gymnasium and athletic grounds of the University including Northrop Field, except so far as and at such times as these grounds and this field may be used for intercollegiate athletics. It shall have the supervision of intramural sports and physical education for men and women. It shall have no jurisdiction over intercollegiate athletics.

b. The Committee on Intercollegiate Athletics shall be composed of nine members, five faculty members to be recommended by the President of the University, two alumni members to be recommended by the athletic committee of the Alumni Association, and two student members to be recommended by the student members of the Athletic Board of Control.

This committee shall appoint one of its faculty members to have supervision of tickets. He shall be responsible for all tickets and other sources of income and shall see that the tickets committee of the Athletic Board of Control files with the treasurer a complete ticket report for each game, showing tickets issued, tickets sold, complimentary tickets, and unused tickets, together with a statement of the actual cash received. The member so appointed shall become one of the two faculty members of the Athletic Board of Control and serve as chairman of the ticket committee of said board.

This committee shall also appoint one of its faculty members to have supervision of auditing. He shall have general supervision of all expenditures, and no bills shall be paid or debts incurred unless approved by him. The member so appointed shall become the second faculty member of the Athletic Board of Control, and serve as chairman of the auditing committee of said board.

The Committee on Intercollegiate Athletics shall constitute the eligibility committee, and shall decide upon all questions of students' eligibility to participate in intercollegiate sports. It shall have supervision of Northrop Field and the grandstands and the seats thereon, in so far and at such

times as it may be used for intercollegiate athletics. The committee shall satisfy itself of the safety of all stands before allowing them to be used.

The method of administering in detail the business of the Athletic Association shall be subject to the approval of this committee; this committee is given entire control of intercollegiate athletics, subject to the constant revision and ratification of the University Senate.

The five members chosen from the Faculty at large to serve on these two committees, a, and b, shall be the same persons.

II.

Finance and Audit

17. There shall be a standing committee on Finance and Audit. It shall consist of five members, two being members of the Faculty, and three students. One of the faculty members shall also be a member of the Committee on Student Publications and of the Committee on Student Affairs. It shall prescribe an adequate system of accounts to be kept by all student organizations over which the University has control (except the Board of Athletic Control), and shall audit the same at least once each semester and exercise such general control of the business policy of each organization as may be necessary to ensure honest and business-like administration of its affairs.

III.

Student Publications

18. There shall be a standing committee on Student Publications. It shall consist of seven

members, three being members of the Faculty, and four, students. It shall have supervision of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students and faculty of a single college or school, a member of that Faculty shall be added to the committee for the purpose only of such supervision.

IV.

Student Affairs

19. There shall be a standing committee on Student Affairs. It shall consist of seven members, three being members of the Faculty and four, students, the latter being respectively the presidents of the Men's League, the All-University Council, the Student Government Association, and one other student. It shall have supervision over all student affairs not within the control of any other standing committee.

V.

Debate and Oratory

20. There shall be a standing committee on Debate and Oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

VI.

University Extension

21. There shall be a standing committee on University Extension. It shall consist of five members. It shall have charge of the Senate

business on University Extension; shall promote correlation of extension courses and encourage cooperation in providing courses that may be offered away from the University Campus.

VII.

University Functions

22. There shall be a standing committee on University Functions. It shall consist of not less than three nor more than eleven members, in the discretion of the President. Its duties shall be to take charge of details of Commencements and other University functions.

VIII.

University Printing

23. There shall be a standing committee on University Printing. It shall consist of four members of the teaching staff and the Registrar of the University. It shall be its duty to standardize the printing of all catalogs, bulletins, and other official publications of the University and to arrange for suitable University stationery. Particularly it shall have charge of the mechanical form of such printing, in order to secure dignity and unity in type, press work, etc.

IX.

Education

24. There shall be a standing committee on Education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by

the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

X.

Business and Rules of the Senate

25. There shall be a standing committee on Business and Rules of the Senate. It shall consist of five members of the University Senate. The Clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate, and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting, and these shall be sent in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate, at its discretion from time to time new by-laws or standing rules.

XI.

Relation of the University to Other Institutions of Learning

26. There shall be a standing committee on Relation of the University to Other Institutions of Learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions within the State of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of State High School Superintendents, or other organizations of teachers.

XII.

Library

27. There shall be a standing Committee on the Library. It shall consist of nine members. Its duties shall be:

a. Prior to the determination of the budget, to prepare and present to the proper authorities, in the form of recommendations, detailed estimates of the library needs of the various colleges, schools, and departments.

b. To consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable.

within the state of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of state high school superintendents, or other organizations of teachers.

XII.

Library

27. There shall be a standing committee on library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

XIII.

Students' Work

28. There shall be a standing committee on students' work. It shall consist of the dean of student affairs, who shall be *ex officio* chairman, the dean of women, the chairmen of the students' work committees of the colleges and collegiate schools and clerk of the Senate, who shall be *ex officio* secretary. The duties of the committee shall be to correlate and harmonize, so far as may be con-

THE UNIVERSITY SENATE

NOTE.—Meetings: The University Senate meets regularly on the third Thursday in October, December, February, and May. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except in so far as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.

2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.

3. The University Senate is composed of the president, the deans, all professors (including acting professors), associate professors, the University librarian, and any members of the University faculty holding executive positions, carrying, by

authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time* to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The registrar is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

5. There shall be an Administrative Committee of the Senate composed of the president, the deans, the University librarian, and such other administrative officers as may be added thereto by the Senate.

* The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant professors and instructors may be members of these committees, and during their terms of service, may participate in the Senate's discussion, but not vote.

7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate—action of this kind to be in force only until the Senate meets.

8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school, by one member.

9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after

mutual conference, be appealed to the Senate, and, after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one half of the members of the Senate in residence.

10. The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.

11. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seems to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate, and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the dis-

cretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. The Senate shall have the power to enact statutes, for the government of the students in those relations with the University which affect the University as a whole. Questions of jurisdiction as between the Senate and a college faculty shall be determined by the president.

14. Relations between the University and other universities and colleges, excepting such as are regulated by Article 9, shall be subject to the control of the Senate, either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.

Athletics

16. SECTION 1: There shall be a Standing Committee on Intercollegiate Athletics which shall be composed of eleven members: five faculty members to be appointed by the president of the University, subject to the approval of the University Senate, and the University Comptroller and the Director of Physical Education and Athletics, as *ex officio* members; two alumni members to be recommended by the athletic committee of the Alumni Association and appointed by the president, subject to the approval of the University Senate; two student members to be recommended by the student body and appointed by the president, subject to the approval of the University Senate.

SEC. 2: The committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics, shall be chairman, to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to intercollegiate contests.

SEC. 3: 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 all athletic funds is transferred to the Comptroller's office.

SEC. 4: The physical care of Northrop Field, Memorial Stadium, the Field House and all campus

space devoted to athletics is transferred to the Buildings and Grounds office.

SEC. 5: The Committee on Intercollegiate Athletics shall constitute the Eligibility Committee and shall decide upon all questions of student eligibility to participate in intercollegiate sports.

SEC. 6: The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

SEC. 7: The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination of the president.

SEC. 8: All coaches, managers, and assistant managers shall be nominated by the director and upon the approval of the president shall be appointed by the Board of Regents.

SEC. 9: The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of intercollegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, (including all schedules of games), subject to the constant revision and ratification of the University Senate.

SEC. 10: The president at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed

entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

II.

Finance and Audit

17. There shall be a standing committee on finance and audit. It shall consist of five members, two being members of the faculty, and three, students. One of the faculty members shall also be a member of the Committee on Student Publications and of the Committee of Student Affairs. It shall prescribe an adequate system of accounts to be kept by all student organizations over which the University has control (except the Board of Athletic Control) and shall audit the same at least once each semester and exercise such general control of the business policy of each organization as may be necessary to ensure honest and business-like administration of its affairs.

III.

Student Publications

18. There shall be a standing committee on student publications. It shall consist of seven members, three being members of the faculty, and four, students. It shall have supervision of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students or by faculty of a single college or school, a member of that faculty shall be added to the committee for the purpose only of such supervision.

IV.

Student Affairs

19. There shall be a standing committee on student affairs. It shall consist of three members of the faculty and four students. It shall have supervision of all those students' affairs within the jurisdiction of the Senate not within the control or supervision of any other standing committee.

V.

Debate and Oratory

20. There shall be a standing committee on debate and oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

VI.

University Extension

21. There shall be a standing committee on University extension. It shall consist of five members. It shall have charge of the Senate business on University extension; shall promote correlation of extension courses and encourage co-operation in providing courses that may be offered away from the University campus.

VII.

University Functions

22. There shall be a standing committee on University functions. It shall consist of not less than

three nor more than eleven members, at the discretion of the president. Its duties shall be to take charge of details of commencements and other University functions.

VIII.

University Printing

23. There shall be a standing committee on University printing. It shall consist of four members of the teaching staff and the registrar of the University. It shall be its duty to standardize the printing of all catalogs, bulletins, and other official publications of the University and to arrange for suitable University stationery. Particularly it shall have charge of the mechanical form of such printing, in order to secure dignity and unity in type, press work, etc.

IX.

Education

24. There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

X.

Business and Rules of the Senate

25. There shall be a standing committee on business and rules of the Senate. It shall consist

of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate, and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting, and these shall be sent in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate at its discretion from time to time new by-laws or standing rules.

XI.

Relation of the University to Other Institutions of Learning

26. There shall be a standing committee on relation of the University to other institutions of learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions

UNIVERSITY OF MINNESOTA
CONSTITUTION OF THE SENATE

General

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except insofar as the board of Regents may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the board of Regents, committed to the president, the University Senate, and the several college faculties.

2. The president of the University is the representative of the board of Regents and chief executive officer of the University, as well as the intermediary between the board of Regents and the Senate and faculties. Actions taken by the Senate (through its Council) or college faculties are subject to his suspensive veto. The deans shall act as advisers to the president, in the form of an Administrative Committee the membership of which shall be determined by the president. This Committee is not to be considered a committee of the Council of the Senate.

University Senate

3. The University Senate is composed of the president, the deans, all academic staff members at or above the rank of instructor or research fellow, holding at least two-thirds time appointments with the University, and such administrative officers of

the University as the Council of the Senate, upon report of the Committee on business and Rules, with or without its recommendation, may elect.

4. Subject to the final authority of the Board of Regents, the University Senate, through its Council, shall have general legislative and administrative authority over all matters concerning the University as a whole, but not the interal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

The Senate, through its Council, shall have the power to enact statutes for the government of the students in those relations with the University which affect the University as a whole.

Council of the Senate

5. The Senate shall carry out its responsibilities under this Constitution through a Council composed of elected representatives of the Senate membership.

The members of the Council shall be elected by the faculties of the colleges or schools of collegiate rank, on a basis of academic rank, according to the following formula: one Council member for every ten professors, or associate professors, one Council member for every twenty assistant professors, and one Council member for every twenty-five instructors or research fellows. The faculty of every college or

school of collegiate rank shall be represented on the Council by at least one representative of each of the four major ranks, insofar as such are included in the faculty in question.

Members of the Council shall serve for terms of three years each, with no bar to re-election. Promotion to a higher academic rank while serving as a representative of the former rank shall not disqualify a member of the Council from completing the term of office for which original election was obtained. Vacancies caused by death, resignation, or separation from the University shall be filled by election on the part of the relevant group within the college faculty concerned, for the remainder of the term involved.

All elections to the Council of the Senate, when required and when not caused by the existence of a vacancy during an elected member's term, shall be held during the first four weeks of the academic year.

6. The Council of the Senate shall act, or make recommendations, on all matters under Senate jurisdiction. If action is taken by the Council, such action shall constitute University policy until and unless vetoed on a suspensive basis by the president.

If recommendations are made by the Council, such recommendations shall be transmitted to the Board of Regents together with such additional information and recommendations

as the president shall desire. Resulting action by the Board of Regents shall in turn be reported back to the Council of the Senate.

The president, as administrative officer of the University, has final authority for budgetary allotments; however, in view of the necessary weighing of educational policies and objectives, the president shall consult with, and ask for the recommendations of, the Council concerning budgetary allotments. The Council shall be supplied regularly with information regarding the financial condition and budget policies of the University in order to formulate recommendations concerning budgetary allotments.

7. The Council of the Senate shall elect an Executive Committee from among its membership. This Committee, representing the Senate membership as a whole, shall serve as the executive board of the Council and also as a consultative committee to the president on matters affecting the University as a whole and on the functions and responsibilities of the Senate and its Council.

The Executive Committee of the Council shall consist of nine members, including one representative of the faculty of the Duluth Branch of the University. No college or collegiate school faculty shall be represented on the Executive Committee by more than one member.

The members of the Executive Committee shall be elected for terms of three years.

of nine members of members of the Executive Committee, three members shall
be elected for one-year terms, three members for two-year terms, and three members
for three-year terms. Subsequent elections of members of the Executive Committee
shall be for full three-year terms.

The Executive Committee shall elect its chairman from among its own members
for a term of one year, with no bar to re-election.

8. All members of standing or special committees of the Council of the Senate shall
be appointed by the president and confirmed by the Council.

The Council shall create, in accordance with the above provision, standing
committees, composed of Senate members, with necessary administrative authority; to
these committees shall be referred all such matters within the responsibility of the
Senate as the Council shall deem proper, with such powers as the Council shall deem
necessary.

The Council shall create special committees, composed of Senate members, when
such shall be deemed to be necessary for the execution of the responsibilities of the
Senate; such special committees shall be discharged upon the completion of their
assigned duties.

The president, as administrative officer of the University, may appoint committees, composed of Senate members, to assist him in the performance of his duties. Such committees shall be appointed by the president and confirmed by the Council as standing or special committees of the Council. Such presidential committees, when reporting to the president, shall file duplicate reports with the Executive Committee of the Council.

9. The president of the University is the presiding officer of the Council. In the absence of the president, the chairman of the Executive Committee of the Council shall preside over the meetings of the Council.

10. The Council shall hold regular meetings, twice in each quarter of the academic year, at a time and place determined by the president. Special meetings of the Council may be held upon the call of the president or upon the written request of ten members of the Council or of twenty members of the Senate.

Faculties

11. The faculty of each college or collegiate school is composed of the president, the dean or provost, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school may be represented on the faculty of that college or school by one member.

12. Each faculty, or executive faculty if so organized, controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, discipline, and the selection and conditions of use of its college and departmental libraries.

Jurisdictional Disputes

13. Questions of jurisdiction between faculties, arising out of the action of any faculty and affecting the interests and welfare of the University as a whole or another college or school, may be appealed, after mutual conference, to the appropriate committee of the Council of the Senate for settlement. If such committee shall be unable to arrange a mutually agreeable solution to the problem in question, the faculty action involved shall be placed on the agenda of the next regular or special meeting of the Council. The Council shall have the right, after a full hearing of the parties to the dispute, to set aside the faculty action in question, by a two-thirds vote of all members of the Council present, provided such vote is equal in number of ballots cast in favor of setting aside the faculty action, to one-half of the members of the Council in residence.

Questions of jurisdiction as between the Senate (acting through its Council) and a college or school faculty shall be determined by the president, after consultation

12. Each faculty, or executive faculty if so organized, controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, discipline, and the selection and conditions of use of its college and departmental libraries.

Jurisdictional Disputes

13. Questions of jurisdiction between faculties, arising out of the action of any faculty and affecting the interests and welfare of the University as a whole or another college or school, may be appealed, after mutual conference, to the appropriate committee of the Council of the Senate for settlement. If such committee shall be unable to arrange a mutually agreeable solution to the problem in question, the faculty action involved shall be placed on the agenda of the next regular or special meeting of the Council. The Council shall have the right, after a full hearing of the parties to the dispute, to set aside the faculty action in question, by a two-thirds vote of all members of the Council present, provided such vote is equal in number of ballots cast in favor of setting aside the faculty action, to one-half of the members of the Council in residence.

Questions of jurisdiction as between the Senate (acting through its Council) and a college or school faculty shall be determined by the president, after consultation

with the Executive Committee of the Council and representatives of the faculty in question.

Implementation of Senate Action

14. The Executive Committee of the Council shall be charged with the supervision of the implementation of Senate action. This function of the Executive Committee shall be carried out either by the Committee itself or through a sub-committee appointed by the Executive Committee. Supervision of the implementation of Senate action shall be carried out by whatever means the Executive Committee shall deem proper, primarily through requests addressed to deans, provosts, and other administrative officers, for specific information relative to action taken by them to implement policies adopted by the Senate through the Council.

The Executive Committee shall, when such action is held to be desirable, call the attention of the president, of the Administrative Committee, and of the Council, or any of the foregoing, to any instance in which colleges, schools of collegiate rank, administrative officers, or agencies and services of the University have failed to carry out policies constitutionally adopted by the Senate through the Council, and shall make recommendations for the prompt implementation of the policies in question.

Relations with Other Institutions

15. Relations between the University and other universities and colleges, excepting such as are regulated by Article 12, shall be subject to the control of the Senate, either directly through the Council or through an appropriate committee. Where such relations involve athletics or other student activities, the committee in question may include such representation of students or alumni as the Council shall determine, or the committee may act in conjunction with student and/or alumni organizations if the Council recommends such a procedure.

Schools below Collegiate Rank

16. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

Amending Procedure

17. This Constitution may be amended by a two-thirds majority vote of all voting members of the Council, provided the proposed amendment has been presented at a previous meeting of the Council or has been presented, in writing, to each voting member of the Council at least ten days prior to the vote on the adoption of the proposed amendment.

Amendments to this Constitution, having been adopted by the Council, require

the approval of the Board of Regents.

Amendments to this Constitution shall be effective as of midnight of the day
on which such amendments have been approved by the Board of Regents.

Effective Date of Constitution

18. This Constitution shall be in effect as of midnight of the date of its
approval by the Board of Regents.

III. THE UNIVERSITY SENATE

A. Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except in so far as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.
2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.
3. The University Senate is composed of the president, the deans, all professors (including acting professors), associate professors, the University librarian, and any members of the University faculty holding executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time* to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The registrar is the clerk of the Senate and the custodian of its records, authorized to participate in discussions, but without vote.
4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.
5. There shall be an Administrative Committee of the Senate composed of the president, the deans, the University librarian, and such other administrative officers as may be added thereto by the Senate.
6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant professors and instructors may be members of these committees, and during their terms of service, may participate in the Senate's discussion, but not vote.
7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate--action of this kind to be in force only until the Senate meets.

*The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school, by one member.

9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after mutual conference, be appealed to the Senate, and after a full hearing of the faculties, be negatived by a two-thirds vote of all of the members of the Senate present, provided such vote is equal in number to one half of the members of the Senate in residence.

.....

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seems to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate, and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. The Senate shall have the power to enact statutes, for the government of the students in those relations with the University which affect the University as a whole. Questions of jurisdiction as between the Senate and a college faculty shall be determined by the president.

14. Relations between the University and other universities and colleges, excepting such as are regulated by Article 9, shall be subject to the control of the Senate, either directly or through its appropriate committee. Where such relations involve statistics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

.....

2. By-Laws

6. University Extension

21. There shall be a standing committee on University extension. It shall consist of five members. It shall have charge of the Senate business on University extension; shall promote correlation of extension courses and encourage co-operation in providing courses that may be offered away from the University campus.

9. Education

24. There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

10. Business and Rules of the Senate

25. There shall be a standing committee on business and rules of the Senate. It shall consist of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate, and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting, and these shall be sent in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate at its discretion from time to time new by-laws or standing rules.

Rationales for the Johnson Amendment proposals:

Substitute "8" for "4" in proposed Bylaws, Article IV, Section 2. D.:

1. This restores the the present number of student members--the present number of faculty members has not been changed in this Bylaws proposal.
2. As long as this is to be a Senate Committee on Libraries, overseeing all U of M libraries, not only those of the Twin Cities campuses, we believe that there ought to be student representation from the coordinate campuses--even if these positions remain generally inactive, because it is difficult for students from the coordinate campuses to regularly attend Library Committee meetings.
3. Although the Library Committee has not had perfect attendance from the six T.C. campus student members this year, and no attendance from the student coordinate campus members, it is only recently that we have filled two vacancies left over from this past summer, when two student nominees declined appointment. Illness and class conflicts have resulted in other absences. It is noteworthy that we have not had perfect attendance from our faculty and ex officio members either. Present at the Fall quarter meeting were three students (of six appointed), seven faculty (of twelve?) and three ex officio members (of six?).
4. Faculty members of the Committee have indicated that in past years there have usually been students with poor attendance records, but off-setting these absences each year, several students have contributed very significantly to sub-committee work, and participated actively in Senate Library Committee meetings. It might be argued that cutting the number of student members to four would allow for the active participation, while eliminating the "dead weight." This is a dubious proposition. It is far likelier that such a cut would not proportionately increase student participation (unless, perhaps, the coordinate campus representatives were to be eliminated), but instead of four students in attendance, with four students absent, only two students would be left to contribute to Committee work, while two were absent. This might be justifiable if the Committee was regularly failing to reach a quorum, but this does not seem to have been a problem. There are a number of circumstances which make prediction of which students will be able to participate on Senate Committees difficult even for students themselves, circumstances which do not exist in the same degree with regard to faculty appointments--it is not merely "irresponsibility" that causes student absences.
5. We believe it particularly important that student input to the University Libraries not be lessened. Although the policies and programs of the Libraries impact on every undergraduate and graduate education, it is only through the Senate Library Committee that students have formal input into Library policy and decision-making: students are not represented in the internal governance of this collegial unit, as are faculty, staff and administration.

The University of Minnesota

**CONSTITUTION
AND BY-LAWS**

1919
AND

**SENATE COMMITTEES
FOR 1919-1920**



**MINNEAPOLIS
1919**

THE UNIVERSITY SENATE

NOTE.—Meetings: The University Senate meets regularly on the third Thursdays in October, December, February, and May. Special meetings may be called by the President. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except in so far as the Board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the President, the University Senate, and the several college faculties.

2. The President of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and Faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The Deans shall act as advisers of the President.

3. The University Senate is composed of the President, the Deans, all Professors (including acting Professors), Associate Professors, the University Librarian, and any members of the University Faculty holding executive positions carrying, by authority of the Board of Regents, the rank of Professor or Associate Professor. The President Emeritus, Professors Emeriti, and

Professors who devote less than half time* to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The Registrar is the Clerk of the Senate and Custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single College or School of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other Colleges or Schools.

5. There shall be an Administrative Committee of the Senate composed of the President, the Deans, the University Librarian, and such other administrative officers as may be added thereto by the Senate.

6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant Professors and Instructors may be members of these Committees, and during their terms of service, may participate in the Senate's discussion, but not vote.

7. The Administrative Committee of the Senate shall carry into effect rules and regulations

* The interpretation of the Committee on Business and Rules is that *half time* means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate—action of this kind to be in force only until the Senate meets.

8. The General Faculty of each College or Collegiate School is composed of the President, the Dean, Professors, Associate Professors, Assistant Professors, and Instructors. Each department (or division) giving instruction in another College or School, shall be represented on the Faculty of that College or School, by one member.

9. Each Faculty (or Executive Faculty if so organized) controls the internal affairs of its own College or School, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any Faculty affects the interests and welfare of the University as a whole or another College or School, such action may, after mutual conference, be appealed to the Senate, and, after a full hearing of the Faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one-half of the members of the Senate in residence.

10. The President of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the President, the Senate shall elect its chairman.

11. The Senate shall hold regular quarterly meetings at a time and place fixed by the President. Special meetings may be held upon the call of the President or upon the written request of ten members.

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seems to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate, and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. The Senate shall have power to enact statutes, not inconsistent with the provisions of Article 9, for the government of the students in their relations with the University including all matters of discipline affecting the University as a whole. Questions of jurisdiction as between the Senate and a College Faculty, shall be determined by the President.

14. Relations between the University and other Universities and Colleges, excepting such as are regulated by Article 9, shall be subject to the

control of the Senate, either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.

Athletics

16. There shall be two standing committees on physical activities, a, committee on intramural sports and physical education, b, committee on intercollegiate athletics.

a. The Committee on Intramural Sports and Physical Education shall be composed of eleven members, seven recommended by the President from the Faculty, including the heads of the departments of physical education for men and for women, and four, students. For the year 1919-20 two of such students shall be appointed for one-year and two for two-year terms, and thereafter all the student members shall be appointed for two-year terms. It shall have supervision of the gymnasium and athletic grounds of the University including Northrop Field, except so far as and at such times as these grounds and this field may be used for intercollegiate athletics. It shall have the supervision of intramural sports and physical education for men and women. It shall have no jurisdiction over intercollegiate athletics.

Members for 1919-20: Messrs. Sundwall, Cooke, Harding, Litzenberg, Paige, Boyd, Dr. Norris.

b. The Committee on Intercollegiate Athletics shall be composed of nine members, five faculty members to be recommended by the President of the University, two alumni members to be recommended by the athletic committee of the Alumni Association, and two student members to be recommended by the student members of the Athletic Board of Control.

This committee shall appoint one of its faculty members to have supervision of tickets. He shall be responsible for all tickets and other sources of income and shall see that the ticket committee of the Athletic Board of Control files with the treasurer a complete ticket report for each game, showing tickets issued, tickets sold, complimentary tickets, and unused tickets, together with a statement of the actual cash received. The member so appointed shall become one of the two faculty members of the Athletic Board of Control and serve as chairman of the ticket committee of said board.

This committee shall also appoint one of its faculty members to have supervision of auditing. He shall have general supervision of all expenditures, and no bills shall be paid or debts incurred unless approved by him. The member so appointed shall become the second faculty member of the Athletic Board of Control, and serve as chairman of the auditing committee of said board.

The Committee on Intercollegiate Athletics shall constitute the eligibility committee, and shall decide upon all questions of students' eligibility to participate in intercollegiate sports. It shall have supervision of Northrop Field and the grandstands and the seats thereon, in so far and at such

times as it may be used for intercollegiate athletics. The committee shall satisfy itself of the safety of all stands before allowing them to be used.

The method of administering in detail the business of the Athletic Association shall be subject to the approval of this committee; this committee is given entire control of intercollegiate athletics, subject to the constant revision and ratification of the University Senate.

Members for 1919-20: Messrs. Paige, Harding, Litzenberg, Boyd, Sundwall.

The five members chosen from the Faculty at large to serve on these two committees, a, and b, shall be the same persons.

II.

Finance and Audit

17. There shall be a standing committee on Finance and Audit. It shall consist of five members, two being members of the Faculty, and three, students. One of the faculty members shall also be a member of the Committee on Student Publications and of the Committee on Student Affairs. It shall prescribe an adequate system of accounts to be kept by all student organizations over which the University has control (except the Board of Athletic Control), and shall audit the same at least once each semester and exercise such general control of the business policy of each organization as may be necessary to ensure honest and business-like administration of its affairs.

Members for 1919-20: Messrs. Nicholson, Rotzel. Students: Messrs. Hathaway, Upham, Olson.

III.

Student Publications

18. There shall be a standing committee on Student Publications. It shall consist of seven members, three being members of the Faculty, and four, students. It shall have supervision of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students and faculty of a single college or school, a member of that Faculty shall be added to the committee for the purpose only of such supervision.

Members for 1919-20: Messrs. Nicholson, Holman, Kirkwood. Students: Messrs. Anderson, Hanley, Wangensteen, Miss Norby.

IV.

Student Affairs

19. There shall be a standing committee on Student Affairs. It shall consist of seven members, three being members of the Faculty and four, students, the latter being respectively the presidents of the Men's League, the All-University Council, the Student Government Association, and one other student. It shall have supervision over all student affairs not within the control of any other standing committee.

Members for 1919-20: Messrs. Nicholson, Lansing, Mrs. Ladd. Students: Misses Forssell, Herz, Messrs. Mitchell, Lockwood.

V.

Debate and Oratory

20. There shall be a standing committee on Debate and Oratory. It shall have charge of all local and intercollegiate contests in debate and

oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

Members for 1919-20: Messrs. Rarig, Lindsley, Glick, Mrs. Phelan, Miss Macnaughton. Students: Messrs. Bessessen, Heyler, Loomis, Lundeen, Morse.

VI.

University Extension

21. There shall be a standing committee on University Extension. It shall consist of five members. It shall have charge of the Senate business on University Extension; shall promote correlation of extension courses and encourage coöperation in providing courses that may be offered away from the University Campus.

Members for 1919-20: Messrs. Price, Brooke, Rankin, Savage, Wilson, A. D.

VII.

University Functions

22. There shall be a standing committee on University Functions. It shall consist of not less than three nor more than eleven members, in the discretion of the President. Its duties shall be to take charge of details of Commencements and other University functions.

Members for 1919-20: Messrs. Pierce, Fitch, Forsythe, Price, Scott, C., Colonel Goodwyn.

VIII.

University Printing

23. There shall be a standing committee on University Printing. It shall consist of four members of the teaching staff and the Registrar of the University. It shall be its duty to stand-

ardize the printing of all catalogs, bulletins, and other official publications of the University and to arrange for suitable University stationery. Particularly it shall have charge of the mechanical form of such printing, in order to secure dignity and unity in type, press work, etc.

Members for 1919-20: Messrs. Kirkwood, Ruud, M. B., Gerould, Notestein, Pierce.

IX.

Education

24. There shall be a standing committee on Education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

Members for 1919-20: Messrs. Searles, Allin, Jackson, D., Fraser, Kirchner, Eckles, Scammon, Stakman, Swenson.

X.

Business and Rules of the Senate

25. There shall be a standing committee on Business and Rules of the Senate. It shall consist of five members of the University Senate. The Clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate, at any meeting shall be referred to this committee for considera-

tion and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate, and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting, and these shall be sent in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate, at its discretion from time to time new by-laws or standing rules.

Members for 1919-20: Messrs. Fletcher, Freeman, Pierce, Scott, F.H., Shepardson, White, A. B.

XI.

Relation of the University to Other Institutions of Learning

26. There shall be a standing committee on Relation of the University to Other Institutions of Learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions within the State of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of State High

School Superintendents, or other organizations of teachers.

Members for 1919-20: Messrs. Shumway, Holman, Coffman, Koos, Ford, Pierce, West.

XII.

Library

27. There shall be a standing Committee on the Library. It shall consist of nine members. Its duties shall be:

a. Prior to the determination of the budget, to prepare and present to the proper authorities, in the form of recommendations, detailed estimates of the library needs of the various colleges, schools, and departments.

b. To consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable.

c. The Committee shall hold stated monthly meetings, of which due notice shall be given by the Secretary through the proper University publications. Besides the usual business the Committee will hear at this meeting, by letter or in person, any member of the University who desires to present any subject connected with the Library interests.

Members for 1919-20: Messrs. Ford, Riley, Comstock, Gerould, Hunter, Jackson, C. M., Kirchner, Thomas, Dowling.

The University of Minnesota

**CONSTITUTION
AND BY-LAWS
AND
SENATE COMMITTEES
FOR 1921-1922**



MINNEAPOLIS

1921

THE UNIVERSITY SENATE

NOTE.—Meetings: The University Senate meets regularly on the third Thursday in October, December, February, and May. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except in so far as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.

2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.

3. The University Senate is composed of the president, the deans, all professors (including

acting professors), associate professors, the University librarian, and any members of the University faculty holding executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time* to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The registrar is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

5. There shall be an Administrative Committee of the Senate composed of the president,

* The interpretation of the Committee on Business and Rules is that *half time* means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

the deans, the University librarian, and such other administrative officers as may be added thereto by the Senate.

6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant professors and instructors may be members of these committees, and during their terms of service, may participate in the Senate's discussion, but not vote.

7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate—action of this kind to be in force only until the Senate meets.

8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school, by one member.

9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any fac-

ulty affects the interests and welfare of the University as a whole or another college or school, such action may, after mutual conference, be appealed to the Senate, and, after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one half of the members of the Senate in residence.

10. The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.

11. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seems to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate, and the Senate may establish committees to administer these funds with such participation by

the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. The Senate shall have the power to enact statutes, for the government of the students in those relations with the University which affect the University as a whole. Questions of jurisdiction as between the Senate and a college faculty shall be determined by the president.

14. Relations between the University and other universities and colleges, excepting such as are regulated by Article 9, shall be subject to the control of the Senate, either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.

Athletics

16. There shall be two standing committees on physical activities, a, Committee on Intramural Sports and Physical Education, b, Committee on Intercollegiate Athletics.

a. The Committee on Intramural Sports and Physical Education shall be composed of eleven members, seven recommended by the president from the faculty, including the heads of the departments of physical education for men and for women, and four, students. For the year 1919-20 two of such students shall be appointed for one-year and two for two-year terms, and thereafter all the student members shall be appointed for two-year terms. It shall have supervision of the gymnasium and athletic grounds of the University, including Northrop Field, except so far as and at such times as these grounds and this field may be used for intercollegiate athletics. It shall have the supervision of intramural sports and physical education for men and women. It shall have no jurisdiction over intercollegiate athletics.

Members for 1921-22: Messrs. Diehl, Cooke, Litzenberg, Paige, Boyd, Dr. Norris, Pierce. Students: J. Mearl Sweitzer, L23, 1 year; Skuli Hrutfiord, Ag22, 1 year; Gerald Swanstrom, L23, 2 years; Alexander Gow, M23, 2 years.

b. The Committee on Intercollegiate Athletics shall be composed of nine members, five faculty members to be recommended by the president of the University, two alumni mem-

bers to be recommended by the Athletic Committee of the Alumni Association, and two student members to be recommended by the student members of the Athletic Board of Control.

This committee shall appoint one of its faculty members to have supervision of tickets. He shall be responsible for all tickets and other sources of income and shall see that the Ticket Committee of the Athletic Board of Control files with the treasurer a complete ticket report for each game, showing tickets issued, tickets sold, complimentary tickets, and unused tickets, together with a statement of the actual cash received. The member so appointed shall become one of the two faculty members of the Athletic Board of Control and serve as chairman of the Ticket Committee of said board.

This committee shall also appoint one of its faculty members to have supervision of auditing. He shall have general supervision of all expenditures, and no bills shall be paid or debts incurred unless approved by him. The member so appointed shall become the second faculty member of the Athletic Board of Control, and serve as chairman of the Auditing Committee of said board.

The Committee on Intercollegiate Athletics shall constitute the Eligibility Committee, and shall decide upon all questions of students' eligibility to participate in intercollegiate sports. It shall have supervision of Northrop Field and the grandstands and the seats thereon, in so far and at such times as it may be used for intercollegiate athletics. The committee shall satisfy itself of the safety of all stands before allowing them to be used.

The method of administering in detail the business of the Athletic Association shall be subject to the approval of this committee; this committee is given entire control of intercollegiate athletics, subject to the constant revision and ratification of the University Senate.

Members for 1921-22: Messrs. Paige, Litzenberg, Boyd, Diehl, A. J. Carlson. Alumni members: J. F. Schuknecht, John Hayden. Student members: John C. Day, Mearl Sweitzer.

The five members chosen from the faculty at large to serve on these two committees, a, and b, shall be the same persons.

II.

Finance and Audit

17. There shall be a standing committee on finance and audit. It shall consist of five members, two being members of the faculty, and three, students. One of the faculty members shall also be a member of the Committee on Student Publications and of the Committee of Student Affairs. It shall prescribe an adequate system of accounts to be kept by all student organizations over which the University has control (except the Board of Athletic Control) and shall audit the same at least once each semester and exercise such general control of the business policy of each organization as may be necessary to ensure honest and business-like administration of its affairs.

Members for 1921-22: Messrs. Nicholson, Heilman. Students: A. Himmelman, B23; Joseph Pratt, L22; Frank Moran, B22.

III.

Student Publications

18. There shall be a standing committee on student publications. It shall consist of seven members, three being members of the faculty, and four, students. It shall have supervision of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students and faculty of a single college or school, a member of that faculty shall be added to the committee for the purpose only of such supervision.

Members for 1921-22: Messrs. Nicholson, Holman, Miss Phelps. Student members: Donald Branham, Md23; Marguerite Strange, A23; Betty Sullivan, C23; Perry Moore, L23.

IV.

Student Affairs

19. There shall be a standing committee on student affairs. It shall consist of seven members, three being members of the faculty and four, students, the latter being respectively the presidents of the Men's League, the All-University Council, the Student Government Association, and one other student. It shall have supervision over all student affairs not within the control of any other standing committee.

Members for 1921-22: Messrs. Nicholson, Lansing, Mrs. Ladd. Student members: Ruth Whitwell, Ag23; William Forsell, E22; Raymond Hartz, A22; W. S. Kelly, E22.

V.

Debate and Oratory

20. There shall be a standing committee on debate and oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

Members for 1921-22: Messrs. Rarig, Linsley, Miss Macnaughton, J. S. Young, G. E. Osborne. Student members: Henry Wilson, Ag22; John Dalzell, A22; Milton Rygh, L23; J. Alfred Dillan, A22; Max Shapiro, A22.

VI.

University Extension

21. There shall be a standing committee on University extension. It shall consist of five members. It shall have charge of the Senate business on University extension; shall promote correlation of extension courses and encourage cooperation in providing courses that may be offered away from the University campus.

Members for 1921-22: Messrs. Pettijohn, Brooke, Swift, Savage, Peck.

VII.

University Functions

22. There shall be a standing committee on University functions. It shall consist of not less than three nor more than eleven members, in the discretion of the president. Its duties shall be to take charge of details of commencements and other University functions.

Members for 1921-22: Messrs. Pierce, Fitch, Forsythe, C. Scott, Col. Sturtevant, W. S. Foster.

VIII.

University Printing

23. There shall be a standing committee on University printing. It shall consist of four members of the teaching staff and the registrar of the University. It shall be its duty to standardize the printing of all catalogs, bulletins, and other official publications of the University and to arrange for suitable University stationery. Particularly it shall have charge of the mechanical form of such printing, in order to secure dignity and unity in type, press work, etc.

Members for 1921-22: Messrs. Kirkwood, Ruud (acting chairman), Walter, West, Lobb.

IX.

Education

24. There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

Members for 1921-22: Messrs. Bass, Haggerty, Johnston, Ballantine, Miss Weigley, Messrs. Cushman, D. Jackson, Gortner, C. M. Jackson.

X.

Business and Rules of the Senate

25. There shall be a standing committee on business and rules of the Senate. It shall consist of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate, and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting, and these shall be sent in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate, at its discretion from time to time new by-laws or standing rules.

Members for 1921-22: Messrs. Fletcher, Freeman, West, F. H. Scott, Shepardson, Kingsbury.

XI.

Relation of the University to Other Institutions of Learning

26. There shall be a standing committee on relation of the University to other institutions of learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions within the state of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of state high-school superintendents, or other organizations of teachers.

Members for 1921-22: Messrs, Shumway, Holman, Haggerty, Koos, Ford, Pierce, West.

XII.

Library

27. There shall be a standing committee on the library. It shall consist of nine members. Its duties shall be:

a. Prior to the determination of the budget, to prepare and present to the proper authorities, in the form of recommendations, detailed estimates of the library needs of the various colleges, schools, and departments.

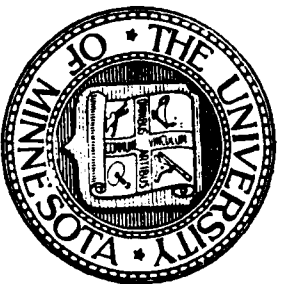
b. To consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable.

c. The committee shall hold stated monthly meetings, of which due notice shall be given by the secretary through the proper University publications. Besides the usual business the committee will hear at this meeting, by letter or in person, any member of the University who desires to present any subject connected with the library interests.

Members for 1921-22: Messrs. Ford, Riley, Koos, Walter, Hunter, C. M. Jackson, Kirchner, Thomas, Dowling.

The University of Minnesota

CONSTITUTION
AND BY-LAWS
OF THE
UNIVERSITY SENATE



MINNEAPOLIS
1923

THE UNIVERSITY SENATE

NOTE.—Meetings: The University Senate meets regularly on the third Thursday in October, December, February, and May. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except in so far as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.

2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.

3. The University Senate is composed of the president, the deans, all professors (including acting professors), associate professors, the University librarian, and any members of the

University faculty holding executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time* to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The registrar is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

5. There shall be an Administrative Committee of the Senate composed of the president, the deans, the University Librarian, and such

* The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

other administrative officers as may be added thereto by the Senate.

6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant professors and instructors may be members of these committees, and during their terms of service, may participate in the Senate's discussion, but not vote.

7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate—action of this kind to be in force only until the Senate meets.

8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school, by one member.

9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection

and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after mutual conference, be appealed to the Senate, and, after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one half of the members of the Senate in residence.

10. The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.

11. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seems to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate,

and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. The Senate shall have the power to enact statutes, for the government of the students in those relations with the University which affect the University as a whole. Questions of jurisdiction as between the Senate and a college faculty shall be determined by the president.

14. Relations between the University and other universities and colleges, excepting such as are regulated by Article 9, shall be subject to the control of the Senate, either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.

Athletics

16. There shall be a standing Committee on Intercollegiate Athletics which shall be composed of eleven members, five faculty members to be appointed by the President of the University, subject to the approval of the University Senate, and the University Comptroller and the Director of Physical Education and Athletics, as ex-officio members, two alumni members to be recommended by the Athletic Committee of the Alumni Association, and two student members to be recommended by the President from the student members of the present Athletic Board of Control, said student members to serve for one year, and thereafter to be recommended by the student body.

The Committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics shall be chairman, to have general supervision of tickets for intercollegiate contests. This sub-committee shall have supervision of all ticket sales for intercollegiate contests and other sources of income. This sub-committee shall receive from the athletic director and the treasurer, designated by the Board of Regents, ticket reports for each game, showing tickets issued, tickets sold, complimentary tickets, and unused

tickets, together with a statement of the actual cash received.

This sub-committee shall have supervision of Northrop Field and the grandstands and the seats thereon, insofar and at such times as it may be used for intercollegiate athletics. The sub-committee shall satisfy itself of the safety of all stands before allowing them to be used.

The Committee shall also appoint a sub-committee of three members of which a faculty member other than the Director of Physical Education and Athletics shall be chairman, and of which the Director of Physical Education and Athletics shall be a member, to have supervision of auditing. This sub-committee shall have general supervision of all expenditures and no bills shall be paid or debts incurred unless approved by this sub-committee.

The Committee on Intercollegiate Athletics shall constitute the eligibility committee, and shall decide upon all questions of students' eligibility to participate in intercollegiate sports.

The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination by the President with the advice of this Committee.

All coaches, managers and assistant managers shall be nominated by the Director, and upon the approval of the President and the Committee, shall be appointed by the Board of Regents.

The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of intercollegiate athletics subject to the supervision and approval of the Committee on Intercollegiate Athletics, which Committee is given entire control of intercollegiate athletics subject to the constant revision and ratification of the University Senate.

The President, at his discretion, may appoint the University's conference representative. In the absence of such appointment the chairman of this Committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

II.

Finance and Audit

17. There shall be a standing committee on finance and audit. It shall consist of five members, two being members of the faculty, and three, students. One of the faculty members shall also be a member of the Committee on Student Publications and of the Committee of Student Affairs. It shall prescribe an adequate system of accounts to be kept by all student organizations over which the University has control (except the Board of Athletic Control)

and shall audit the same at least once each semester and exercise such general control of the business policy of each organization as may be necessary to ensure honest and business-like administration of its affairs.

III.

Student Publications

18. There shall be a standing committee on student publications. It shall consist of seven members, three being members of the faculty, and four, students. It shall have supervision of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students or by faculty of a single college or school, a member of that faculty shall be added to the committee for the purpose only of such supervision.

IV.

Student Affairs

19. There shall be a standing committee on student affairs. It shall consist of seven members, three being members of the faculty and four, students, the latter being respectively the presidents of the Men's League, the All-University Council, the Student Government Association, and one other student. It shall have supervision over all student affairs not within the control of any other standing committee.

V.

Debate and Oratory

20. There shall be a standing committee on debate and oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

VI.

University Extension

— 21. There shall be a standing committee on University extension. It shall consist of five members. It shall have charge of the Senate business on University extension; shall promote correlation of extension courses and encourage co-operation in providing courses that may be offered away from the University campus.

VII.

University Functions

22. There shall be a standing committee on University functions. It shall consist of not less than three nor more than eleven members, at the discretion of the president. Its duties shall be to take charge of details of commencements and other University functions.

VIII.

University Printing

23. There shall be a standing committee on University printing. It shall consist of four members of the teaching staff and the registrar

of the University. It shall be its duty to standardize the printing of all catalogs, bulletins, and other official publications of the University and to arrange for suitable University stationery. Particularly it shall have charge of the mechanical form of such printing, in order to secure dignity and unity in type, press work, etc.

IX.

Education

24. There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

X.

Business and Rules of the Senate

25. There shall be a standing committee on business and rules of the Senate. It shall consist of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any

meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate, and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting, and these shall be sent in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate at its discretion from time to time new by-laws or standing rules.

XI.

Relation of the University to Other Institutions of Learning

26. There shall be a standing committee on relation of the University to other institutions of learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions within the state of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools

whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of state high school superintendents, or other organizations of teachers.

XII.

Library

27. There shall be a standing committee on the library. It shall consist of nine members. Its duties shall be:

a. Prior to the determination of the budget, to prepare and present to the proper authorities, in the form of recommendations, detailed estimates of the library needs of the various colleges, schools, and departments.

b. To consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable.

c. The committee shall hold stated monthly meetings, of which due notice shall be given by the secretary through the proper University publications. Besides the usual business the committee will hear at this meeting, by letter or in person, any member of the University who desires to present any subject connected with the library interests.

UNIVERSITY OF MINNESOTA

CONSTITUTION
AND BY-LAWS

OF THE
UNIVERSITY SENATE



MINNEAPOLIS
1931

THE UNIVERSITY SENATE

NOTE.—Meetings: The University Senate meets regularly on the third Thursday in October, December, February, and May. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except in so far as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.

2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.

3. The University Senate is composed of the president, the deans, all professors including acting professors), associate professors, the University librarian, and any members of the University faculty holding executive positions, carrying, by

authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time* to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The registrar is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

5. There shall be an Administrative Committee of the Senate composed of the president, the deans, the University librarian, and such other administrative officers as may be added thereto by the Senate.

* The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant professors and instructors may be members of these committees, and during their terms of service, may participate in the Senate's discussion, but not vote.

7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate—action of this kind to be in force only until the Senate meets.

8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school, by one member.

9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after

mutual conference, be appealed to the Senate, and, after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one half of the members of the Senate in residence.

10. The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.

11. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seems to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate, and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the dis-

cretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. The Senate shall have the power to enact statutes, for the government of the students in those relations with the University which affect the University as a whole. Questions of jurisdiction as between the Senate and a college faculty shall be determined by the president.

14. Relations between the University and other universities and colleges, excepting such as are regulated by Article 9, shall be subject to the control of the Senate, either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.

Athletics

16. SECTION 1: There shall be a Standing Committee on Intercollegiate Athletics which shall be composed of eleven members: five faculty members to be appointed by the president of the University, subject to the approval of the University Senate, and the University Comptroller and the Director of Physical Education and Athletics, as *ex officio* members; two alumni members to be recommended by the athletic committee of the Alumni Association and appointed by the president, subject to the approval of the University Senate; two student members to be recommended by the student body and appointed by the president, subject to the approval of the University Senate.

SEC. 2: The committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics, shall be chairman, to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to intercollegiate contests.

SEC. 3: 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 all athletic funds is transferred to the Comptroller's office.

SEC. 4: The physical care of Northrop Field, Memorial Stadium, the Field House and all campus

space devoted to athletics is transferred to the Buildings and Grounds office.

SEC. 5: The Committee on Intercollegiate Athletics shall constitute the Eligibility Committee and shall decide upon all questions of student eligibility to participate in intercollegiate sports.

SEC. 6: The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

SEC. 7: The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination of the president.

SEC. 8: All coaches, managers, and assistant managers shall be nominated by the director and upon the approval of the president shall be appointed by the Board of Regents.

SEC. 9: The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of intercollegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, (including all schedules of games), subject to the constant revision and ratification of the University Senate.

SEC. 10: The president at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed

entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

II.

Finance and Audit

17. There shall be a standing committee on finance and audit. It shall consist of five members, two being members of the faculty, and three, students. One of the faculty members shall also be a member of the Committee on Student Publications and of the Committee of Student Affairs. It shall prescribe an adequate system of accounts to be kept by all student organizations over which the University has control (except the Board of Athletic Control) and shall audit the same at least once each semester and exercise such general control of the business policy of each organization as may be necessary to ensure honest and business-like administration of its affairs.

III.

Student Publications

18. There shall be a standing committee on student publications. It shall consist of seven members, three being members of the faculty, and four, students. It shall have supervision of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students or by faculty of a single college or school, a member of that faculty shall be added to the committee for the purpose only of such supervision.

IV.

Student Affairs

19. There shall be a standing committee on student affairs. It shall consist of three members of the faculty and four students. It shall have supervision of all those students' affairs within the jurisdiction of the Senate not within the control or supervision of any other standing committee.

V.

Debate and Oratory

20. There shall be a standing committee on debate and oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

VI.

University Extension

21. There shall be a standing committee on University extension. It shall consist of five members. It shall have charge of the Senate business on University extension; shall promote correlation of extension courses and encourage co-operation in providing courses that may be offered away from the University campus.

VII.

University Functions

22. There shall be a standing committee on University functions. It shall consist of not less than

three nor more than eleven members, at the discretion of the president. Its duties shall be to take charge of details of commencements and other University functions.

VIII.

University Printing

23. There shall be a standing committee on University printing. It shall consist of four members of the teaching staff and the registrar of the University. It shall be its duty to standardize the printing of all catalogs, bulletins, and other official publications of the University and to arrange for suitable University stationery. Particularly it shall have charge of the mechanical form of such printing, in order to secure dignity and unity in type, press work, etc.

IX.

Education

24. There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

X.

Business and Rules of the Senate

25. There shall be a standing committee on business and rules of the Senate. It shall consist

of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate, and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting, and these shall be sent in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate at its discretion from time to time new by-laws or standing rules.

XI.

Relation of the University to Other Institutions of Learning

26. There shall be a standing committee on relation of the University to other institutions of learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions

within the state of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of state high school superintendents, or other organizations of teachers.

XII.

Library

27. There shall be a standing committee on library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

XIII.

Students' Work

28. There shall be a standing committee on students' work. It shall consist of the dean of student affairs, who shall be *ex officio* chairman, the dean of women, the chairmen of the students' work committees of the colleges and collegiate schools and clerk of the Senate, who shall be *ex officio* secretary. The duties of the committee shall be to correlate and harmonize, so far as may be con-

sistent with the special needs and conditions of the various colleges, the administration of the students' work of these colleges with the administration of the University Senate rules and regulations dealing with students' work.

UNIVERSITY OF MINNESOTA

THE LIBRARY



MBM
C76

**CONSTITUTION
AND BY-LAWS**

OF THE
Minnesota
UNIVERSITY SENATE .



MINNEAPOLIS
1939

THE UNIVERSITY SENATE

NOTE.—Meetings: The University Senate meets regularly on the third Thursday in October, December, February, and May. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except in so far as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.

2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.

3. The University Senate is composed of the president, the deans, all professors (including acting professors), associate professors, the University librarian, and any members of the University faculty holding

executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time* to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The registrar is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

5. There shall be an Administrative Committee of the Senate composed of the president, the deans, the University librarian, and

* The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

such other administrative officers as may be added thereto by the Senate.

6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant professors and instructors may be members of these committees, and during their terms of service, may participate in the Senate's discussion, but not vote.

7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate—action of this kind to be in force only until the Senate meets.

8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school, by one member.

9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the ac-

tion of any faculty affects the interests and welfare of the University as a whole, or another college or school, such action may, after mutual conference, be appealed to the Senate, and, after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one half of the members of the Senate in residence.

10. The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.

11. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seems to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate, and the Senate may establish committees to admin-

ister these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. The Senate shall have the power to enact statutes, for the government of the students in those relations with the University which affect the University as a whole. Questions of jurisdiction as between the Senate and a college faculty shall be determined by the president.

14. Relations between the University and other universities and colleges, excepting such as are regulated by Article 9, shall be subject to the control of the Senate, either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.

Athletics

16. SECTION 1: There shall be a Standing Committee on Intercollegiate Athletics which shall be composed of eleven members: five faculty members to be appointed by the president of the University, subject to the approval of the University Senate, and the University Comptroller and the Director of Physical Education and Athletics, as *ex officio* members; two alumni members to be recommended by the athletic committee of the Alumni Association and appointed by the president, subject to the approval of the University Senate; two student members to be recommended by the the student body and appointed by the president, subject to the approval of the University Senate.

SEC. 2: The committee shall appoint a subcommittee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics, shall be chairman, to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to intercollegiate contests.

SEC. 3: 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 all athletic funds is transferred to the Comptroller's office.

SEC. 4: The physical care of Northrop Field, Memorial Stadium, the Field House and all campus space devoted to athletics is transferred to the Buildings and Grounds office.

SEC. 5: The Committee on Intercollegiate Athletics shall constitute the Eligibility Committee and shall decide upon all questions of student eligibility to participate in intercollegiate sports.

SEC. 6: The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

SEC. 7: The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination of the president.

SEC. 8: All coaches, managers, and assistant managers shall be nominated by the director and upon the approval of the president shall be appointed by the Board of Regents.

SEC. 9: The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of intercollegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, (including all schedules of games), subject to the constant revision and ratification of the University Senate.

SEC. 10: The president at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

II.

Student Affairs

17. There shall be a standing committee on student affairs. It shall consist of five members of the faculty and four students. It shall have supervision of all those student affairs within the jurisdiction of the Senate not within the control or supervision of any other standing committee. It shall maintain an advisory supervision over the financial affairs of all student organizations over which the University has control. It shall have supervision of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students or by faculty and students of a single college or school, a member of that faculty shall be added to the committee for the purpose only of such supervision.

III.

Debate and Oratory

18. There shall be a standing committee on debate and oratory. It shall have charge

of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

IV.

University Functions

19. There shall be a standing committee on University functions. It shall consist of not less than three nor more than eleven members, at the discretion of the president. Its duties shall be to take charge of details of commencements and other University functions.

V.

University Printing

20. There shall be a Senate Committee on University Printing. It shall consist of five members, the Registrar, the Comptroller, and three other members of the Senate. It shall be its duty to standardize the printing of all catalogs, bulletins, and other official publications, also the stationery, of the University and of the various colleges, schools, and departments of the University; to make recommendations with regard to the admissibility of new publications or printing to the lists of official publications or printing of the University and its colleges, schools and departments; to maintain a printing code for the University, subject to the approval of the Senate, and in general to supervise University printing with a view to encouraging and promoting economical and efficient practices.

VI.

Education

21. There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

VII.

Business and Rules of the Senate

22. There shall be a standing committee on business and rules of the Senate. It shall consist of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate, and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate.

The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting, and these shall be sent in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate at its discretion from time to time new by-laws or standing rules.

VIII.

Relation of the University to Other Institutions of Learning

23. There shall be a standing committee on relation of the University to other institutions of learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions within the state of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of state high school superintendents, or other organizations of teachers.

IX.

Library

24. There shall be a standing committee on library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

X.

Students' Work

25. There shall be a standing committee on students' work. It shall consist of the dean of student affairs, who shall be *ex officio* chairman, the dean of women, the chairmen of the students' work committees of the colleges and collegiate schools and clerk of the Senate, who shall be *ex officio* secretary. The duties of the committee shall be to correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the students' work of these colleges with the administration of the University Senate rules and regulations dealing with students' work.

XI.

26. The president shall have the power to increase the number of members that shall constitute the committees for any year whenever he deems it for the best interests of the University to do so.

PROPOSED AMENDMENTS TO THE SENATE CONSTITUTION

Article 5. There shall be an Administrative Committee of the Senate composed of the president; the vice presidents; deans and directors of schools, colleges, or other agencies in University as selected by the President to a number not to exceed twelve; and six other members of the Senate engaged principally in teaching and research to be nominated by the President and confirmed by the Senate for three-year terms. Two of these six members shall be chosen each year. They shall not be eligible to succeed themselves.

Article 7. The Administrative Committee shall serve as the general advisory committee to the President. It shall receive, consider, and transmit to the Senate reports of Senate Committees and may make recommendations to the Senate regarding them. It shall consider other matters of University policy submitted to it by the President, and may make recommendations thereon to the Senate. It shall carry into effect rules and regulations of the Board of Regents and of the Senate, and shall act in emergencies in which it would be inadvisable to await the authorization of the Senate. All such interim actions, however, shall be reported to the Senate for consideration and action at its next regular meeting.

RESOLVED that the by-laws of the Senate be amended to include
There shall be a standing committee on Utilization and Enlarge-
ment of Physical Plant. This committee shall consist of three
University officers of the rank of dean or above, together with
not less than five members of the Senate below this rank. It
shall be the duty of this committee to make periodic studies of
the effectiveness of utilization of existing physical plant
facilities and of needs for expansions or re-allocations in the
light of the educational and research functions of the University.
It shall further be its duty to consult with the President and
to report its recommendations to the Senate from time to time,
not less often than biennially.

PROPOSED AMENDMENTS TO THE SENATE CONSTITUTION

There shall be an Administrative Committee of the Senate composed of the president, the vice president, deans and directors of schools, colleges, or other agencies in University as selected by the President to a number not to exceed twelve; and six other members of the Senate engaged principally in teaching to be nominated by the President and confirmed by the Senate for three-year terms. Two of these six members shall be chosen each year. They shall not be eligible to succeed themselves.

The Administrative Committee shall serve as the general advisory committee to the President. It shall receive and consider reports of Senate Committees and may make recommendations to the Senate regarding them. It shall consider other matters of University policy submitted to them by the President, and may make recommendations thereon to the Senate. It shall carry into effect rules and regulations of the Board of Regents and of the Senate, and shall act in emergencies in which it would be inadvisable to wait the authorization of the Senate. All such interim actions, however, shall be reported to the Senate for consideration and action at the next regular meeting.

UNIVERSITY OF MINNESOTA

CONSTITUTION AND BY-LAWS OF THE UNIVERSITY SENATE (As of February 17, 1944; changes from last printing 1931, footnoted; By-laws numbered to be consecutive.)

THE UNIVERSITY SENATE

Note. - Meetings: The University Senate meets regularly on the third Thursday in October, December, February, and May. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except in so far as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.
2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.
3. The University Senate is composed of the president, the deans, all professors, (including acting professors), associate professors, the University librarian, and any members of the University faculty holding executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time* to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The recorder₁ is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

* The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

5. There shall be an Administrative Committee of the Senate, composed of the president, the deans, the University librarian, and such other administrative officers as may be added thereto by the Senate.

6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant professors and instructors may be members of these committees, and during their terms of service, may participate in the Senate's discussion, but not vote.

7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate--action of this kind to be in force only until the Senate meets.

8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school by one member.

9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after mutual conference, be appealed to the Senate, and, after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one half of the members of the Senate in residence.

10. The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.

11. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seems to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. The Senate shall have the power to enact statutes, for the government of the students in those relations with the University which affect the University as a whole. Questions of jurisdiction as between the Senate and a college faculty shall be determined by the president.
14. Relations between the University and other universities and colleges, excepting such as are regulated by Article 9, shall be subject to the control of the Senate, either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.
15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.

Athletics

16. Section 1: There shall be a Standing Committee on Intercollegiate Athletics which shall be composed of eleven members: five faculty members to be appointed by the president of the University, subject to the approval of the University Senate, and the University Comptroller and the Director of Physical Education and Athletics, as ex officio members; two alumni members to be recommended by the athletic committee of the Alumni Association and appointed by the president, subject to the approval of the University Senate; two student members to be recommended by the student body and appointed by the president, subject to the approval of the University Senate.

Section 2: The committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics, shall be chairman, to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to intercollegiate contests.

Section 3: 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 all athletic funds is transferred to the Comptroller's Office.

Section 4: The physical care of Northrop Field, Memorial Stadium, the Field House and all campus space devoted to athletics is transferred to the Buildings and Grounds office.

Section 5: The Committee on Intercollegiate Athletics shall constitute the Eligibility Committee and shall decide upon all questions of student eligibility to participate in intercollegiate sports.

Section 6: The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

Section 7: The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination of the president.

Section 8: All coaches, managers, and assistant managers shall be nominated by the director and upon the approval of the president shall be appointed by the Board of Regents.

Section 9: The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of intercollegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, (including all schedules of games), subject to the constant revision and ratification of the University Senate.

Section 10: The president at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

II

Student Affairs₁

17. There shall be a standing committee on student affairs. It shall consist of five members of the faculty and four students. It shall have supervision of all those students' affairs within the jurisdiction of the Senate not within the control or supervision of any other standing committee. It shall maintain an advisory supervision over the financial affairs of all student organizations of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students or by faculty and students of a single college or school, a member of that faculty shall be added to the committee for the purpose only of such supervision.

III

Debate and Oratory

18. There shall be a standing committee on debate and oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

IV

University Functions

19. There shall be a standing committee on University functions. It shall consist of not less than three nor more than eleven members, at the discretion of the president. Its duties shall be to take charge of details of commencements and other University functions.

University Printing

20. There shall be a Senate Committee on University Printing. It shall consist of five members, the Registrar, The Comptroller, and three other members of the Senate. It shall be its duty to standardize the printing of all catalogs, bulletins, and other official publications, also the stationery, of the University and of the various colleges, schools, and departments of the University; to make recommendations with regard to the advisability of new publications or printing to the lists of official publications or printing of the University and its colleges, schools, and departments; to maintain a printing code for the University, subject to the approval of the Senate, and in general to supervise University printing with a view to encouraging and promoting economical and efficient practices.

VI

Education

21. There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

VII

Business and Rules of the Senate

22. There shall be a standing committee on business and rules of the Senate. It shall consist of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting and these shall be sent out in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate at its discretion from time to time new by-laws or standing rules.

VIII

Relation of the University to Other Institutions of Learning

23. There shall be a standing committee on relation of the University to other

institutions of learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions within the state of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of state high school superintendents, or other organizations of teachers.

IX
Library

24. There shall be a standing committee on library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

X
Students' Work

25. There shall be a standing committee on students' work. It shall consist of the dean of student affairs, who shall be ex officio chairman, the dean of women, the chairmen of the students' work committees of the colleges and collegiate schools and clerk of the Senate, who shall be ex officio secretary. The duties of the committee shall be to correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the students' work of these colleges with the administration of the University Senate rules and regulations dealing with students' work.

XI₃

26. The president shall have the power to increase the number of members that shall constitute the committees for any year whenever he deems it for the best interests of the University to do so.

XII₄
Judicial

27. There shall be a standing committee of five members to be known as the Judicial Committee. It shall have jurisdiction to hear and to report upon all cases in which a member of the academic staff of the University claims that he has been, or is about to be, dismissed or refused reappointment for reasons other than inefficiency in the performance of his duties, or for reasons not connected with the carrying out of the University's normal policies in the employment of

3. Minn. Sen. 2-16-39, p. 15.

4. Minn. Sen. 10-16-41, p. 15.

members of the academic staff. It shall be the duty of the Committee to exercise this jurisdiction whenever a timely request to do so is made by any member of the academic staff, making claims of the character on which the Committee's jurisdiction is based, or by any member of the staff responsible for recommending the dismissal or non-reappointment of any member. The Committee shall promptly hear and dispose of all cases brought before it. It shall give written notice of all hearings, and an opportunity to be fully heard, to any member of the staff whose actions or conduct shall become an issue in any such proceeding. Any three members of the Committee may exercise any part or all of its jurisdiction in any case, if all members of the Committee so agree. There shall be no change in the personnel hearing a given case during the proceedings therein, and no member who has not been present during each of the hearings of a case may participate in its decision. The decision of the Committee shall be limited to a declaration of its findings with respect to the issues of fact involved in a case brought before it. The Committee shall report its decision to the President. The President shall transmit the report to the Senate; but he may withhold the report from the Senate if the faculty member concerned is retained as a member of the academic staff, or in any case at the request of the member concerned, or in any case with the consent of the Judicial Committee.

NOTES

At the Senate meeting on October 28, 1926 the following resolution was adopted:

"It was moved and seconded that the President be authorized to appoint a standing committee on Necrology".

The By-Laws make no provision for such a committee.

T. E. Pettengill, Clerk of the Senate

UNIVERSITY OF MICHIGAN

UNIVERSITY BOARD OF THE UNIVERSITY SENATE
(As of March 29, 1947; changes from last
printing, 1931. Amended; By-laws numbered
to be consecutive.)

THE UNIVERSITY SENATE

meetings. The University Senate meets regularly on the second Thursday in November, February, and May at 4:00 P.M. in the auditorium of Murphy Hall. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except insofar as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the board of Regents, committed to the president, the University Senate, and the several college faculties.

2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.

3. The University Senate is composed of the president, the deans, all professors, (including acting professors), associate professors, the university librarian, and any members of the University faculty holding executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The president's emeriti, professors emeriti, and professors who devote less than half time² to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The recorder³ is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

5. Min. Sen. 2-13-47.

6. The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week or term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

7. Min. Sen. 5-15-41 p. 50.

...of the Senate composed of the ... of other ...

...with special qualifications ... the Senate may think ... not appropriately ... and instructors ... and participate ...

...any faculty of the Senate shall have no effect unless and ... of the Board of Regents and of the Senate, and not in emergency in ... the authorization of the Senate-action ...

The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school by one member.

Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after mutual conference, be appealed to the Senate, and, after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one half of the members of the Senate in residence.

The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.

The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.

The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seem to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or fund shall be reported to the Board of Regents and shall at all times be subject to its approval.

14. The Board of Regents shall have jurisdiction for the operation of all sports in this institution; the Board of Regents shall effect the policies and procedures of jurisdiction of intercollegiate sports and a college faculty shall be authorized to be consulted.

15. All sports between the University and all other colleges and colleges except as may be required by Article 1, shall be subject to the control of the Senate, either directly or through its appropriate committees. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines, or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

16. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.

Athletics

Section 1: There shall be a Standing Committee on Intercollegiate Athletics which shall be composed of eleven members: five faculty members to be appointed by the president of the University, subject to the approval of the University Senate, and the University Comptroller and the Director of Physical Education and Athletics, as ex officio members; two alumni members to be recommended by the athletic committee of the Alumni Association and appointed by the president, subject to the approval of the University Senate; two student members to be recommended by the student body and appointed by the president, subject to the approval of the University Senate.

Section 2: The committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics, shall be chairman, to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to intercollegiate contests.

Section 3: 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 all athletic funds is transferred to the Comptroller's Office.

Section 4: The physical care of Northrop Field, Memorial Stadium, the Field House and all campus space devoted to athletics is transferred to the Buildings and Grounds office.

Section 5: The Committee on Intercollegiate Athletics shall constitute the Eligibility Committee and shall decide upon all questions of student eligibility to participate in intercollegiate sports.

Section 6: The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

Section 7: The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination of the President.

Section 8: All coaches, managers, and assistant managers shall be appointed by the Director and upon the approval of the President shall be approved by the Board of Regents.

Section 9: The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of intercollegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, (including all schedules of games), subject to the constant revision and ratification of the University Senate.

Section 10: The President at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

II Student Affairs¹

17. There shall be a standing committee on student affairs. It shall consist of five members of the faculty and four students. It shall have supervision of all those students' affairs within the jurisdiction of the Senate not within the control or supervision of any other standing committee. It shall maintain an advisory supervision over the financial affairs of all student organizations of all institutions issued by students or by faculty and students. When exercising supervision over a publication issued by students or by faculty and students of a single college or school, a member of that faculty shall be added to the committee for the purpose only of such supervision.

III Debate and Oratory

18. There shall be a standing committee on debate and oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

IV University Functions

19. There shall be a standing committee on University functions. It shall consist of not less than three nor more than eleven members, at the discretion of the President. Its duties shall be to take charge of details of commencements and other University functions.

There shall be a Senate committee on university building. It shall consist of the faculty members, the administrative officials, and other members of the university. Its duties shall be to study and report on the condition of buildings, laboratories, and other university facilities; to advise the University of the University and of the various colleges, schools, and departments of the University; to make recommendations with regard to the advisability of new buildings or additions to the lists of official buildings or buildings of the University and its colleges, schools, and departments; to maintain a building code for the University, subject to the approval of the Senate, and in general to supervise University building with a view to encouraging and insuring economical and efficient practices.

VI Education

There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the university with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

VII Business and Rules of the Senate

22. There shall be a standing committee on business and rules of the Senate. It shall consist of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting and these shall be sent out in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate at its discretion from time to time new by-laws or standing rules.

VIII Relation of the University to Other Institutions of Learning

23. There shall be a standing committee on relation of the University to other

of the University of Minnesota and other institutions of higher learning in the United States shall be invited to participate in the University of Minnesota's educational program. The University of Minnesota shall be authorized to promote a closer relationship with the various institutions of higher learning in the country, and to cooperate with the University of Minnesota in the promotion of educational cooperation between the University of Minnesota and other institutions of higher learning in the United States. It may also cooperate with the State High School Board, the Minnesota Educational Association, committees of state high school superintendents and other organizations of teachers.

IX Library

24. There shall be a standing committee on library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

X Students' Work

25. There shall be a standing committee on students' work. It shall consist of the dean of student affairs, who shall be ex officio chairman, the dean of women, the chairmen of the students' work committees of the colleges and collegiate schools and clerk of the Senate, who shall be ex officio secretary. The duties of the committee shall be to correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the students' work of these colleges with the administration of the University Senate rules and regulations dealing with students' work.

XI³

26. The president shall have the power to increase the number of members that shall constitute the committees for any year whenever he deems it for the best interests of the University to do so.

XII⁴ Judicial

27. There shall be a standing committee of five members to be known as the Judicial Committee. It shall have jurisdiction to hear and to report upon all cases in which a member of the academic staff of the University claims that he has been, or is about to be, dismissed or refused reappointment for reasons other than inefficiency in the performance of his duties, or for reasons not connected with the carrying out of the University's normal policies in the employment of

3. Min. Sen. 2-16-39, p. 15.

4. Min. Sen. 10-16-41, p. 15.

members of the academic staff. It shall be the duty of the Committee to exercise this jurisdiction whenever a timely request to do so is made by any member of the academic staff, making claim of the character on which the Committee's jurisdiction is based, or by any member of the staff responsible for recommending the dismissal or non-reappointment of any member. The Committee shall promptly hear and dispose of all cases brought before it. It shall give written notice of all hearings, and an opportunity to be fully heard, to any member of the staff whose actions or conduct shall become an issue in any such proceeding. Any three members of the Committee may exercise any part or all of its jurisdiction in any case, if all members of the Committee so agree. There shall be no change in the personnel hearing a given case during the proceedings therein, and no member who has not been present during each of the hearings of a case may participate in its decision. The decision of the Committee shall be limited to a declaration of its findings with respect to the issues of fact involved in a case brought before it. The Committee shall report its decision to the President. The President shall transmit the report to the Senate; but he may withhold the report from the Senate if the faculty member concerned is retained as a member of the academic staff, or in any case at the request of the member concerned, or in any case with the consent of the Judicial Committee.

NOTES

At the Senate meeting on October 28, 1926 the following resolution was adopted:

"It was moved and seconded that the President be authorized to appoint a standing committee on Necrology".

The By-Laws make no provision for such a committee.

T. E. Pettengill, Clerk of the Senate

As of February 29 1948

The University Senate shall have regular sessions on the first Monday of each month, and may also hold special sessions in the middle of the month. The agenda for each session shall be called by the president. The Senate shall have the authority to adjourn at any time, and to reconvene at a later date. If the Senate adjourns at any time, it shall be sufficient business to warrant such meeting.

CONSTITUTION

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except insofar as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.

2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.

3. The University Senate is composed of the President, the deans, all professors (including acting professors), associate professors, the University librarian, and any members of the University faculty holding executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time^{**} to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The recorder^{***} is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

*Min. Sen. 2-19-48.

**The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

***Min. Sen. 5-15-41 p. 50.

6. The Senate shall have the right to call upon any department of the University for information and to receive the same. It shall have the right to call upon any department of the University for information and to receive the same. It shall have the right to call upon any department of the University for information and to receive the same.

7. The Administrative Committee of the Senate shall carry into effect the regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be impracticable to await the authorization of the Senate--action of this kind to be in force only until the Senate meets.

8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school shall be represented on the faculty of that college or school by one member.

9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after mutual conference, be appealed to the Senate, and, after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number to one-half of the members of the Senate in residence.

10. The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.

11. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.

12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seem to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate and the Senate may establish committees to administer those funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

None of these provisions shall be construed as applying to any act of the Board of Regents as authorized by the authority of the Board of Regents.

BY-LAWS
I.
Athletics

Section 1: There shall be a Standing Committee on Intercollegiate Athletics which shall be composed of eleven members: five faculty members to be appointed by the president of the University, subject to the approval of the University Senate, and the University Controller and the Director of Physical Education and Athletics, as ex officio members; two alumni members to be recommended by the athletic committee of the Alumni Association and appointed by the president, subject to the approval of the University Senate; two student members to be recommended by the student body and appointed by the president, subject to the approval of the University Senate.

Section 2: The committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics, shall be chairman, to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to intercollegiate contests.

Section 3: 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 all athletic funds is transferred to the Comptroller's Office.

Section 4: The physical care of Northrop Field, Memorial Stadium, the Field House and all campus space devoted to athletics is transferred to the Buildings and Grounds office.

Section 5: The Committee on Intercollegiate Athletics shall constitute the Eligibility Committee and shall decide upon all questions of student eligibility to participate in intercollegiate sports.

Section 6: The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

Section 7: The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination of the president.

There shall be a standing committee on student affairs. It shall consist of five members of the faculty and four students. It shall have supervision of all these students' affairs within the jurisdiction of the Senate not within the control or supervision of any other standing committee. It shall maintain an orderly supervision over the financial affairs of all student organizations of all publications issued by students or by faculty and students. It shall exercise supervision over a publication issued by students or by faculty and students of a single college or school, a member of that faculty shall be advised to the committee for the purpose only of such supervision.

II Student Affairs

14. There shall be a standing committee on student affairs. It shall consist of five members of the faculty and four students. It shall have supervision of all these students' affairs within the jurisdiction of the Senate not within the control or supervision of any other standing committee. It shall maintain an orderly supervision over the financial affairs of all student organizations of all publications issued by students or by faculty and students. It shall exercise supervision over a publication issued by students or by faculty and students of a single college or school, a member of that faculty shall be advised to the committee for the purpose only of such supervision.

III Debate and Oratory

15. There shall be a standing committee on debate and oratory. It shall have charge of all matters connected with debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

IV University Instruction

16. There shall be a standing committee on university instruction. It shall consist of not less than three nor more than eleven members, at the discretion of the president. Its duties shall be to take charge of details of competence, needs and other university questions.

... shall be a standing committee on education. It shall consist of five members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University can be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

VI

Education

20. There shall be a standing committee on education. It shall consist of five members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University can be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

VII

Business and Rules of the Senate

21. There shall be a standing committee on business and rules of the Senate. It shall consist of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting and these shall be sent out in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate at its discretion from time to time new by-laws or standing rules.

VIII

Relation of the University to Other Institutions of Learning

22. There shall be a standing committee on relation of the University to other institutions of learning. It shall consist of seven members. Its duties shall

IX

Library

24. There shall be a standing committee on library consisting of nine members. Its duties shall be to consider and recommend to the Senate any proposals in connection with library policy and administration that may be deemed desirable; and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

X

Students' Work

25. There shall be a standing committee on students' work. It shall consist of the dean of student affairs, who shall be ex officio chairman, the dean of women, the chairmen of the students' work committees of the colleges and collegiate schools and clerk of the Senate, who shall be ex officio secretary. The duties of the committee shall be to correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the students' work of these colleges with the administration of the University Senate rules and regulations dealing with students' work.

XI*

26. The president shall have the power to increase the number of members that shall constitute the committees for any year whenever he deems it for the best interests of the University to do so.

XII**

Judicial

27. There shall be a standing committee of five members to be known as the Judicial Committee. It shall have jurisdiction to hear and to report upon all cases in which a member of the academic staff of the University claims that he has been, or is about to be, dismissed or refused reappointment for reasons other than inefficiency in the performance of his duties, or for reasons not connected with the carrying out of the University's normal policies in the employment of members of the academic staff. It shall be the duty of the Committee to exercise this jurisdiction whenever a timely request to do so is made by any member of the academic staff making claims of the character on which the Committee's jurisdiction is based, or by any member of the staff responsible for recommending the dismissal or non-reappointment of any member. The Committee shall promptly

*Min. Sen. 2-16-39, p. 15.

**Min. Sen. 10-16-41, p. 15.

... shall be a standing committee on audio-visual materials. It shall consist of not less than seven members, and shall include the head of the University department charged with the responsibility for coordinating the various audio-visual services. Its duties shall include the formulation of University policies concerning the production, supply, use, and distribution of audio-visual materials.

XIII*

Audio-Visual Materials

23. There shall be a standing committee on audio-visual materials. It shall consist of not less than seven members, and shall include the head of the University department charged with the responsibility for coordinating the various audio-visual services. Its duties shall include the formulation of University policies concerning the production, supply, use, and distribution of audio-visual materials.

NOTES

At the Senate meeting on October 28, 1926, the following resolution was adopted:

"It was moved and seconded that the President be authorized to appoint a standing committee on Necrology."

The By-Laws make no provision for such a committee.

T. E. Pettengill, Clerk of the Senate

*Min. Sen. 2-19-48.

Recreation Committee. Under Prof. Wrenn 1950.

THE UNIVERSITY OF MINNESOTA

CONSTITUTION AND BY-LAWS OF THE UNIVERSITY SENATE
(As of November 9, 1950; changes from last
printing, 1931, indicated)

THE UNIVERSITY SENATE

Meetings:* The University Senate meets regularly on the third Thursday in November, February, and May at 3:00 p.m. in the auditorium of Murphy Hall. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except insofar as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.

2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.

3. The University Senate is composed of the president, the deans, all professors, (including acting professors), associate professors, the University librarian, and any members of the University faculty holding executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time** to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The recorder *** is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

* Minutes 2-19-1943, p. 36

** The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

*** Minutes 5-15-1941, p. 50

2. The Senate shall have the right to elect, re-elect, suspend, and depose the president of the University, and to elect, re-elect, suspend, and depose the members of the Board of Regents, and to elect, re-elect, suspend, and depose the members of the Senate.

3. The Senate shall have the right to elect, re-elect, suspend, and depose the members of the Board of Regents, and to elect, re-elect, suspend, and depose the members of the Senate. The Senate may also elect, re-elect, suspend, and depose the members of the Board of Regents, and to elect, re-elect, suspend, and depose the members of the Senate. The Senate may also elect, re-elect, suspend, and depose the members of the Board of Regents, and to elect, re-elect, suspend, and depose the members of the Senate.

4. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and also in emergencies in which it would be inadvisable to await the authorization of the Senate, action of this kind to be in force only until the Senate meets.

5. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school by one member.

6. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after mutual conference, be appealed to the Senate, and after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number of one half of the members of the Senate in residence.

7. The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.

8. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.

9. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seem to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

13. There shall be no suits or legal proceedings for the recovery of the students in their relations with the University which affect the University as a whole. Questions of jurisdiction between the faculty and the students shall be determined by the president.

14. Relations between the University and other universities and colleges, concerning such as are regulated by Article 9, shall be subject to the control of the Senate, either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines. The committee may act in conjunction with student and alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the board of regents.

BY-LAWS

I.*

Audio-Visual Aids

16. There shall be a standing committee on audio-visual aids. It shall consist of not less than seven members and shall include the head of the university department charged with the responsibility for coordinating the various audio-visual services. Its duties shall include the formulation of university policies concerning the production, supply, use, and distribution of audio-visual aids.

II.

Business and Rules

17. There shall be a standing committee on business and rules of the Senate. It shall consist of five members of the University Senate. The clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting and these shall be sent out in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate at its discretion from time to time new by-laws or standing rules.

III.

Debate and Oratory

18. There shall be a standing committee on debate and oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

V.
Education

19. There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

V.*
Institutional Research

20. There shall be a standing Committee on Institutional Research consisting of eleven members. It shall advise the Bureau of Institutional Research with respect to the studies to be undertaken by the Bureau, the studies to be given priority, and any basic questions of policy or procedure connected with the Bureau's activities.

VI.
Intercollegiate Athletics

21. Section 1: There shall be a Standing Committee on Intercollegiate Athletics which shall be composed of eleven members: five faculty members to be appointed by the president of the University, subject to the approval of the University Senate, and the University Comptroller and the Director of Physical Education and Athletics, as ex officio members; two alumni members to be recommended by the athletic committee of the Alumni Association and appointed by the president, subject to the approval of the University Senate; two student members to be recommended by the student body and appointed by the president, subject to the approval of the University Senate.

Section 2: The committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics, shall be chairman to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to intercollegiate contests.

Section 3: 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 all athletic funds is transferred to the Comptroller's Office.

Section 4: The physical care of Northrop Field, Memorial Stadium, the Field House and all campus space devoted to athletics is transferred to the Buildings and Grounds office.

Section 5: The Committee on Intercollegiate Athletics shall constitute the Eligibility Committee and shall decide upon all questions of student eligibility to participate in intercollegiate sports.

Section 6: The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

Section 7: The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination of the President.

Section 8: All coaches, managers, and assistant managers shall be recommended by the director and upon the approval of the President shall be approved by the Board of Regents.

Section 9: The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of intercollegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, (including all schedules of games), subject to the constant revision and ratification of the University Senate.

Section 10: The president at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

VII.* Judicial

22. There shall be a standing committee of five members to be known as the Judicial Committee. It shall have jurisdiction to hear and to report upon all cases in which a member of the academic staff of the University claims that he has been, or is about to be, dismissed or refused reappointment for reasons other than inefficiency in the performance of his duties, or for reasons not connected with the carrying out of the University's normal policies in the employment of members of the academic staff. It shall be the duty of the Committee to exercise this jurisdiction whenever a timely request to do so is made by any member of the academic staff, making claims of the character on which the Committee's jurisdiction is based, or by any member of the staff responsible for recommending the dismissal or non-reappointment of any member. The Committee shall promptly hear and dispose of all cases brought before it. It shall give written notice of all hearings, and an opportunity to be fully heard, to any member of the staff whose actions or conduct shall become an issue in any such proceeding. Any three members of the Committee may exercise any part or all of its jurisdiction in any case if all members of the Committee so agree. There shall be no change in the personnel hearing a given case during the proceedings therein, and no member who has not been present during each of the hearings of a case may participate in its decision. The decision of the Committee shall be limited to a declaration of its findings with respect to the issues of fact involved in a case brought before it. The Committee shall report its decision to the President. The President shall transmit the report to the Senate; but he may withhold the report from the Senate if the faculty member concerned is retained as a member of the academic staff, or in any case at the request of the member concerned, or in any case with the consent of the Judicial Committee.

* Minutes 10-16-1941, p. 15

IX.
Library

23. There shall be a standing committee on Library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

IX.*
Necrology

24. There shall be a standing Committee on Necrology consisting of seven members. It shall prepare and present to the Senate suitable memorials of deceased faculty members and former faculty members.

X.**
Recreation

25. There shall be a standing Committee on Recreation. It shall consist of five faculty members and six students. The chairman of this committee and one student member of the Committee shall also be at the same time members of the Senate Committee on Student Affairs. To facilitate coordination of the respective Committee programs, the Committee on Recreation shall hold at least one joint meeting annually with the Senate Committee on Student Affairs. It shall establish general policies concerned with the development of recreational facilities and programs for students, but such policies shall be administered and coordinated through the appropriate officers and agencies.

It shall be empowered to make recommendations regarding the operation of recreation programs to the Coordinator of Recreation, to the Recreation Coordinating Council, to the Senate Committee on Student Affairs, and to any other standing committee, department, or agency.

XI.
Relation of the University to Other Institutions of
Learning

26. There shall be a standing committee on relation of the University to other institutions of learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions within the state of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of state high school superintendents, or other organizations of teachers.

* Minutes 11-9-1950, see also 10-28-1926

** Minutes 5-27-1948

27. There shall be a standing Committee on ROTC consisting of nine staff members, two students (representing the All-University Congress and the Inter-Veterinity Council), and two alumni. Its functions shall be to maintain liaison between the Departments of Military Science and Tactics, Naval Science, and Air Science and Tactics and the University Senate and to give continuing consideration to the problems confronting these departments.

XIII.**
Student Affairs

28. There shall be a standing committee on student affairs. It shall consist of five members of the faculty and four students. It shall have supervision of all those students' affairs within the jurisdiction of the Senate not within the control or supervision of any other standing committee. It shall maintain an advisory supervision over the financial affairs of all student organizations of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students or by faculty and students of a single college or school, a member of that faculty shall be added to the committee for the purpose only of such supervision.

XIV.
Students' Work

29. There shall be a standing committee on students' work. It shall consist of the dean of student affairs, who shall be ex officio chairman, the dean of women, the chairmen of the students' work committees of the colleges and collegiate schools and clerk of the Senate, who shall be ex officio secretary. The duties of the committee shall be to correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the students' work of these colleges with the administration of the University Senate rules and regulations dealing with students' work.

XV.
University Functions

30. There shall be a standing committee on University functions. It shall consist of not less than three nor more than eleven members, at the discretion of the president. Its duties shall be to take charge of details of commencements and other University functions.

XVI.***
University Printing

31. There shall be a Senate Committee on University Printing. It shall consist of five members, the Registrar, the Comptroller, and three other members of the Senate. It shall be its duty to standardize the printing of all catalogs, bulletins, and other official publications, also the stationery, of the University and of the various colleges, schools, and departments of the University; to make recommendations with regard to the admissibility of new publications or printing to the lists of official publications or printing of the University and its colleges, schools, and departments; to maintain a printing code for the University, subject to the approval of the Senate, and in general to supervise University printing with a view to encouraging and promoting economical and efficient practices.

* Minutes 11-9-1950

** Minutes 5-18-1933, p. 34

*** Minutes 12-15-1932, p. 24

XVII.*

32. The president shall have the power to increase the number of members that shall constitute the committees for any year whenever he deems it for the best interests of the University to do so.

T. E. Pettengill, Clerk of the Senate
11-9-1950

* Minutes 2-16-1939, p. 15

UNIVERSITY OF MINNESOTA

CONSTITUTION AND BY-LAWS OF THE UNIVERSITY SENATE
(As of February 21, 1952; changes from last
printing, 1939, footnoted)

THE UNIVERSITY SENATE

Meetings:* The University Senate meets regularly on the third Thursday in November, February, and May. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except insofar as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.
2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.
3. The University Senate is composed of the president, the deans, all professors, (including acting professors), associate professors, the University librarian, and any members of the University faculty holding executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time** to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The recorder*** is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.
4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.
5. There shall be an Administrative Committee of the Senate, composed of the president, the deans, the University Librarian, and such other administrative officers as may be added thereto by the Senate.

* Minutes 2-19-1948, p. 36

** The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

*** Minutes 5-15-1941, p. 50

6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant professors and instructors may be members of these committees, and during their terms of service, may participate in the Senate's discussion, but not vote.
7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate--action of this kind to be in force only until the Senate meets.
8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school by one member.
9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after mutual conference, be appealed to the Senate, and after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number of one half of the members of the Senate in residence.
10. The president of the University is the presiding officer of the Senate and names its committees, subject to the approval of the Senate. In the absence of the president, the Senate shall elect its chairman.
11. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.
12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seem to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.
13. The Senate shall have the power to enact statutes, for the government of the students in those relations with the University which affect the University as a whole. Questions of jurisdiction as between the Senate and a college faculty shall be determined by the president.
14. Relations between the University and other universities and colleges, excepting such as are regulated by Article 9, shall be subject to the control of the Senate either directly or through its appropriate committee. Where such relations involve

athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.*

Audio-Visual Aids

There shall be a standing committee on audio-visual aids. It shall consist of not less than seven members and shall include the head of the university department charged with the responsibility for coordinating the various audio-visual services. Its duties shall include the formulation of university policies concerning the production, supply, use, and distribution of audio-visual aids.

II.**

Business and Rules

There shall be a standing Committee on Business and Rules, which shall consist of four voting members of the Senate and the clerk of the Senate who shall serve as clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate, and to recommend the disposition of business which appears in its judgment to be not germane to the purposes of the Senate. It shall prepare the agenda for each meeting of the Senate and cause copies thereof to be distributed to each voting member of the Senate prior to the opening of the meeting.

Items of new business presented at a Senate meeting by individual voting members of the Senate shall be referred to this committee for consideration and presentation at the next regular meeting of the Senate, but such business may be considered and voted on at the meeting at which it is introduced, by a majority vote of the voting members of the Senate present and voting on a proposal for immediate consideration.

The committee may recommend amendments of existing by-laws or standing rules, or the adoption of new by-laws or standing rules.

Nothing herein contained shall limit the right to immediate consideration of, and action upon, any matter for whose consideration a special meeting has been called in accordance with section 11 of the constitution.

III.

Debate and Oratory

There shall be a standing committee on debate and oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

* Minutes 2-19-1948, p. 35

** Minutes 11-8-1951, p. 12

IV.
Education

There shall be a standing committee on education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

V.*
Institutional Research

There shall be a standing Committee on Institutional Research consisting of eleven members. It shall advise the Bureau of Institutional Research with respect to the studies to be undertaken by the Bureau, the studies to be given priority, and any basic questions of policy or procedure connected with the Bureau's activities.

VI.
Intercollegiate Athletics

Section 1: There shall be a Standing Committee on Intercollegiate Athletics which shall be composed of eleven members: five faculty members to be appointed by the president of the University, subject to the approval of the University Senate, and the University Comptroller and the Director of Physical Education and Athletics, as ex officio members; two alumni members to be recommended by the athletic committee of the Alumni Association and appointed by the president, subject to the approval of the University Senate; two student members to be recommended by the student body and appointed by the president, subject to the approval of the University Senate.

Section 2: The committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics, shall be chairman to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to intercollegiate contests.

Section 3: 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 all athletic funds is transferred to the Comptroller's Office.

Section 4: The physical care of Northrop Field, Memorial Stadium, the Field House and all campus space devoted to athletics is transferred to the Buildings and Grounds office.

Section 5: The Committee on Intercollegiate Athletics shall constitute the Eligibility Committee and shall decide upon all questions of student eligibility to participate in intercollegiate sports.

Section 6: The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

* Minutes 5-25-1950, p. 35

Section 7: The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination of the president.

Section 8: All coaches, managers, and assistant managers shall be nominated by the director and upon the approval of the president shall be appointed by the Board of Regents.

Section 9: The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of intercollegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, (including all schedules of games), subject to the constant revision and ratification of the University Senate.

Section 10: The president at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

VII.* Judicial

There shall be a standing committee of five members to be known as the Judicial Committee. It shall have jurisdiction to hear and to report upon all cases in which a member of the academic staff of the University claims that he has been, or is about to be, dismissed or refused reappointment for reasons other than inefficiency in the performance of his duties, or for reasons not connected with the carrying out of the University's normal policies in the employment of members of the academic staff. It shall be the duty of the Committee to exercise this jurisdiction whenever a timely request to do so is made by any member of the academic staff, making claims of the character on which the Committee's jurisdiction is based, or by any member of the staff responsible for recommending the dismissal or non-reappointment of any member. The Committee shall promptly hear and dispose of all cases brought before it. It shall give written notice of all hearings, and an opportunity to be fully heard, to any member of the staff whose actions or conduct shall become an issue in any such proceeding. Any three members of the Committee may exercise any part or all of its jurisdiction in any case if all members of the Committee so agree. There shall be no change in the personnel hearing a given case during the proceedings therein, and no member who has not been present during each of the hearings of a case may participate in its decision. The decision of the Committee shall be limited to a declaration of its findings with respect to the issues of fact involved in a case brought before it. The Committee shall report its decision to the President. The President shall transmit the report to the Senate; but he may withhold the report from the Senate if the faculty member concerned is retained as a member of the academic staff, or in any case at the request of the member concerned, or in any case with the consent of the Judicial Committee.

VIII. Library

There shall be a standing committee on library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection

* Minutes 10-16-1941, p. 15

with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

IX.*
Necrology

There shall be a standing Committee on Necrology consisting of seven members. It shall prepare and present to the Senate suitable memorials of deceased faculty members and former faculty members.

X.**
Recreation

There shall be a standing Committee on Recreation. It shall consist of five faculty members and six students. The chairman of this committee and one student member of the Committee shall also be at the same time members of the Senate Committee on Student Affairs. To facilitate coordination of the respective Committee programs, the Committee on Recreation shall hold at least one joint meeting annually with the Senate Committee on Student Affairs. It shall establish general policies concerned with the development of recreational facilities and programs for students, but such policies shall be administered and coordinated through the appropriate officers and agencies.

It shall be empowered to make recommendations regarding the operation of recreation programs to the Coordinator of Recreation, to the Recreation Coordinating Council, to the Senate Committee on Student Affairs, and to any other standing committee, department, or agency.

XI.
Relation of the University to Other Institutions of Learning

There shall be a standing committee on relation of the University to other institutions of learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions within the state of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of state high school superintendents, or other organizations of teachers.

XII.***
Reserve Officer Training Corps

There shall be a standing Committee on ROTC consisting of nine staff members, two students (representing the All-University Congress and the Interfraternity Council), and two alumni. Its functions shall be to maintain liaison between the Departments of Military Science and Tactics, Naval Science, and Air Science and Tactics and the University Senate and to give continuing consideration to the problems confronting these departments.

* Minutes 11-9-1950, see also 10-28-1926

** Minutes 5-27-1948

*** Minutes 11-9-1950

XIII.
Student Affairs

There shall be a standing Committee on Student Affairs. It shall consist of five members of the faculty and four students. It shall have supervision of all those students' affairs within the jurisdiction of the Senate not within the control or supervision of any other standing committee. It shall maintain an advisory supervision over the financial affairs of all student organizations over which the University has control. It shall have supervision of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students or by faculty and students of a single college or school, a member of that faculty shall be added to the committee for the purpose only of such supervision.

XIV.
Students' Work

There shall be a standing committee on students' work. It shall consist of the dean of student affairs, who shall be ex officio chairman, the dean of women, the chairmen of the students' work committees of the colleges and collegiate schools and clerk of the Senate, who shall be ex officio secretary. The duties of the committee shall be to correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the students' work of these colleges with the administration of the University Senate rules and regulations dealing with students' work.

XV.
University Functions

There shall be a standing committee on University functions. It shall consist of not less than three nor more than eleven members, at the discretion of the president. Its duties shall be to take charge of details of commencements and other University functions.

XVI.
University Printing

There shall be a Senate Committee on University Printing. It shall consist of five members, the Registrar, the Comptroller, and three other members of the Senate. It shall be its duty to standardize the printing of all catalogs, bulletins, and other official publications, also the stationery, of the University and of the various colleges, schools, and departments of the University; to make recommendations with regard to the admissibility of new publications or printing to the lists of official publications or printing of the University and its colleges, schools, and departments; to maintain a printing code for the University, subject to the approval of the Senate, and in general to supervise University printing with a view to encouraging and promoting economical and efficient practices.

XVII.

The president shall have the power to increase the number of members that shall constitute the committees for any year whenever he deems it for the best interests of the University to do so.

UNIVERSITY OF MINNESOTA

CONSTITUTION AND BY-LAWS OF THE UNIVERSITY SENATE
(As of November 19, 1953; changes from last
printing, 1939, footnoted)

THE UNIVERSITY SENATE

Historical note: The Senate Constitution, in its original form, was adopted by the Board of Regents on May 6, 1912. The first meeting of the University Senate was held on October 3, 1912.

Meetings: The University Senate meets regularly on the third Thursday in November, February, and May. Special meetings may be called by the president. The Committee on Business and Rules is authorized to withhold or cancel notice of a Senate meeting when in its judgment there is not sufficient business to warrant such meeting.

Constitution

1. All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except insofar as the board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the president, the University Senate, and the several college faculties.
2. The president of the University is the representative of the Board of Regents and chief executive officer of the University, as well as the intermediary between the Board of Regents and the Senate and faculties. Actions taken by any of the governing bodies are subject to his suspensive veto. The deans shall act as advisers to the president.
3. The University Senate is composed of the president, the deans, all professors, (including acting professors), associate professors, the University librarian, and any members of the University faculty holding executive positions, carrying, by authority of the Board of Regents, the rank of professor or associate professor. The Senate shall also have authority to add from time to time to its roster such other members of the faculty of the University or administrative officers thereof as the Senate, upon report of the Committee on Business and Rules, with or without its recommendation, may elect.

The presidents emeriti, professors emeriti, and professors who devote less than half time** to the work of the University are entitled to participate in the discussions of the Senate, but not to vote. A Membership Committee shall decide each year upon the official roster of the Senate. The recorder*** is the clerk of the Senate and custodian of its records, authorized to participate in discussions, but without vote.

4. The University Senate has general legislative and administrative authority over all matters concerning the University as a whole; but not the internal affairs of a single college or school of collegiate rank, except where the same affect the interests of the University as a whole or the interests of other colleges or schools.

* Minutes 2-19-1948.

** The interpretation of the Committee on Business and Rules is that half time means twenty-two hours of actual time per week per term spent in University work; that is to say, a person giving all his time to the University is expected to devote forty-four hours a week to University work.

*** Minutes 5-15-1941.

5. There shall be an Administrative Committee of the Senate, composed of the president, the deans, the University Librarian, and such other administrative officers as may be added thereto by the Senate.
6. The Senate shall create standing committees clothed with special administrative authority; to these committees are referred all such matters as the Senate may think proper with such power as the Senate may confer, and which are not appropriately referable to the Administrative Committee. Assistant professors and instructors may be members of these committees, and during their terms of service, may participate in the Senate's discussion, but not vote.
7. The Administrative Committee of the Senate shall carry into effect rules and regulations of the Board of Regents and of the Senate, and act in emergencies in which it would be inadvisable to await the authorization of the Senate--action of this kind to be in force only until the Senate meets.
8. The general faculty of each college or collegiate school is composed of the president, the dean, professors, associate professors, assistant professors, and instructors. Each department (or division) giving instruction in another college or school, shall be represented on the faculty of that college or school by one member.
9. Each faculty (or executive faculty if so organized) controls the internal affairs of its own college or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, discipline, and the selection and conditions of use of its college and departmental libraries. When the action of any faculty affects the interests and welfare of the University as a whole or another college or school, such action may, after mutual conference, be appealed to the Senate, and after a full hearing of the faculties, be negatived by a two-thirds vote of all the members of the Senate present, provided such vote is equal in number of one half of the members of the Senate in residence.
10. *The President of the University is the presiding officer of the Senate and names, subject to the approval of the Senate, its committees, with the exception of the Faculty Consultative Committee, which shall be elected by the members of the Senate. In the absence of the President, the Senate shall elect its chairman.
11. The Senate shall hold regular quarterly meetings at a time and place fixed by the president. Special meetings may be held upon the call of the president or upon the written request of ten members.
12. The title to all funds raised through the means of student organizations and activities is vested in the Board of Regents in trust for the purposes for which such funds were raised; but in the event an organization raising any such fund should cease to exist while such fund or any part thereof shall remain unexpended, or the specific purpose for which the fund was raised should fail, the Board of Regents will make such disposal of the fund as seem to it to be most equitable and just under the circumstances. Unless intended for investment the custody and expenditure of such funds are entrusted by the Board of Regents to the Senate and the Senate may establish committees to administer these funds with such participation by the students or alumni as members thereof as the Senate may determine. At the discretion of the Senate, or its committee if so authorized, the custody and expenditure of such funds may be left to the students, subject to the general supervision of the Senate or its committee. Any action taken by the Senate or by its committee with reference to any such fund or funds shall be reported to the Board of Regents and shall at all times be subject to its approval.

* Minutes 5-15-1952; Minutes B.R. 6-14-1952.

13. The Senate shall have the power to enact statutes, for the government of the students in those relations with the University which affect the University as a whole. Questions of jurisdiction as between the Senate and a college faculty shall be determined by the president.

14. Relations between the University and other universities and colleges, excepting such as are regulated by Article 9, shall be subject to the control of the Senate either directly or through its appropriate committee. Where such relations involve athletics or other student activities, the committee may include such a representation of students or alumni as the Senate determines; or the committee may act in conjunction with student and alumni organizations if the Senate thinks best.

15. Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

BY-LAWS

I.* Audio-Visual Aids

There shall be a standing Committee on Audio-visual Aids. It shall consist of not less than seven members and shall include the head of the university department charged with the responsibility for coordinating the various audio-visual services. Its duties shall include the formulation of university policies concerning the production, supply, use, and distribution of audio-visual aids.

II.** Business and Rules

There shall be a standing Committee on Business and Rules, which shall consist of four voting members of the Senate and the clerk of the Senate who shall serve as clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate, and to recommend the disposition of business which appears in its judgment to be not germane to the purposes of the Senate. It shall prepare the agenda for each meeting of the Senate and cause copies thereof to be distributed to each voting member of the Senate prior to the opening of the meeting.

Items of new business presented at a Senate meeting by individual voting members of the Senate shall be referred to this committee for consideration and presentation at the next regular meeting of the Senate, but such business may be considered and voted on at the meeting at which it is introduced, by a majority vote of the voting members of the Senate present and voting on a proposal for immediate consideration.

The committee may recommend amendments of existing by-laws or standing rules, or the adoption of new by-laws or standing rules.

Nothing herein contained shall limit the right to immediate consideration of, and action upon, any matter for whose consideration a special meeting has been called in accordance with section 11 of the constitution.

* Minutes 2-19-1948.

** Minutes 11-8-1951.

III-
Debate and Oratory

There shall be a standing Committee on Debate and Oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

IV.
*Education

There shall be a standing Committee on Education composed of at least nine members. It shall seek ways in which the total educational work of the University may be improved, and make recommendations appropriate to this end.

V.
**Faculty Consultative Committee

There shall be a Faculty Consultative Committee composed of seven elective members, and if no member is elected from either the St. Paul campus or the Duluth Branch, then the elected members shall appoint one for each of the foregoing not represented by an elected member. No person shall be either an elected or appointed member who is not a voting member of the Senate or who is a member of the Administrative Committee. Elected members shall serve for three years. Appointive members shall serve for one year. No non-voting member of the Senate shall participate in the nomination and election of members of the Committee. The Committee shall represent the faculty-at-large and not individual schools, colleges, or departments of the University.

The first elected members shall serve for the following terms: 2 for one year; 2 for two years; and 3 for three years. Members elected after the first year shall serve for three years. Elected members shall be chosen in the following manner. The Clerk of the Senate shall mail to each Senate member eligible to participate in the nomination and election of Committee members a call to nominate not more than twice the number of members to be elected. All nominations shall be returned to him. He shall then determine the availability of persons nominated until he has found twice the number to be chosen available for submission on the final election ballot. No person shall appear on the ballot who has received fewer votes on the nominating ballots than any person not appearing on the final election ballot for any reason other than non-availability; but, in case of a tie for the last position on the final election ballot all tied candidates shall be deemed nominated in which case the number of candidates shall be adjusted to reflect that fact. The Clerk shall distribute final election ballots to all eligible voters, who shall return their ballots to him. The election procedure herein set forth shall be held and completed during a period commencing February 15 and ending April 15. Two weeks shall be allowed for return of both nomination and final election ballots. In case of a tie in the final election the Clerk shall choose the successful candidate by lot. Persons elected to membership during one year shall commence their term of office on the first day of the succeeding fiscal year of the University. The President of the University shall appoint the Chairman of the Committee; only an elected member may serve in that capacity. In case of a vacancy the elected members shall fill it for the remainder of the term by a majority vote. Consecutive service by elected members shall not exceed two terms; service as an elected member filling a vacancy caused by withdrawal of an elected member shall constitute service for a term if such service was for a year or more. The consecutive service of an appointed member shall not exceed six years.

* Minutes 5-15-1952.

** Minutes 11-20-1952.

The Committee shall meet with the President at regular times to discuss matters of policy relating to instruction, research, personnel, service functions, and the budget. It shall be empowered to appoint subcommittees or employ other devices which it regards as appropriate in initiating and furthering communication between the faculty and the President. It shall report to the Senate at least once each year.

VI.

**Institutional Relationships

There shall be a standing Committee on Institutional Relationships, to consist of at least seven members, whose chief concern shall be the relation of the University to other institutions of learning. This committee shall review all matters which affect these relations of the University. It shall also serve as an advisory intra-university relations committee on admission requirements, graduation requirements, credit allowances, and other matters which affect relations among the several colleges or departments of the University. It shall determine and report to any college proposing changes in these areas, the probable effect of the change on other colleges or departments of the University, other Minnesota colleges, or Minnesota secondary schools. The committee shall also promote articulation between the University and other educational institutions of the state and develop plans for making the University more helpful to them. It shall represent the University in determining the accreditation accorded Minnesota schools and colleges. It may also represent the University in conferences with educational associations and agencies.

VII.

*Institutional Research

There shall be a standing Committee on Institutional Research composed of at least ten members. It shall advise the Bureau of Institutional Research with respect to the studies to be undertaken by the Bureau, the studies to be given priority, and any basic questions of policy or procedure connected with the Bureau's activities.

VIII.

**Intercollegiate Athletics

Section 1: There shall be a standing Committee on Intercollegiate Athletics which shall be composed of fourteen members: seven faculty members, of which one shall be the University Conference Representative, to be appointed by the President of the University, subject to the approval of the University Senate; and the Vice President, Business Administration and the Director of Physical Education and Athletics, and a member of the Athletic Committee of the Duluth Branch of the University as ex officio members; two alumni members to be nominated by the Board of Directors of the Minnesota Alumni Association and appointed by the President of the University, subject to the approval of the University Senate; two student members to be recommended by the All-University Congress and appointed by the President, subject to the approval of the University Senate.

Section 2: The committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics, shall be chair-

* Minutes 5-25-1950, 5-15-1952.

** Minutes 5-15-1952, 11-19-1953.

man to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to intercollegiate contests.

Section 3: 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 all athletic funds is vested in the Office of the Vice President, Business Administration.

Section 4: The physical care of Northrop Field, Memorial Stadium, the Field House and all campus space devoted to athletics is transferred to the Buildings and Grounds office.

Section 5: The Committee shall appoint a Sub-Committee on Eligibility which shall determine the students eligible to represent the University in intercollegiate sports under the Rules and Regulations of the Western Conference. The Committee may revise any action of the Sub-Committee.

Section 6: The Director of Physical Education and Athletics shall act as the executive secretary of the committee and be entitled to vote on all matters excepting questions of eligibility.

Section 7: The Director of Physical Education and Athletics shall be appointed by the Board of Regents upon nomination of the president.

Section 8: All coaches, managers, and assistant managers shall be nominated by the director and upon the approval of the president shall be appointed by the Board of Regents.

Section 9: The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of intercollegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, including all schedules of games, subject to the supervision of the University Senate.

Section 10: The president at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

IX. *Judicial

There shall be a standing committee of five members to be known as the Judicial Committee. Its powers, duties, and procedures are set forth in the Regulations Concerning Faculty Tenure.

X. Library

There shall be a standing committee on library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection

with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

XI.

*Necrology

There shall be a standing Committee on Necrology consisting of seven members. It shall prepare and present to the Senate suitable memorials of deceased faculty members and former faculty members.

XII.

**Recreation

There shall be a standing Committee on Recreation. It shall consist of five faculty members and six students. The chairman of this committee and one student member of the committee shall also be at the same time members of the Senate Committee on Student Affairs. To facilitate coordination of the respective committee programs, the Committee on Recreation shall hold at least one annual meeting with the Senate Committee on Student Affairs. It shall establish general policies concerned with the development of recreational facilities and programs for students, but such policies shall be administered and coordinated through the appropriate officers and agencies.

It shall be empowered to make recommendations regarding the operation of recreation programs to the Recreation Coordinating Council, to the Senate Committee on Student Affairs, and to any other standing committee, department, or agency.

XIII.

***Reserve Officers Training Corps

There shall be a standing Committee on ROTC consisting of nine staff members, two students (representing the All-University Congress and the Interfraternity Council), and two alumni. Its functions shall be to maintain liaison between the Departments of Military Science and Tactics, Naval Science, and Air Science and Tactics and the University Senate and to give continuing consideration to the problems confronting these departments.

XIV.

****Student Affairs

There shall be a standing Committee on Student Affairs of at least twenty-six members consisting of faculty, students, alumni, and administrators; student members shall exceed by at least one the total of other members. It shall have supervision of all those students' affairs and student organizations within the jurisdiction of the Senate not within the control or supervision of any other standing committee. It shall maintain supervision over the financial affairs of all student organizations over which the University has control. It shall have supervision of all publications issued by students.

-
- * Minutes 11-9-1950, 10-28-1926.
 - ** Minutes 5-27-1948, 5-15-1952
 - *** Minutes 11-9-1950.
 - **** Minutes 5-15-1952.

XV.

*Student Scholastic Standing

There shall be a standing Committee on Student Scholastic Standing. It shall consist of the chairman of the appropriate committee, or representative appointed by the administrator, of each of the separate colleges and collegiate schools. In addition, the Office of the Dean of Admissions and Records and the Office of the Dean of Students shall each have a representative on the committee. The duties of the committee shall be to study and to recommend to the University Senate such general rules and regulations concerning students' scholastic standing as may be needed on a University-wide basis; It shall also correlate and harmonize so far as may be consistent with the special needs and conditions of the various colleges, the administration of the regulations of the colleges concerning student scholastic standing with the administration of the University Senate rules and regulations dealing therewith.

XVI.

*University Functions

There shall be a standing Committee on University Functions. It shall consist of at least twelve members. Its duties shall be to plan and advise with respect to commencements and other all-University functions.

XVII.

*University Printing and Publications

There shall be a standing Committee on University Printing and Publications. It shall consist of eight members: the Vice President of Business Administration, the Recorder, the Director of University Relations, the Agricultural Extension Editor, three other members of the Senate, and a representative of the student body. It shall be its duty to set standards for all catalogs, bulletins, and other official publications, also the stationery of the University and of the various colleges, schools, and departments of the University; to advise with regard to the admissibility of new publications or printing to the lists of official publications or printing of the University and its colleges, schools, and departments; and in general to supervise University printing with a view of encouraging and promoting economical and efficient practices.

XVIII.

The president shall have the power to increase the number of members that shall constitute the committees for any year whenever he deems it for the best interests of the University to do so.

* Minutes 5-15-1952.

T. E. Pettengill,
Clerk of the Senate

Redraft of By-Laws, Proposed New Constitution of the Senate
(The proposed Constitution draft dated January, 1954)
(Constitution III)

I. (New)

1. By-Laws to the Constitution of the University Senate shall be enacted by simple majority vote of all voting members of the Senate.
2. If a By-Law includes in its subject-matter the outline and scope of the administrative authority to be exercised by a standing or special committee of the Senate, such By-Law shall not become effective until the day after its approval by the President.

II. (New)

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the Secretary and the Clerk of the Senate and shall be available for inspection by all members of the University staff.

III. (New)

1. All committees of the Senate shall report on their activities once in each academic year by submitting a progress report to the Senate through the Secretary of the Senate. These reports shall be distributed by the Clerk of the Senate to all members of that body in advance of the last meeting of the Senate for the academic year in question.

IV. (New)

1. Any committee of the Senate shall be required, upon simple majority vote, to report to that body at its next meeting, whether regular or special, on matters placed in the charge of such committee.

V. (New)

1. A simple majority of its membership shall constitute a quorum of the Senate.

VI. (New)

1. The Senate shall review the provisions of Article V, Section 3, of the Constitution of the Senate at the end of five years following the effective date of that Constitution, in order to determine whether changes should be made in the formula utilized in the election of members of the Senate.

VII. (New)

1. The Clerk of the Senate shall be the custodian of its records, shall circulate the agenda and minutes of Senate meetings, and shall perform such additional functions as shall be outlined for him in the By-laws.

VIII. (Rev) #

1. For the purpose of selecting members to the Senate, qualified faculty members shall vote as members within each of the following institutes, colleges, and schools of collegiate rank: (1) Agriculture, (2) Business Administration, (3) Child Welfare, (4) Dentistry, (5) Duluth Branch, (6) Education, (7) Extension Division, (8) General College, (9) Law, (10) Medical Sciences, (11) Pharmacy, (12) Science, Literature and the Arts, (13) Technology.

IX. *

Audio-Visual Aids

1. There shall be a Standing Committee on Audio-visual Aids. It shall consist of not less than seven members and shall include the head of the university department charged with the responsibility for coordinating the various audio-visual services. Its duties shall include the formulation of university policies concerning the production, supply, use, and distribution of audio-visual aids.

X. **

Business and Rules

1. There shall be a standing Committee on Business and Rules, which shall consist of four members of the Senate and the Clerk of the Senate who shall serve as clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate, and to recommend the disposition of business which appears in its judgment to be not germane to the purposes of the Senate. It shall prepare the agenda for each meeting of the Senate and cause copies thereof to be distributed to each member of the Senate prior to the opening of the meeting.
2. Items of new business presented at a Senate meeting by individual members shall be referred to this committee for consideration and presentation at the next regular meeting of the Senate, but such business may be considered and voted on at the meeting at which it is introduced, by a majority vote of the (voting) members of the Senate, present and voting on a proposal for immediate consideration.
3. The committee may recommend amendments of existing by-laws or standing rules, or the adoption of new by-laws or standing rules.
4. Nothing herein contained shall limit the right to immediate consideration of, and action upon, any matter for whose consideration a special meeting has been called in accordance with Article III, section 12 of this Constitution.

XI.

Debate and Oratory

1. There shall be a standing Committee on Debate and Oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

* Minutes 2-19-1948, p. 35

** Minutes 11-8-1951, p. 12.

For Addenda to VIII,
see page 8.

XII. *

Education

1. There shall be a standing Committee on Education composed of at least nine members. It shall seek ways in which the total educational work of the University may be improved, and make recommendations appropriate to this end.

XIII. **

Faculty Consultative Committee

1. The first elected members of the Faculty Consultative Committee shall serve for the following terms; 2 for one year; 2 for two years; and 3 for three years. Members elected after the first year shall serve for three years.
2. Elected members shall be chosen in the following manner. The Clerk of the Senate shall mail to each faculty member who is a qualified voter for Senate members a call to nominate not more than twice the number of members to be elected to the Faculty Consultative Committee. All nominations shall be returned to him. He shall then determine the availability of persons nominated until he has found twice the number to be chosen available for submission on the final election ballot. No person shall appear on that ballot who has received fewer votes on the nominating ballots than any person not appearing on the final election ballot for any reason other than non-availability; but, in case of a tie for the last position on the final election ballot all tied candidates shall be deemed nominated in which case the number of candidates shall be adjusted to reflect that fact. The Clerk shall distribute final election ballots to all eligible voters, who shall return their ballots to him. The election procedure herein set forth shall be held and completed during a period commencing February 15 and ending April 15. Two weeks shall be allowed for return of both nomination and final election ballots. In case of a tie in the final election the Clerk shall choose the successful candidate by lot. Persons elected to membership during one year shall commence their term of office on the first day of the succeeding fiscal year of the University. The President of the University shall appoint the Chairman of the Committee; only an elected member may serve in that capacity. In case of a vacancy the elected members shall fill it for the remainder of the term by a majority vote. Consecutive service by elected members shall not exceed two terms; service as an elected member filling a vacancy caused by withdrawal of an elected member shall constitute service for a term if such service was for a year or more. The consecutive service of an appointed member shall not exceed six years.

XIV. ***

Institutional Relationships

1. There shall be a standing Committee on Institutional Relationships, to consist of at least seven members, whose chief concern shall be the relation of the University to other institutions of learning. This committee shall review all matters which affect these relations of the University. It shall also serve as an advisory intra-university relations committee on admission requirements, graduation requirements, credit allowances, and other matters which affect relations among the several colleges or departments of the University. It shall

* Minutes 5-15-52, p. 48.
 ** Minutes 11-20-52, p. 16.
 *** Minutes 5-15-52, p. 51.

XIV.

Institutional Relationships (cont.)

determine and report to any college proposing changes in these areas, the probable effect of the change on other colleges or departments of the University, other Minnesota colleges, or Minnesota secondary schools. The committee shall also promote articulation between the University and other educational institutions of the state and develop plans for making the University more helpful to them. It shall represent the University in determining the accreditation accorded Minnesota schools and colleges. It may also represent the University in conferences with educational associations and agencies.

XV. *

Institutional Research

1. There shall be a standing Committee on Institutional Research composed of at least ten members. It shall advise the Bureau of Institutional Research with respect to the studies to be undertaken by the Bureau, the studies to be given priority, and any basic questions of policy or procedure connected with the Bureau's activities.

XVI.

Intercollegiate Athletics

1. ** There shall be a standing Committee on Intercollegiate Athletics which shall be composed of fourteen members: seven faculty members, of which one shall be the University Conference Representative, to be appointed by the President of the University, subject to the approval of the Senate; and the Vice President, Business Administration and the Director of Physical Education and Athletics, and a member of the Athletic Committee of the Duluth Branch of the University as ex officio members; two alumni members to be nominated by the Board of Directors of the Minnesota Alumni Association and appointed by the President of the University, subject to the approval of the Senate; two student members to be recommended by the All-University Congress and appointed by the President, subject to the approval of the Senate.
2. The Committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics shall be chairman, to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to inter-collegiate contests.
3. *** 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 all athletic funds is vested in the Office of the Vice President, Business Administration.

* Minutes 5-15-52, p. 49.

** Minutes 5-15-52, p. 49.

*** Minutes 5-15-52, p. 49.

4. The physical care of Northrop Field, Memorial Stadium, the Field House and all campus space devoted to athletics is transferred to the Physical Plant Office.
- 5.* The Committee shall appoint a Sub-Committee on Eligibility which shall determine the students eligible to represent the University in intercollegiate sports under the Rules and Regulations of the Western Conference. The Committee may revise any action of the Sub-Committee.
6. The Director of Physical Education and Athletics shall act as the executive secretary of the Committee and be entitled to vote on all matters excepting questions of eligibility.
7. The Director of Physical Education and Athletics shall be appointed by the Regents upon nomination of the President.
8. All coaches, managers, and assistant managers shall be nominated by the director and upon the approval of the President shall be appointed by the Regents.
- 9.** The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of inter-collegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, including all schedules of games, subject to the supervision of the University Senate.
10. The President at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this will include all intramural athletics.

XVII. ***

Judicial

1. There shall be a standing committee of five members to be known as the Judicial Committee. Its powers, duties, and procedures are set forth in the Regulations Concerning Faculty Tenure.

XVIII.

Library

1. There shall be a standing committee on library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

* Minutes 11-19-53, p. .
 ** Minutes 11-19-53, p. .
 *** Minutes 11-20-52, p. 15.

XIX. *

Necrology

1. There shall be a standing Committee on Necrology consisting of seven members. It shall prepare and present to the Senate suitable memorials of deceased faculty members and former faculty members.

XX. **

Recreation

1. There shall be a standing Committee on Recreation. It shall consist of five faculty members and six students. The chairman of this committee and one student member of the committee shall also be at the same time members of the Senate Committee on Student Affairs. To facilitate coordination of the respective committee programs, the Committee on Recreation shall hold at least one annual meeting with the Senate Committee on Student Affairs. It shall establish general policies concerned with the development of recreational facilities and programs for students, but such policies shall be administered and coordinated through the appropriate offices and agencies.
2. It shall be empowered to make recommendations regarding the operation of recreation programs to the Recreation Coordinating Council, to the Senate Committee on Student Affairs, and to any other standing committee, department, or agency.

XXI. ***

Reserve Officer Training Corps

1. There shall be a standing Committee on ROTC consisting of nine staff members, two students (representing the All-University Congress and the Interfraternity Council), and the alumni. Its functions shall be to maintain liaison between the Departments of Military Science and Tactics, Naval Science, and Air Science and the ROTC units on campus.

XXII. (NEW)

Senate Committees

1. There shall be a standing Committee on Senate Committees consisting of five members. It shall review the number and scope of standing committees of the Senate and shall make appropriate recommendations thereon to the Senate.

* Minutes 11-9-1950, see also 10-28-1926

** Minutes 5-15-52, pp. 50-51

*** Minutes 11-9-1950.

XXIII. *

Student Affairs

1. There shall be a standing Committee on Student Affairs of at least twenty-six members consisting of faculty, students, alumni, and administrators; student members shall exceed by at least one the total of other members. It shall have supervision of all those students' affairs and student organizations within the jurisdiction of the Senate not within the control or supervision of any other standing committee. It shall maintain supervision over the financial affairs of all student organizations over which the University has control. It shall have supervision of all publications issued by students.

XXIV. **

Student Scholastic Standing

1. There shall be a standing Committee on Student Scholastic Standing. It shall consist of the chairman of the appropriate committee, or representative appointed by the administrator, of each of the separate colleges and collegiate schools. In addition, the Office of the Dean of Admissions and Records and the Office of the Dean of Students shall each have a representative on the committee. The duties of the committee shall be to study and to recommend to the University Senate such general rules and regulations concerning students' scholastic standing as may be needed on a University-wide basis; it shall also correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the regulations of the colleges concerning student scholastic standing with the administration of the University Senate rules and regulations dealing therewith.

XXV. ***

University Functions

1. There shall be a standing Committee on University Functions. It shall consist of at least twelve members. Its duties shall be to plan and advise with respect to commencements and other all-University functions.

XXVI. ****

University Printing and Publications

1. There shall be a standing Committee on University Printing and Publications. It shall consist of eight members, the Vice President of Business Administration, the Recorder, the Director of University Relations, the Agricultural Extension Editor, three other members of the Senate, and a representative of the student body. It shall be its duty to set standards for all catalogs, bulletings, and other official publications, also the stationery of the University and of the various colleges, schools, and departments of the University; to advise with regard to the admissibility of new publications or printing to the lists of official publications or printing of the University and its colleges, schools, and departments; and in general to supervise University printing with a view to encouraging and promoting economical and efficient practices.

* Minutes 5-15-52, p. 52.

** Minutes 5-15-52, p. 52.

*** Minutes 5-15-52, p. 53.

**** Minutes 5-15-52, p. 53.

XXVII (NEW)

University Administrative Committee

1. There shall be a committee of the Senate which shall be known as the University Administrative Committee, with such membership and responsibilities as are set forth in Article V section 1 of the Constitution of the Senate.

- - - - -

Addenda to By-law VIII:

2. Each administrative unit as designated shall make provision for the election of those members of its faculty who are to serve as members of the Senate in accordance with Article III, Section 8 of this Constitution.
3. Vacancies in the Senate caused by death, resignation, or separation from the University may or may not be filled, at the option of the faculty of the administrative unit, by special election on the part of the relevant group within the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty.

CONSTITUTION
AND BY-LAWS

OF THE
UNIVERSITY SENATE

Adopted by the

UNIVERSITY SENATE, May 20, 1954

BOARD OF REGENTS, June 12, 1954

MINNEAPOLIS

1955

14. Senate Committees

There shall be a standing committee of the Senate which shall be known as the Committee on Senate Committees, with such membership and responsibilities as are set forth in Article V, Section 4, of the Constitution of the Senate.

15. Student Affairs

There shall be a standing Committee on Student Affairs of at least twenty-six members, consisting of faculty, students, alumni, and administrators; student members shall exceed by at least one the total of other members. It shall have supervision of all those students' affairs and student organizations within the jurisdiction of the Senate and not within the control or supervision of any other standing committee. It shall maintain supervision over the financial affairs of all student organizations over which the University has control. It shall have supervision of all publications issued by students.

16. Student Scholastic Standing

There shall be a standing Committee on Student Scholastic Standing. It shall consist of the chairman of the appropriate committee, or representative appointed by the administrator, of each of the separate institutes, colleges, and schools of collegiate rank. In addition, the Office of the Dean of Admissions and Records and the Office of the Dean of Students shall each have a representative on the committee. The duties of the committee shall be to study and to recommend to the University Senate such general rules and regulations concerning students' scholastic standing as may be needed on a University-wide basis; it shall also correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the regulations of the colleges concerning student scholastic standing with the administration of the University Senate rules and regulations dealing therewith.

17. University Functions.

There shall be a standing Committee on University Functions. It shall consist of at least twelve members. Its duties shall be to plan and advise with respect to commencements and other all-University functions.

18. University Printing and Publications

There shall be a standing Committee on University Printing and Publications. It shall consist of eight members, the Vice President of Business Administration, the Recorder, the Director of University Relations, the Agricultural Extension Editor, three other members of the faculty, and a representative of the student body. It shall be its duty to set standards for all catalogs, bulletins, and other official publications, also the stationery of the University and of the various institutes, colleges, schools, departments and administrative units of the University; to advise with regard to the admissibility of new publications or printing to the lists of official publications or printing of the University and its institutes, colleges, schools, departments and administrative units; and in general to supervise University printing with a view to encouraging and promoting economical and efficient practices.

19. University Administrative Committee

There shall be a standing Committee of the Senate which shall be known as the University Administrative Committee, with such membership and responsibilities as are set forth in Article V, Section 1, of the Constitution of the Senate.

The University Senate Constitution

Article I. General Powers

1. Distribution of Powers Delegated by Regents

All matters relating to the educational and administrative affairs of the University, consistent with actions or policies of the Regents of the University of Minnesota heretofore or hereafter taken or established and including those incident to the management of the student body, are, for the purpose of effectuating the government of the University under and by the Regents, committed to the President, the University Senate, and the several faculties, as herein provided.

Article II. President of the University

1. Position and Authority

The President of the University shall be the representative of the Regents, the Senate, and the Faculties, and the chief executive officer of the University. He shall have general administrative authority over University affairs. He may suspend action taken by the Senate or by any college faculty and ask for a reconsideration of such action. If the President and the Senate or college faculty do not reach agreement on the action, the question may be appealed to the Regents, by the President, or by the Senate, or by the college faculty.

2. Consultation on Budget

The President, as chief executive officer of the University shall have final authority to make budgetary recommendations to the Regents. However, in view of the necessary weighing of educational policies and objectives involved, he shall consult with and ask for the recommendations of the University Administrative Committee and the Faculty Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

Article III. University Senate

1. Composition

The University Senate shall be composed of elected representatives of the faculties of the various institutes, colleges, and schools of collegiate rank, plus the members of the University Administrative Committee and the Faculty Consultative Committee, who shall serve *ex officio* as regular members of the Senate. Each member of the Senate shall represent the faculty and the University as a whole, as well as his own unit.

2. Powers in General

The Senate shall have general legislative authority over educational matters concerning the University as a whole, but not over the internal affairs of a single institute, college, or school of collegiate rank, except where these materially affect the interests of the University as a whole or the interests of other institutes, colleges, or schools.

3. Student Relations with the University

The Senate shall have the power to enact statutes for the government of the students in those relations with the University which affect the University as a whole.

4. Election of Senate Members

(a) The elected members of the Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors or associate professors shall jointly elect from their rank (professors and associate professors) one Senate member for each *ten* of their regular members or fraction of that number holding such rank. The regular members of each faculty who are assistant professors (including research associates) or instructors (including research fellows) shall jointly elect from their ranks one Senate member for each *forty* of their regular members or fraction of that number holding such rank.

(b) For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellow) and above shall be eligible to vote, providing that they hold *regular appointment* as defined in the *Regulations Concerning Academic Tenure* (as revised and re-adopted by the Regents July 11, 1952).

(c) The Committee on Business and Rules shall determine the status and faculty membership of any academic staff member not regularly attached to an existing faculty for purposes of voting for members of and serving as a representative in the Senate, under the provisions of Article I, Section 5, of the by-laws.

(d) Annual elections to the Senate shall be held no later than the 20th day of October. Faculty members elected to the Senate shall serve for one year and/or until their successors shall be elected and qualified. They shall be eligible for re-election.

5. Senate Officers

The President of the University shall be chairman of the Senate. A vice-chairman shall be elected by the Senate at its first meeting of the academic year from among its members for a term of one year. He shall be eligible for re-election. The President, with the consent of the Senate, shall appoint a Clerk of the Senate, who need not be a member of the Senate, and whose duties shall be prescribed in the by-laws.

6. Senate Agenda and Minutes

The agenda of each Senate meeting shall be distributed in advance to all Senate members and to all faculty members entitled to vote for Senate members. The minutes of Senate meetings shall also be distributed to all such Senate and faculty members. Matters under Senate jurisdiction, including proposed amendments to this constitution or by-laws, may be submitted by any Senate committee or Senate member or petition signed by any twenty voting members of the faculties, to the Committee on Business and Rules for placing on the agenda of the Senate.

7. Senate Meetings—Call—Quorum

The Senate shall hold regular meetings, at least twice in each quarter of the academic year, at a time and place determined by the President. Special meetings of the Senate may be held upon the call of the Presi-

dent or upon the written request of ten members of the Senate or of twenty voting members of the faculties. At any regular or special meeting of the Senate, a majority of the membership of the Senate shall constitute a quorum. Faculty members entitled to vote for Senate members may be present at Senate meetings but shall not be entitled to vote or make motions. Such faculty may, at their request and with the approval of the Senate, be given the privilege to speak on matters under consideration in which they have an interest.

Article IV. Composition of Senate Committees

1. Appointment of Committee Members

All members of standing or special committees of the Senate shall be appointed by the President and confirmed by the Senate, except as provided for in Article V, Section 2, of this constitution. Membership in the Senate shall not be prerequisite to such appointment.

2. Creation of Standing Committees

Subject to the provisions of Article V of this constitution, the Senate by appropriate by-laws may create standing committees, clothed with such responsibilities as the Senate has the power to confer. Members of such committees who are not members of the Senate, including student members, may be present at a meeting of the Senate during such time as a report of their committee is under discussion and may participate in such discussion, but shall not have the privilege of making motions or of voting.*

3. Creation of Special Committees

The Senate may create such special committees as it deems necessary for the execution of its responsibilities; such special committees shall be discharged upon the completion of their assigned duties.

4. Student Membership on Committees

Except as provided in Article V, Section 2, of this constitution, any special or standing committee of the Senate may propose appointment by the President of representatives of the student body to serve with the committee. Voting privileges in the committee and other rights of such student representatives shall be determined by each committee in question, except as provided for in such by-laws as specify the status of student members.

5. Increase of Committee Membership

The President shall have the power to increase the number of members that shall constitute any standing or special committee of the Senate, whenever he deems such action to be desirable, except as provided for in Article V, Section 2, of this constitution.

Article V. Special Standing Committees of the Senate

1. University Administrative Committee

There shall be a University Administrative Committee as a standing committee of the Senate. It shall be composed of the President, the Vice Presidents, the deans, and such other members of the University

* Interpretation: voted that reports of Senate Committees that have student members be grouped on the docket and that student members of all reporting committees be admitted to the Senate for the duration of discussion of all of these reports to minimize interruption of the meeting. *Senate Minutes*, 12-9-1954.

staff as may be added thereto by the President and approved by the Senate. The Administrative Committee 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 functions as may be delegated to it by the President or the Senate. It shall report regularly to the Senate.

2. Faculty Consultative Committee—Composition

There shall be a Faculty Consultative Committee as a standing committee of the Senate. This committee shall be composed of seven elected members, and, if no member is elected from either the St. Paul Campus or the Duluth Branch, the elected members shall appoint one for each of the foregoing not represented by an elected member. No person shall be either an elected or appointed member who is not a qualified voter for Senate members at the time of his election or appointment or who is a member of the University Administrative Committee. Elected members shall serve for terms of three years. Appointed members shall serve for terms of one year. Only those faculty members who hold regular appointment at the rank of professor or associate professor may be nominated for membership on or may vote for members of the Faculty Consultative Committee. The Committee shall represent the faculty at large and not individual institutes, colleges, schools, or departments of the University.

3. Faculty Consultative Committee—Functions

The Faculty Consultative Committee shall meet with the President at regular times to discuss matters of policy relating to instruction, research, personnel, service functions, and the budget. It shall be empowered to appoint subcommittees or employ other devices which it regards as appropriate in initiating and furthering communication between the faculty and the President. It shall report to the Senate at least once in each academic year.

4. Committee on Senate Committees

There shall be a standing Committee on Senate Committees consisting of five members. It shall review the number and scope of standing committees of the Senate and shall make appropriate recommendations thereon to the Senate but shall not have the power to appoint or recommend appointments to committees.

Article VI. Faculties of the Institutes, Colleges, and Schools

1. Composition of the Several Faculties

The faculty of each institute, college, or school of collegiate rank shall consist of the President, provost, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows). Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members.

2. Powers of the Several Faculties

Each faculty, or executive faculty if so organized, shall control the internal affairs and policies of its own institute, college, or school, in-

cluding entrance requirements, curricula, instruction, examinations, grading, degrees, and disciplinary matters not within the jurisdiction of the All-University Disciplinary Committee.

Article VII. Relations with Other Institutions

Relations between the University of Minnesota and other educational institutions shall be subject to the control of the Senate, either directly or through appropriate committees.

Article VIII. Jurisdictional Questions

1. Inter-College Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the President and confirmed by the Senate. If such committee shall be unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the Senate for decision. Such decision may be appealed to the President.

2. Controversies between Senate and Individual Faculties

Controversies arising between the Senate or its committees and an institute, college, school faculty, or other division of the University shall be resolved by the President, after conference with representatives of the Senate and of the unit in question.

Article IX. Amending Procedure

1. Adoption of Amendments

Amendments to this constitution shall be approved by a two-thirds majority vote of all members of the Senate, at a regular or special meeting, provided the proposed amendment has been submitted, in writing, to each member of the Senate and to each faculty member entitled to vote for members of the Senate at least ten days prior to the date of the vote on the approval of the proposed amendment. Such amendments shall then be submitted in writing to those entitled to vote for members of the Senate and unless disapproved by at least one third of such members within thirty days by written vote, shall be submitted to the Regents for approval.

2. Effective Date

Amendments to this constitution shall be effective only after approval by the Regents and as of the day following the date of such approval.

Article X. Effective Date of Constitution

This constitution, having been adopted by the Senate, shall be in effect as of the day following the date of its approval by the Regents.

Article XI. Adoption of By-Laws

The Senate may enact, amend, or repeal by-laws by majority vote of all members of the Senate.

By-Laws

Article I. Senate Membership, Elections, and Officers

1. For the purpose of electing members to the Senate, qualified faculty members shall vote as members within each of the following units of the University: (1) Agriculture, (2) Business Administration, (3) Child Welfare, (4) Dentistry, (5) Duluth Branch, (6) Education, (7) Extension Division, (8) General College, (9) Law, (10) Medical Sciences, (11) Pharmacy, (12) Physical Education for Men, (13) Physical Education for Women, (14) Science, Literature, and the Arts, (15) Technology.
2. For the purpose of direct representation of the instructional and research interests of the Graduate School, the Executive Committee of the Graduate School shall designate each year from among the faculty members elected to the Senate as provided in Article III, Section 4, of the Constitution of the Senate, seven such members to serve as representatives of the Graduate School in the Senate, concurrently with their representation of the unit from which they have been elected.
3. (a) Each fall, on the basis of the September 30 payroll, and before October 10, the Clerk of the Senate shall prepare for each unit listed in Article I, Section 1, of these by-laws a list of all faculty members in that unit entitled to vote for Senate members and shall send the appropriate number of copies of this list to the administrative head of each unit. This list shall contain the name and indicate the rank of each professor, associate professor, assistant professor (including research associate), and instructor (including research fellow) on regular appointment as defined in Article III, Section 4 (b), of the Constitution of the Senate. (b) Between October 10 and October 20, each unit of the University designated in Article I, Section 1, of these by-laws shall conduct elections for Senate members. In each unit one group consisting of professors and associate professors on regular appointment shall choose the representatives to which it is entitled under Article III, Section 4, of the Constitution of the Senate. The other group, consisting of assistant professors (including research associates) and instructors (including research fellows) on regular appointment, shall choose the representatives to which it is entitled under Article III, Section 4, of the Constitution of the Senate. Each unit shall establish its own procedures for conducting these elections. The results of the elections shall be mailed to the Clerk of the Senate not later than October 23. (c) The names of all Senate members shall then be listed in the agenda of the first Senate meeting of the fall quarter and shall be distributed, as provided in Article III, Section 6, of the Constitution of the Senate, not later than November 5.
4. Vacancies in the Senate caused by death, resignation, or separation from the University may be filled, at the option of the faculty of the administrative unit, by special election on the part of the relevant group within the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty.
5. Any person holding regular appointment and eligible to vote for members of the Senate as specified in Article III, Section 4(b), of the Constitution of the Senate, but not attached to any voting unit as designated in Article I, Section 1, of these by-laws, may apply in writing to the Committee on Business and Rules for a determination of his status for voting for members of the election to the Senate. It shall be the duty

of the Committee on Business and Rules to classify such a staff member with one of the voting units specified in Article I, Section 1, of these by-laws in view of factors which the Committee on Business and Rules considers to be relevant to such classification.

6. The Senate shall review the provisions of Article III, Section 4(a), of the Constitution of the Senate at the end of five years following the effective date of the Constitution, in order to determine whether changes should be made in the formula utilized in the election of members of the Senate.
7. The Clerk of the Senate shall be the custodian of its records, shall circulate the agenda and minutes of Senate meetings as directed by the Committee on Business and Rules, and shall perform such additional functions as shall be assigned to him in the by-laws or by the President.

Article II. General Rules for All Senate Committees

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the Clerk of the Senate and shall be available for inspection by all members of the University faculty eligible to vote for members of the Senate.
2. Any committee of the Senate may be required, upon majority vote of the Senate, to report to that body at its next meeting, whether regular or special, on matters placed in the charge of such committee.

Article III. Creation, Composition, and Functions of Standing Committees

1. Audio-Visual Aids

There shall be a standing Committee on Audio-Visual Aids. It shall consist of not less than seven members and shall include the head of the University department charged with the responsibility for coordination of the various audio-visual services. Its duties shall include the formulation of University policies concerning the production, supply, use, and distribution of audio-visual aids.

2. Business and Rules

(a) There shall be a standing Committee on Business and Rules, which shall consist of four members of the Senate and the Clerk of the Senate who shall serve as clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate, and to recommend the disposition of business which appears in its judgment to be not germane to the purposes of the Senate. It shall prepare the agenda for each meeting of the Senate and cause copies thereof to be distributed under the provisions of Article III, Section 6, of the Constitution of the Senate.

(b) Items of new business presented at a Senate meeting by individual members shall be referred to this committee for consideration and presentation at the next regular meeting of the Senate, but such business may be considered and voted on at the meeting at which it is introduced, by a majority vote of the members of the Senate, present and voting on a proposal for immediate consideration.

(c) The committee may recommend amendments of existing by-laws or standing rules, or the adoption of new by-laws or standing rules.

(d) Nothing herein contained shall limit the right of immediate con-

sideration of, and action upon, any matter for whose consideration a special meeting has been called in accordance with Article III, Section 7, of the Constitution of the Senate.

3. Debate and Oratory

There shall be a standing Committee on Debate and Oratory. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

4. Education

There shall be a standing Committee on Education composed of at least nine members. It shall seek ways in which the total educational work of the University may be improved, and make recommendations appropriate to this end.

5. Faculty Consultative Committee

There shall be a standing committee to be known as the Faculty Consultative Committee composed as specified in Article V, Section 2, of the Constitution of the Senate. Elected members of this Committee shall serve for three years and shall be chosen in the following manner. The Clerk of the Senate shall mail to each faculty member on regular appointment who holds the rank of professor or associate professor a call to nominate not more than twice the number of members to be elected to the Faculty Consultative Committee. All nominations shall be returned to him. He shall then determine the availability of persons nominated until he has found twice the number to be chosen available for submission on the final election ballot. No person shall appear on that ballot who has received fewer votes on the nominating ballots than any person not appearing on the final election ballot for any reason other than non-availability; but, in case of a tie for the last position on the final election ballot, all tied candidates shall be deemed nominated, in which case the number of candidates shall be adjusted to reflect that fact. The Clerk shall distribute final election ballots to all eligible voters, who shall return their ballots to him. The election procedure herein set forth shall be held and completed during a period commencing February 15 and ending April 15. Two weeks shall be allowed for return of both nomination and final ballots. In case of a tie in the final election the Clerk shall choose the successful candidate by lot. Persons elected to membership during one year shall commence their term of office on the first day of the succeeding fiscal year of the University. The President of the University shall appoint the chairman of the Committee; only an elected member may serve in that capacity. In case of a vacancy the elected members shall fill it for the remainder of the term by a majority vote. Consecutive service by elected members shall not exceed two terms; service as an elected member, filling a vacancy caused by withdrawal of an elected member shall constitute service for a term if such service was for a year or more. The consecutive service of an appointed member shall not exceed six years.

6. Institutional Relationships

There shall be a standing Committee on Institutional Relationships, to consist of at least seven members, whose chief concern shall be the relation of the University to other institutions of learning. This committee shall review all matters which affect these relations of the University. It shall also serve as an advisory intra-university relations committee on admission requirements, graduation requirements,

credit allowances, and other matters which affect relations among the several colleges or departments of the University. It shall determine and report to any college proposing changes in these areas, the probable effect of the change on other colleges or departments of the University, other Minnesota colleges, or Minnesota secondary schools. The committee shall also promote articulation between the University and other educational institutions of the state and develop plans for making the University more helpful to them. It shall represent the University in determining the accreditation accorded Minnesota schools and colleges. It may also represent the University in conferences with educational associations and agencies.

7. Institutional Research

There shall be a standing Committee on Institutional Research composed of at least ten members. It shall advise the Bureau of Institutional Research with respect to the studies to be undertaken by the Bureau, the studies to be given priority, and any basic questions of policy or procedure connected with the Bureau's activities.

8. Intercollegiate Athletics

(a) There shall be a standing Committee on Intercollegiate Athletics which shall be composed of fourteen members: seven faculty members, of which one shall be the University Conference Representative, to be appointed by the President of the University, subject to the approval of the Senate; and the Vice President, Business Administration, and the Director of Physical Education and Athletics, and a member of the Athletic Committee of the Duluth Branch of the University as *ex officio* members; two alumni members to be nominated by the Board of Directors of the Minnesota Alumni Association and appointed by the President of the University, subject to the approval of the Senate; two student members to be recommended by the All-University Congress and appointed by the President, subject to the approval of the Senate.

(b) The Committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics shall be chairman, to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to inter-collegiate contests.

(c) 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 all athletic funds shall be vested in the office of the Vice President, Business Administration.

(d) The physical care of Northrop Field, Memorial Stadium, the Field House, and all campus space devoted to athletics shall be the responsibility of the Physical Plant Department.

(e) The Committee shall appoint a sub-committee on eligibility which shall determine the students eligible to represent the University in intercollegiate sports under the *Rules and Regulations of the Western Conference*. The Committee may revise any action of the sub-committee.

(f) The Director of Physical Education and Athletics shall act as the executive secretary of the Committee and be entitled to vote on all matters excepting questions of eligibility.

(g) The Director of Physical Education and Athletics shall be appointed by the Regents upon nomination of the President.

(h) All coaches, managers, and assistant managers shall be nominated by the director and upon the approval of the President shall be appointed by the Regents.

(i) The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of inter-collegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, including all schedules of games, subject to the supervision of the University Senate.

(j) The President at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

(k) All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this shall include all intramural athletics.

9. Judicial

There shall be a standing committee of five members to be known as the Judicial Committee. Its powers, duties, and procedures are set forth in the *Regulations Concerning Faculty Tenure* (as revised and re-adopted by the Regents July 11, 1952).

10. Library

There shall be a standing Committee on Library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

11. Necrology

There shall be a standing Committee on Necrology consisting of seven members. It shall prepare and present to the Senate suitable memorials of deceased faculty members and former faculty members.

12. Recreation

(a) There shall be a standing Committee on Recreation. It shall consist of five faculty members and six students. The chairman of this committee and one student member of the committee shall also be at the same time members of the Senate Committee on Student Affairs. To facilitate co-ordination of the respective committee programs, the Committee on Recreation shall hold at least one annual meeting with the Senate Committee on Student Affairs. It shall establish general policies concerned with the development of recreational facilities and programs for students, but such policies shall be administered and co-ordinated through the appropriate offices and agencies.

(b) It shall be empowered to make recommendations regarding the operation of recreation programs to the Recreation Co-ordinating Council, to the Senate Committee on Student Affairs, and to any other standing committee, department, or agency.

13. Reserve Officer Training Corps

There shall be a standing Committee on ROTC consisting of nine staff members, two students (representing the All-University Congress and the Interfraternity Council), and two alumni. Its functions shall be to maintain liaison between the Departments of Military Science and Tactics, Naval Science, and Air Science and Tactics, and the University Senate, and to give continuing consideration to the problems confronting these departments.

over which the Senate has jurisdiction. It shall establish general policies concerning the development of recreational facilities and programs for students, but such policies shall be administered and coordinated through the appropriate officers and agencies. It shall be empowered to make recommendations regarding the operation of recreation programs to the Recreation Co-ordinating Council and to any standing committee, department, or agency concerned with such programs.

13. Student Scholastic Standing

There shall be a standing Committee on Student Scholastic Standing. It shall consist of the chairman of the appropriate committee, or representative appointed by the administrator, of each of the separate institutes, colleges, and schools of collegiate rank. In addition, the Office of the Dean of Admissions and Records and the Office of the Dean of Students shall each have a representative on the committee. The duties of the committee shall be to study and to recommend to the University Senate such general rules and regulations concerning students' scholastic standing as may be needed on a University-wide basis; it shall also correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the regulations of the colleges concerning student scholastic standing with the administration of the University Senate rules and regulations dealing therewith.

14. University Functions

There shall be a standing Committee on University Functions. It shall consist of at least twelve members. Its duties shall be to plan and advise with respect to commencements and other all-University functions.

15. University Printing and Publications

There shall be a standing Committee on University Printing and Publications. It shall consist of eight members, the Vice President of Business Administration, the Recorder, the Director of University Relations, the Agricultural Extension Editor, three other members of the faculty, and a representative of the student body. It shall be its duty to set standards for all catalogs, bulletins, and other official publications, also the stationery of the University and of the various institutes, colleges, schools, departments and administrative units of the University; to advise with regard to the admissibility of new publications or printing to the lists of official publications or printing of the University and its institutes, colleges, schools, departments and administrative units; and in general to supervise University printing with a view to encouraging and promoting economical and efficient practices.

16. University Administrative Committee

There shall be a standing Committee of the Senate which shall be known as the University Administrative Committee, with such membership and responsibilities as are set forth in Article V, Section 1, of the Constitution of the Senate.

17. University General Extension

There shall be a standing committee on University General Extension. It shall consist of not less than seven members, and shall include the Dean of the General Extension Division. Its function shall be to consider and review the policies and activities of the General Extension Division, to correlate these with other University academic policies and activities, and to make appropriate recommendations.

UNIVERSITY OF MINNESOTA

**CONSTITUTION
AND BY-LAWS**

OF THE

UNIVERSITY SENATE

MINNEAPOLIS

January 1960

The University Senate Constitution *

Article I. General Powers

1. Distribution of Powers Delegated by Regents

All matters relating to the educational and administrative affairs of the University, consistent with actions or policies of the Regents of the University of Minnesota heretofore or hereafter taken or established and including those incident to the management of the student body, are, for the purpose of effectuating the government of the University under and by the Regents, committed to the President, the University Senate, and the several faculties, as herein provided.

Article II. President of the University

1. Position and Authority

The President of the University shall be the representative of the Regents, the Senate, and the Faculties, and the chief executive officer of the University. He shall have general administrative authority over University affairs. He may suspend action taken by the Senate or by any college faculty and ask for a reconsideration of such action. If the President and the Senate or college faculty do not reach agreement on the action, the question may be appealed to the Regents, by the President, or by the Senate, or by the college faculty.

2. Consultation on Budget

The President, as chief executive officer of the University shall have final authority to make budgetary recommendations to the Regents. However, in view of the necessary weighing of educational policies and objectives involved, he shall consult with and ask for the recommendations of the University Administrative Committee and the Faculty Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

Article III. University Senate

1. Composition

The University Senate shall be composed of (a) elected representatives of the faculties of the various institutes, colleges, schools of collegiate rank, and the Mayo Foundation, and (b) the members of the University Administrative Committee and the Faculty Consultative Committee, who shall serve *ex officio* as regular members of the Senate. Each member of the Senate shall represent the faculty and the University as a whole, as well as his own unit.

2. Powers in General

The Senate shall have general legislative authority over educational matters concerning the University as a whole, but not over the internal affairs of a single institute, college, or school of collegiate rank, except where these materially affect the interests of the University as a whole or the interests of other institutes, colleges, or schools.

3. Student Relations with the University

The Senate shall have the power to enact statutes for the government of the students in those relations with the University which affect the University as a whole.

4. Election of Senate Members

(a) The elected members of the Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors or associate professors shall jointly elect from their rank (professors and associate professors) one Senate member for each *ten* of their regular members or fraction of that number holding such rank. The regular members of each faculty who are assistant professors (including research associates) or instructors (including research fellows) shall jointly elect from their ranks one Senate member for each *forty* of their regular members or fraction of that number holding such rank. The provisions hereof shall not apply to the election of the representatives of the Mayo Foundation.

(b) For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellow) and above shall be eligible to vote, providing that they hold *regular appointment* as defined in the *Regulations Concerning Academic Tenure* (as revised and re-adopted by the Regents July 11, 1952). The provisions hereof shall not apply to the election of the representatives of the Mayo Foundation.

(c) The Mayo Foundation shall be entitled to four elected representatives. Three of them shall be elected by faculty members who are professors or associate professors, and one by faculty members who are assistant professors (including research associates) and instructors (including research fellows). Each group shall elect as its representatives persons belonging to it. All representatives shall be elected by secret ballot.

(d) The Committee on Business and Rules shall determine the status and faculty membership of any academic staff member not regularly attached to an existing faculty for purposes of voting for members of and serving as a representative in the Senate.

(e) Annual elections to the Senate shall be held no later than the 20th day of October. Faculty members elected to the Senate shall serve for one year and/or until their successors shall be elected and qualified. They shall be eligible for re-election.

5. Senate Officers

The President of the University shall be chairman of the Senate. A vice-chairman shall be elected by the Senate at its first meeting of the academic year from among its members for a term of one year. He shall be eligible for re-election. The President, with the consent of the Senate, shall appoint a clerk of the Senate, who need not be a member of the Senate, and whose duties shall be prescribed in the by-laws.

6. Senate Agenda and Minutes

The agenda of each Senate meeting shall be distributed in advance to all Senate members and to all faculty members entitled to vote for Senate members. The minutes of Senate meetings shall also be distributed to all such Senate and faculty members. Matters under Senate jurisdiction, including proposed amendments to this constitution or by-laws, may be submitted by any Senate committee or Senate member or petition signed by any twenty voting members of the faculties, to the Committee on Business and Rules for placing on the agenda of the Senate.

* Adopted: University Senate, May 20, 1954; Board of Regents, June 12, 1954.
Amended: University Senate, December 13, 1956; Board of Regents, February 8, 1957.

7. Senate Meetings—Call—Quorum

The Senate shall hold regular meetings, at least twice in each quarter of the academic year, at a time and place determined by the President. Special meetings of the Senate may be held upon the call of the President or upon the written request of ten members of the Senate or of twenty voting members of the faculties. At any regular or special meeting of the Senate, a majority of the membership of the Senate shall constitute a quorum. Faculty members entitled to vote for Senate members may be present at Senate meetings but shall not be entitled to vote or make motions. Such faculty may, at their request and with the approval of the Senate, be given the privilege to speak on matters under consideration in which they have an interest.

Article IV. Composition of Senate Committees

1. Appointment of Committee Members

All members of standing or special committees of the Senate shall be appointed by the President and confirmed by the Senate, except as provided for in Article V, Section 2, of this constitution. Membership in the Senate shall not be prerequisite to such appointment.*

2. Creation of Standing Committees

Subject to the provisions of Article V of this constitution, the Senate by appropriate by-laws may create standing committees, clothed with such responsibilities as the Senate has the power to confer. Members of such committees who are not members of the Senate, including student members, may be present at a meeting of the Senate during such time as a report of their committee is under discussion and may participate in such discussion, but shall not have the privilege of making motions or of voting.**

3. Creation of Special Committees

The Senate may create such special committees as it deems necessary for the execution of its responsibilities; such special committees shall be discharged upon the completion of their assigned duties.

4. Student Membership on Committees

Except as provided in Article V, Section 2, of this constitution, any special or standing committee of the Senate may propose appointment by the President of representatives of the student body to serve with the committee. Voting privileges in the committee and other rights of such student representatives shall be determined by each committee in question, except as provided for in such by-laws as specify the status of student members.

5. Increase of Committee Membership

The President shall have the power to increase the number of members that shall constitute any standing or special committee of the Senate, whenever he deems such action to be desirable, except as provided for in Article V, Section 2, of this constitution.

* Suggested that the chairmen prior to making membership recommendations to the President: (a) Give greater consideration to adding new people to their committees, (b) Check with the persons concerned for assurance that they will be available to serve if appointed. *Senate Minutes*, 3-12-1959.

** Interpretation: voted that reports of Senate Committees that have student members be grouped on the docket and that student members of all reporting committees be admitted to the Senate for the duration of discussion of all of these reports to minimize interruption of the meeting. *Senate Minutes*, 12-9-1954.

Article V. Special Standing Committees of the Senate

1. University Administrative Committee

There shall be a University Administrative Committee as a standing committee of the Senate. It 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. The Administrative Committee 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 functions as may be delegated to it by the President or the Senate. It shall report regularly to the Senate.

2. Faculty Consultative Committee—Composition

There shall be a Faculty Consultative Committee as a standing committee of the Senate. This committee shall be composed of seven elected members, and, if no member is elected from either the St. Paul Campus or the Duluth Campus, the elected members shall appoint one for each of the foregoing not represented by an elected member. No person shall be either an elected or appointed member who is not a qualified voter for Senate members at the time of his election or appointment or who is a member of the University Administrative Committee. Elected members shall serve for terms of three years. Appointed members shall serve for terms of one year. Only those faculty members who hold regular appointment at the rank of professor or associate professor may be nominated for membership on or may vote for members of the Faculty Consultative Committee. The Committee shall represent the faculty at large and not individual institutes, colleges, schools, or departments of the University.

3. Faculty Consultative Committee—Functions

The Faculty Consultative Committee shall meet with the President at regular times to discuss matters of policy relating to instruction, research, personnel, service functions, and the budget. It shall be empowered to appoint subcommittees or employ other devices which it regards as appropriate in initiating and furthering communication between the faculty and the President. It shall report to the Senate at least once in each academic year.*

4. Committee on Senate Committees

There shall be a standing Committee on Senate Committees consisting of five members. It shall review the number and scope of standing committees of the Senate and shall make appropriate recommendations thereon to the Senate but shall not have the power to appoint or recommend appointments to committees.

Article VI. Faculties of the Institutes, Colleges, and Schools

1. Composition of the Several Faculties

The faculty of each institute, college, or school of collegiate rank shall consist of the President, provost, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows). Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members.

* Publication entitled *The Senate Forum* approved. *Senate Minutes*, 6-5-1958, 6-4-1959.

2. Powers of the Several Faculties

Each faculty, or executive faculty if so organized, shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and disciplinary matters not within the jurisdiction of the All-University Disciplinary Committee.

Article VII. Relations with Other Institutions

Relations between the University of Minnesota and other educational institutions shall be subject to the control of the Senate, either directly or through appropriate committees.

Article VIII. Jurisdictional Questions

1. Inter-College Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference to a special committee appointed by the President and confirmed by the Senate. If such committee shall be unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the Senate for decision. Such decision may be appealed to the President.

2. Controversies between Senate and Individual Faculties

Controversies arising between the Senate or its committees and an institute, college, school faculty, or other division of the University shall be resolved by the President, after conference with representatives of the Senate and of the unit in question.

Article IX. Amending Procedure

1. Adoption of Amendments

Amendments to this constitution shall be approved by a two-thirds majority vote of all members of the Senate, at a regular or special meeting, provided the proposed amendment has been submitted, in writing, to each member of the Senate and to each faculty member entitled to vote for members of the Senate at least ten days prior to the date of the vote on the approval of the proposed amendment. Such amendments shall then be submitted in writing to those entitled to vote for members of the Senate and unless disapproved by at least one third of such members within thirty days by written vote, shall be submitted to the Regents for approval.

2. Effective Date

Amendments to this constitution shall be effective only after approval by the Regents and as of the day following the date of such approval.

Article X. Effective Date of Constitution

This constitution, having been adopted by the Senate, shall be in effect as of the day following the date of its approval by the Regents.

Article XI. Adoption of By-Laws

The Senate may enact, amend, or repeal by-laws by majority vote of all members of the Senate.

By-Laws *

Article I. Senate Membership, Elections, and Officers

1. For the purpose of electing members to the Senate, qualified faculty members shall vote as members within each of the following units of the University: (1) Agriculture, (2) Business Administration, (3) Veterinary Medicine, (4) Dentistry, (5) Duluth, (6) Education, (7) Extension Division, (8) General College, (9) Law, (10) Medical Sciences, (11) Pharmacy, (12) Physical Education for Men, (14) Science, Literature, and the Arts, (15) Technology, and (16) Mayo Foundation.

2. For the purpose of direct representation of the instructional and research interests of the Graduate School, the Executive Committee of the Graduate School shall designate each year from among the faculty members elected to the Senate as provided in Article III, Section 4, of the Constitution of the Senate, seven such members to serve as representatives of the Graduate School in the Senate, concurrently with their representation of the unit from which they have been elected.

3. (a) Each fall before October 10, the Clerk of the Senate shall prepare for each unit listed in Section 1 of this Article a list of all persons in that unit who, as of September 30, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit. This list shall indicate the rank of each person named thereon so far as necessary to indicate his voting group within his unit.

(b) Between October 10 and October 20, each unit listed in Section 1 of this article shall conduct elections for Senate members. In each unit one group consisting of professors and associate professors shall choose the representatives to which it is entitled. The other group, consisting of assistant professors (including research associates) and instructors (including research fellows) shall choose the representatives to which it is entitled. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the Clerk of the Senate not later than October 23.

(c) The names of all Senate members shall then be listed in the agenda of the first Senate meeting of the fall quarter and shall be distributed, as provided in Article III, Section 6, of the Constitution of the Senate, not later than November 5.

4. Vacancies in the Senate caused by death, resignation, or separation from the University may be filled, at the option of the faculty of the administrative unit, by special election on the part of the relevant group within the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty.

5. Any person eligible to vote for members of the Senate under the provisions of Section 4 of Article III of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Committee on Business and Rules for a determination of his status for voting for members of the Senate. It shall be the duty of the Committee on Business and Rules to classify such a staff member with one of the voting units specified in Article I,

* Adopted: University Senate, May 20, 1954. Amended: University Senate, June 2, 1955, December 13, 1956, November 7, 1957, February 5, 1959, April 30, 1959, and December 10, 1959.

Section 1, of these by-laws in view of factors which the Committee on Business and Rules considers to be relevant to such classification.

6. The Senate shall review the provisions of Article III, Section 4(a), of the Constitution of the Senate at the end of five years following the effective date of the Constitution, in order to determine whether changes should be made in the formula utilized in the election of members of the Senate.
7. The Clerk of the Senate shall be the custodian of its records, shall circulate the agenda and minutes of Senate meetings as directed by the Committee on Business and Rules, and shall perform such additional functions as shall be assigned to him in the by-laws or by the President.*
8. It shall be a function of the Clerk of the Senate to obtain after convenient intervals but at least once annually from the University Office of Insurance and Retirement or other official sources a complete list of those faculty members of any professorial rank who held tenure, whether they were active or retired, who have died during the preceding interval. The Clerk of the Senate shall request the departments or units of the University in which the deceased faculty members served to prepare suitable memorial statements and send them to their respective deans to be forwarded by the deans to the Clerk of the Senate. At convenient intervals the Clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the President.

Article II. General Rules for All Senate Committees

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the Clerk of the Senate and shall be available for inspection by all members of the University faculty eligible to vote for members of the Senate.
2. Any committee of the Senate may be required, upon majority vote of the Senate, to report to that body at its next meeting, whether regular or special, on matters placed in the charge of such committee.

Article III. Creation, Composition, and Functions of Standing Committees

1. Audio-Visual Aids

There shall be a standing Committee on Audio-Visual Aids. It shall consist of not less than seven members and shall include the head of the University department charged with the responsibility for coordination of the various audio-visual services. Its duties shall include the formulation of University policies concerning the production, supply, use, and distribution of audio-visual aids.

2. Business and Rules

(a) There shall be a standing Committee on Business and Rules, which shall consist of four members and the Clerk of the Senate who shall serve as clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate, and to recommend the disposition of business which appears in its judgment to be not germane to the purposes of the Senate. It shall prepare the agenda for each meeting of the Senate and cause copies

* Voted that the Clerk of the Senate include in the June minutes a summary of the attendance of members elected for the current academic year. *Senate Minutes*, 3-12-1959.

thereof to be distributed under the provisions of Article III, Section 6, of the Constitution of the Senate.

(b) Items of new business presented at a Senate meeting by individual members shall be referred to this committee for consideration and presentation at the next regular meeting of the Senate, but such business may be considered and voted on at the meeting at which it is introduced, by a majority vote of the members of the Senate, present and voting on a proposal for immediate consideration.

(c) The committee may recommend amendments of existing by-laws or standing rules, or the adoption of new by-laws or standing rules.

(d) Nothing herein contained shall limit the right of immediate consideration of, and action upon, any matter for whose consideration a special meeting has been called in accordance with Article III, Section 7, of the Constitution of the Senate.

3. Education

There shall be a standing Committee on Education composed of at least nine members. It shall seek ways in which the total educational work of the University may be improved, and make recommendations appropriate to this end.

4. Faculty Consultative Committee

There shall be a standing Committee to be known as the Faculty Consultative Committee composed as specified in Article V, Section 2, of the Constitution of the Senate. Elected members of this Committee shall serve for three years and shall be chosen in the following manner. The Clerk of the Senate shall mail to each faculty member on regular appointment who holds the rank of professor or associate professor a call to nominate not more than twice the number of members to be elected to the Faculty Consultative Committee. All nominations shall be returned to him. He shall then determine the availability of persons nominated until he has found twice the number to be chosen available for submission on the final election ballot. No person shall appear on that ballot who has received fewer votes on the nominating ballots than any person not appearing on the final election ballot for any reason other than non-availability; but, in case of a tie for the last position on the final election ballot, all tied candidates shall be deemed nominated, in which case the number of candidates shall be adjusted to reflect that fact. The Clerk shall distribute final election ballots to all eligible voters, who shall return their ballots to him. The election procedure herein set forth shall be held and completed during a period commencing February 15 and ending April 15. Two weeks shall be allowed for return of both nomination and final ballots. In case of a tie in the final election the Clerk shall choose the successful candidate by lot. Persons elected to membership during one year shall commence their term of office on the first day of the succeeding fiscal year of the University. The President of the University shall appoint the chairman of the Committee; only an elected member may serve in that capacity. In case of a vacancy the elected members shall fill it for the remainder of the term by a majority vote. Consecutive service by elected members shall not exceed two terms; service as an elected member filling a vacancy caused by withdrawal of an elected member shall constitute service for a term if such service was for a year or more. The consecutive service of an appointed member shall not exceed six years.

5. Institutional Relationships

There shall be a standing Committee on Institutional Relationships, to consist of at least seven members, whose chief concern shall be

the relation of the University to other institutions of learning. This committee shall review all matters which affect these relations of the University. It shall also serve as an advisory intra-university relations committee on admission requirements, graduation requirements, credit allowances, and other matters which affect relations among the several colleges or departments of the University. It shall determine and report to any college proposing changes in these areas, the probable effect of the change on other colleges or departments of the University, other Minnesota colleges, or Minnesota secondary schools. The committee shall also promote articulation between the University and other educational institutions of the state and develop plans for making the University more helpful to them. It shall represent the University in determining the accreditation accorded Minnesota schools and colleges. It may also represent the University in conferences with educational associations and agencies.

6. Institutional Research

There shall be a standing Committee on Institutional Research composed of at least ten members. It shall advise the Bureau of Institutional Research with respect to the studies to be undertaken by the Bureau, the studies to be given priority, and any basic questions of policy or procedure connected with the Bureau's activities.

7. Intercollegiate Athletics

(a) There shall be a standing Committee on Intercollegiate Athletics which shall be composed of fourteen members: seven faculty members, of which one shall be the University Conference Representative, to be appointed by the President of the University, subject to the approval of the Senate; and the Vice President, Business Administration, and the Director of Physical Education and Athletics, and a member of the Athletic Committee of the Duluth Campus of the University as *ex officio* members; two alumni members to be nominated by the Board of Directors of the Minnesota Alumni Association and appointed by the President of the University, subject to the approval of the Senate; two student members to be recommended by the student government and appointed by the President, subject to the approval of the Senate.

(b) The Committee shall appoint a sub-committee of three members of which one shall be the Director of Physical Education and Athletics, and of which a faculty member other than the Director of Physical Education and Athletics shall be chairman, to fix the price of tickets to intercollegiate contests, prepare complimentary lists, make seating arrangements and have general supervision of tickets to inter-collegiate contests.

(c) 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 all athletic funds shall be vested in the office of the Vice President, Business Administration.

(d) The physical care of Northrop Field, Memorial Stadium, the Field House, and all campus space devoted to athletics shall be the responsibility of the Physical Plant Department.

(e) The Committee shall appoint a sub-committee on eligibility which shall determine the students eligible to represent the University in intercollegiate sports under the *Rules and Regulations of the Western Conference*. The Committee may revise any action of the sub-committee.

(f) The Director of Physical Education and Athletics shall act as the executive secretary of the Committee and be entitled to vote on all matters excepting questions of eligibility.

(g) The Director of Physical Education and Athletics shall be appointed by the Regents upon nomination of the President.

(h) All coaches, managers, and assistant managers shall be nominated by the director and upon the approval of the President shall be appointed by the Regents.

(i) The Director of Physical Education and Athletics shall be in general charge of and responsible for the detailed administration of inter-collegiate athletics, subject to the supervision and approval of the Committee on Intercollegiate Athletics, which committee is given entire control of intercollegiate athletics, including all schedules of games, subject to the supervision of the University Senate.

(j) The President at his discretion may appoint the University Conference Representative. In the absence of such appointment the Chairman of this committee shall act as such representative.

(k) All matters pertaining to physical education and athletics not intercollegiate in character are placed entirely under the supervision of the Department of Physical Education and Athletics. It is understood that this shall include all intramural athletics.

8. Judicial

There shall be a standing committee of five members to be known as the Judicial Committee. Its powers, duties, and procedures are set forth in the *Regulations Concerning Faculty Tenure* (as revised and re-adopted by the Regents July 11, 1952).

9. Library

There shall be a standing Committee on Library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

10. Reserve Officer Training Corps

There shall be a standing Committee on ROTC consisting of nine staff members, two students (representing the student government and the Interfraternity Council), and two alumni. Its functions shall be to maintain liaison between the Departments of Military Science and Tactics, Naval Science, and Air Science and Tactics, and the University Senate, and to give continuing consideration to the problems confronting these departments.

11. Senate Committees

There shall be a standing committee of the Senate which shall be known as the Committee on Senate Committees, with such membership and responsibilities as are set forth in Article V, Section 4, of the Constitution of the Senate.

12. Student Affairs

There shall be a standing Committee on Student Affairs of at least twenty-six members, consisting of faculty, students, alumni, and administrators; student members shall exceed by at least one the total of other members. It shall have supervision of all those students' affairs and student organizations within the jurisdiction of the Senate and not within the control or supervision of any other standing committee. It shall maintain supervision over the financial affairs of all student organizations over which the University has control. It shall have supervision of all publications issued by students. It shall have charge of all local and intercollegiate contests in debate and oratory

UNIVERSITY OF MINNESOTA

CONSTITUTION •
• BY-LAWS

of the UNIVERSITY SENATE

MINNEAPOLIS, MINNESOTA

July 1964

University Senate

CONSTITUTION *

Article I. General Powers

1. Distribution of Powers Delegated by Regents

All matters relating to the educational and administrative affairs of the University, consistent with actions or policies of the Regents of the University of Minnesota heretofore or hereafter taken or established and including those incident to the management of the student body, are, for the purpose of effectuating the government of the University under and by the Regents, committed to the President, the University Senate, and the several faculties, as herein provided.

Article II. President of the University

1. Position and Authority

The President of the University shall be the representative of the Regents, the Senate, and the Faculties, and the chief executive officer of the University. He shall have general administrative authority over University affairs. He may suspend action taken by the Senate or by any college faculty and ask for a reconsideration of such action. If the President and the Senate or college faculty do not reach agreement on the action, the question may be appealed to the Regents, by the President, or by the Senate, or by the college faculty.

2. Consultation on Budget

The President, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the Regents. However, in view of the necessary weighing of educational policies and objectives involved, he shall consult with and ask for the recommendations of the University Administrative Committee and the Faculty Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

*Adopted: Senate, May 20, 1954; Regents, June 12, 1954.

Amended: Senate, December 13, 1956; Regents, February 8, 1957.
Senate, June 1, 1961; Regents, October 7, 1961.
Senate, December 7, 1961; Regents, March 16, 1962.
Senate, November 1, 1962; Regents, January 11, 1963.
Senate, December 5, 1963; Regents, May 8, 1964.

Article III. University Senate

1. Composition

The University Senate shall be composed of (a) elected representatives of the various institutes, colleges, schools of collegiate rank, and the Mayo Foundation, (b) the President of the University, and (c) the members of the University Administrative Committee who shall serve as ex officio nonvoting members of the Senate. Each member of the Senate shall represent the faculty and the University as a whole.

2. Powers in General

The Senate shall have general legislative authority over educational matters concerning the University as a whole, but not over the internal affairs of a single institute, college, or school of collegiate rank, except where these materially affect the interests of the University as a whole or the interests of other institutes, colleges, or schools. The minimum requirements for a liberal education are matters that materially affect the interests of the University as a whole.

3. Student Relations with the University

The Senate shall have the power to enact statutes for the government of the students in those relations with the University which affect the University as a whole.

4. Election of Senate Members

a. The elected representatives of the faculties to the Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors, associate professors, or assistant professors (including research associates) shall jointly elect from their rank (professors, associate professors, and assistant professors) 1 Senate member for each 10 of their regular members or fraction of that number holding such ranks. The provisions hereof shall not apply to the election of the representatives of the Mayo Foundation.

b. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of assistant professor (including research associate) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Regulations Concerning Academic Tenure*. The provisions hereof shall not apply to the election of the representatives of the Mayo Foundation.

c. The Mayo Foundation shall be entitled to four elected representatives to be elected jointly by faculty members who are professors, associate professors, assistant professors (including research associates). The election shall be by secret ballot.

d. Members of the University Administrative Committee shall not be eligible for election to the Senate as a member of the faculties under (a) hereof.

e. The Committee on Business and Rules shall determine the status and faculty membership of any academic staff member not regularly attached to an existing faculty for purposes of voting for members of and serving as a representative in the Senate.

f. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the representatives of each institute, college, or school shall be elected each year by each institute, college, or school. All members elected to the Senate shall begin service on July 1 and shall serve for 3 years and/or until their successors shall be elected and qualified. Elected members of the Senate shall not serve more than 4 consecutive years, from and after July 1, 1963, and shall be eligible for re-election only after a 1-year interval of non-membership in the Senate.

5. Senate Officers

The President of the University shall be chairman of the Senate. A vice-chairman shall be elected by the Senate, at its first meeting of the academic year from among its members for a term of 1 year. He shall be eligible for re-election. The President, with the consent of the Senate, shall appoint a clerk of the Senate, who need not be a member of the Senate, and whose duties shall be prescribed in the By-Laws.

6. Senate Agenda and Minutes*

The agenda of each Senate meeting shall be distributed in advance to all Senate members, to all faculty members entitled to vote for Senate members, and to such others as the Senate may direct. The Minutes of Senate meetings shall also be distributed to all such Senate and faculty members. Matters under Senate jurisdiction, including proposed amendments to this Constitution or By-Laws, may be submitted by any Senate committee or Senate member or petition signed by any 20 voting members of the faculties to the Committee on Business and Rules for placing on the agenda of the Senate.

7. Senate Meetings—Call—Quorum

The Senate shall hold regular meetings, at least twice in each quarter of the academic year, at a time and place determined by

* Docket shall carry notation NOT FOR RELEASE PRIOR TO THE MEETING and be sent to news media in advance. News conference at close of meeting to be provided.

Digester provided to abstract Senate discussion for Appendix to Minutes. *Senate Minutes*, December 7, 1961.

Agenda and Minutes shall be sent to instructors on regular appointment. *Senate Minutes*, March 14, 1963.

the President. Special meetings of the Senate may be held upon the call of the President or upon the written request of 10 members of the Senate or of 20 voting members of the faculties. At any regular or special meeting of the Senate, a majority of the membership of the Senate shall constitute a quorum. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Academic Tenure* may be present at Senate meetings and shall be entitled to speak and to offer motions for Senate action. Non-Senate members shall not be entitled to vote.

Article IV. Composition of Senate Committees

1. Appointment of Committee Members

All members of standing or special committees of the Senate shall be appointed by the President and confirmed by the Senate, except as provided for in Article V, Sections 2 and 4, of this Constitution. Membership in the Senate shall not be prerequisite to such appointment.

2. Creation of Standing Committees

Subject to the provisions of Article V of this Constitution, the Senate by appropriate by-laws may create standing committees, clothed with such responsibilities as the Senate has the power to confer. Members of such committees who are not members of the Senate, including student members, may be present at a meeting of the Senate during such time as report of their committee is under discussion and may participate in such discussion, but shall not have the privilege of making motions or of voting.*

3. Creation of Special Committees

The Senate may create such special committees as it deems necessary for the execution of its responsibilities; such special committees shall be discharged upon the completion of their assigned duties.

4. Student Membership on Committees

Except as provided in Article V, Section 2, of this Constitution, any special or standing committee of the Senate may propose appointment by the President of representatives of the student body to serve with the committee. Voting privileges in the committee and other rights of such student representatives shall be determined by each committee in question, except as provided for in such by-laws as specify the status of student members.

* Interpretation: Voted that reports of Senate committees that have student members be grouped on the docket and that student members of all reporting committees be admitted to the Senate for the duration of discussion of all of these reports to minimize interruption of the meeting. *Senate Minutes*, December 9, 1954.

5. Increase of Committee Membership

The President shall have the power to increase the number of members that shall constitute any standing or special committee of the Senate whenever he deems such action to be desirable, except as provided for in Article V, Section 2, of this Constitution.

Article V. Special Standing Committees of the Senate

1. University Administrative Committee

There shall be a University Administrative Committee as a standing committee of the Senate. It 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. The Administrative Committee 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 functions as may be delegated to it by the President or the Senate. It shall report regularly to the Senate.

2. Faculty Consultative Committee—Composition

There shall be a Faculty Consultative Committee as a standing committee of the Senate. This committee shall be composed of seven elected members, and if no member is elected from either the St. Paul Campus or the Duluth Campus the elected members shall appoint one for each of the foregoing not represented by an elected member. No person shall be either an elected or appointed member who is not a qualified voter for Senate members at the time of his election or appointment or who is a member of the University Administrative Committee. Elected members shall serve for terms of 3 years. Appointed members shall serve for terms of 1 year. Only those faculty members who hold regular appointment at the rank of professor or associate professor may be nominated for membership on or may vote for members of the Faculty Consultative Committee. The committee shall represent the faculty-at-large and not individual institutes, colleges, schools, or departments of the University.

3. Faculty Consultative Committee—Functions

The Faculty Consultative Committee shall meet with the President at regular times to discuss matters of policy relating to instruction, research, personnel, service functions, and the budget. It shall be empowered to appoint subcommittees or employ other devices which it regards as appropriate in initiating and furthering communication between the faculty and the President. It shall report to the Senate at least once in each academic year.*

* Publication entitled "The Senate Forum" approved, *Senate Minutes*, June 5, 1958, June 4, 1959

4. Committee on Senate Committees

There shall be a standing Committee on Senate Committees consisting of six elected members. It shall review the number and scope of standing committees of the Senate, shall make appropriate recommendations thereon to the Senate, and shall recommend to the President faculty candidates for appointment to standing committees of the Senate.

Article VI. Faculties of the Institutes, Colleges, and Schools

1. Composition of the Several Faculties

The faculty of each institute, college, or school of collegiate rank shall consist of the President, provost, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows). Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members.

2. Powers of the Several Faculties

Each faculty, or executive faculty if so organized, shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curriculums, instruction, examinations, grading, degrees, and disciplinary matters not within the jurisdiction of the All-University Disciplinary Committee, except as provided in Article III, Section 2.

Article VII. Relations with Other Institutions

Relations between the University of Minnesota and other educational institutions shall be subject to the control of the Senate, either directly or through appropriate committees.

Article VIII. Jurisdictional Questions

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the President and confirmed by the Senate. If such committee shall be unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the Senate for decision. Such decision may be appealed to the President.

2. Controversies Between Senate and Individual Faculties

Controversies arising between the Senate or its committees and an institute, college, or school faculty or other division of the Univer-

sity shall be resolved by the President, after conference with representatives of the Senate and of the unit in question.

Article IX. Amending Procedure

1. Adoption of Amendments

Amendments to this Constitution shall be approved by a two-thirds majority vote of all members of the Senate, at a regular or special meeting, provided the proposed amendment has been submitted, in writing, to each member of the Senate and to each faculty member entitled to vote for members of the Senate at least 10 days prior to the date of the vote on the approval of the proposed amendment. Such amendments shall then be submitted in writing to those entitled to vote for members of the Senate and unless disapproval by at least one third of such members within 30 days by written vote shall be submitted to the Regents for approval.

2. Effective Date

Amendments to this Constitution shall be effective only after approval by the Regents and as of the day following the date of such approval.

Article X. Effective Date of Constitution

This Constitution, having been adopted by the Senate, shall be in effect as of the day following the date of its approval by the Regents.

Article XI. Adoption of By-Laws

The Senate may enact, amend, or repeal by-laws by majority vote of all members of the Senate.

BY-LAWS*

Article I. Senate Membership, Elections, and Officers

1. For the purpose of electing members to the Senate, qualified faculty members shall vote as members within each of the following units of the University: (1) Agriculture, (2) Business Administration, (3) Veterinary Medicine, (4) Dentistry, (5) Duluth, (6) Education, (7) Extension Division, (8) General College, (9) Law, (10) Medical Sciences, (11) Pharmacy, (12) Liberal Arts, (13) Technology, (14) Mayo Foundation, and (15) Morris.
2. a. Each spring before May 1, the clerk of the Senate shall prepare for each unit listed in Section 1 of this Article a list of all persons in that unit who, as of April 15, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
c. The names of the Senate members elected for the coming year shall be reported on a docket supplement distributed at the last regular meeting of the current year.
3. Vacancies in the Senate caused by death, resignation, or separation from the University may be filled, at the option of the faculty of the administrative unit, by special election on the part of the relevant group within the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty.
4. Any person eligible to vote for members of the Senate under the provisions of Section 4 of Article III of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Committee on Business and Rules for a determination of his status for voting for members of the Senate. It shall be a duty of the Committee on Business and Rules to classify such a staff member with one of the voting units specified in Article I, Section 1, of these By-Laws in view of factors which the Committee on Business and Rules considers to be relevant to such classification.

*Adopted: Senate, May 20, 1954.

Amended: Senate, June 2, 1955; December 13, 1956; November 7, 1959; February 5, 1959; April 30, 1959; December 10, 1959; November 3, 1960; March 9, 1961; June 1, 1961; March 14, 1963; June 6, 1963; October 31, 1963; June 4, 1964.

5. The Senate shall review the provisions of Article III, Section 4a, of the Constitution of the Senate at the end of 5 years following the effective date of the Constitution, in order to determine whether changes should be made in the formula utilized in the election of members of the Senate.
6. The clerk of the Senate shall be the custodian of its records, shall circulate the agenda and minutes of Senate meetings as directed by the Committee on Business and Rules, and shall perform such additional functions as shall be assigned to him in the By-Laws or by the President.*
7. It shall be a function of the clerk of the Senate to obtain after convenient intervals but at least once annually from the University Office of Insurance and Retirement or other official sources a complete list of those faculty members of any professorial rank who held tenure, whether they were active or retired, who have died during the preceding interval. The clerk of the Senate shall request the departments or units of the University in which the deceased faculty members served to prepare suitable memorial statements and send them to their respective deans to be forwarded by the deans to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the President.

Article II. General Rules for All Senate Committees

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection by all members of the University faculty eligible to vote for members of the Senate.
2. Any committee of the Senate may be required, upon majority vote of the Senate, to report to that body at its next meeting, whether regular or special, on matters placed in the charge of such committee.

Article III. Creation, Composition, and Functions of Standing Committees

1. Audio-Visual Aids

There shall be a standing Committee on Audio-Visual Aids. It shall consist of not less than seven members and shall include the head of the University department charged with the responsibility for co-ordination of the various audio-visual services. Its duties shall include the formulation of University policies concerning the production, supply, use, and distribution of audio-visual aids.

* Voted that the clerk of the Senate include in the June minutes a summary of the attendance of members elected for the current academic year. *Senate Minutes*, March 12, 1959.

2. Business and Rules

- a. There shall be a standing Committee on Business and Rules, which shall consist of four members and the clerk of the Senate who shall serve as clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate, and to recommend the disposition of business which appears in its judgment to be not germane to the purposes of the Senate. It shall prepare the agenda for each meeting of the Senate and cause copies thereof to be distributed under the provisions of Article III, Section 6, of the Constitution of the Senate.
- b. Items of new business presented at a Senate meeting by individual members shall be referred to this committee for consideration and presentation at the next regular meeting of the Senate, but such business may be considered and voted on at the meeting at which it is introduced, by a majority vote of the members of the Senate, present and voting on a proposal for immediate consideration.
- c. The committee may recommend amendments of existing by-laws or standing rules, or the adoption of new by-laws or standing rules.
- d. 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 Article III, Section 7, of the Constitution of the Senate.

3. Educational Policy

There shall be a standing Committee on Educational Policy composed of at least nine members. It shall seek ways in which the total educational work of the University may be improved, and make recommendations appropriate to this end.

4. Faculty Consultative Committee

There shall be a standing committee to be known as the Faculty Consultative Committee composed as specified in Article V, Section 2, of the Constitution of the Senate. Elected members of this committee shall serve for 3 years and shall be chosen in the following manner. The clerk of the Senate shall mail to each faculty member on regular appointment who holds the rank of professor or associate professor a call to nominate not more than twice the number of members to be elected to the Faculty Consultative Committee. All nominations shall be returned to him. He shall then determine the availability of persons nominated until he has found twice the number to be chosen available for submission on the final election ballot. No persons shall appear on that ballot who has received fewer votes on the nominating ballots than any person not appearing on the final election ballot for any reason other than nonavailability; but, in case of a tie for the last position on the final election ballot, all tied candidates shall be deemed nominated, in which case the number of candidates shall be adjusted to reflect that fact. The clerk shall distribute final election

ballots to all eligible voters, who shall return their ballots to him. The election procedure herein set forth shall be held and completed during a period commencing February 15 and ending April 15. Two weeks shall be allowed for return of both nomination and final ballots. In case of a tie in the final election the clerk shall choose the successful candidate by lot. Persons elected to membership during one year shall commence their term of office on the first day of the succeeding fiscal year of the University. The President of the University shall appoint the chairman of the committee; only an elected member may serve in that capacity. In case of a vacancy the elected members shall fill it for the remainder of the term by a majority vote. Consecutive service by elected members shall not exceed 2 terms; service as an elected member filling a vacancy caused by withdrawal of an elected member shall constitute service for a term if such service was for a year or more. The consecutive service of an appointed member shall not exceed 6 years.

5. Institutional Relationships

There shall be a standing Committee on Institutional Relationships, to consist of at least seven members, whose chief concern shall be the relation of the University to other institutions of learning. This committee shall review all matters which affect these relations of the University. It shall also serve as an advisory intra-university relations committee on admission requirements, graduation requirements, credit allowances, and other matters which affect relations among the several colleges or departments of the University. It shall determine and report to any college proposing changes in these areas the probable effect of the change on other colleges or departments of the University, other Minnesota colleges, or Minnesota secondary schools. The committee shall also promote articulation between the University and other educational institutions of the state and develop plans for making the University more helpful to them. It shall represent the University in determining the accreditation accorded Minnesota schools and colleges. It may also represent the University in conferences with educational associations and agencies.

6. Institutional Research

There shall be a standing Committee on Institutional Research composed of at least 10 members. It shall advise the Bureau of Institutional Research with respect to the studies to be undertaken by the bureau, the studies to be given priority, and any basic questions of policy or procedure connected with the bureau's activities.

7. Intercollegiate Athletics

a. There shall be a standing Committee on Intercollegiate Athletics, composed of 17 voting members, with the exception noted in d below, as follows:

- (1) Eleven faculty members, including the University conference representative who is to be appointed by the President of the University, subject to the approval of the Senate. At least nine of these shall be from the Minneapolis-St. Paul Campuses.
- (2) Two alumni members to be nominated by the Board of Directors of the Minnesota Alumni Association and appointed by the President of the University, subject to the approval of the Senate.
- (3) Two students, to be recommended by the student government and appointed by the President subject to the approval of the Senate.
- (4) Two members ex officio, consisting of the vice president, business administration, and the director of intercollegiate athletics.

b. The committee is responsible, under the authority of the Senate, for all matters of policy pertaining to intercollegiate athletics, and for all matters of eligibility of student-athletes, of scheduling intercollegiate contests, of awards, or policies concerning tickets to intercollegiate contests, and of the pricing of such tickets.

Specifically excluded from the committee's responsibilities are the approval of budgets and recommendations pertaining to appointment of the director of intercollegiate athletics, coaches, and administrative staff.

c. 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 all athletic funds shall be vested in the office of the vice president, business administration.

d. The director of intercollegiate athletics shall serve as executive secretary of the committee and be entitled to vote on all matters excepting matters of eligibility. He shall be in general charge of and responsible for the detailed administration of intercollegiate athletics subject to the supervision and approval of the Committee on Intercollegiate Athletics.

8. Judicial

There shall be a standing committee of five members to be known as the Judicial Committee. Its powers, duties, and procedures are set forth in the *Regulations Concerning Faculty Tenure* (as revised and readopted by the Regents July 11, 1952).

9. Library

There shall be a standing Committee on Library consisting of nine members. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable, and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

10. Reserve Officers' Training Corps

There shall be a standing Committee on ROTC consisting of nine staff members, two students (representing the student government and the Interfraternity Council), and two alumni. Its functions shall be to maintain liaison between the Departments of Military Science, Naval Science, and Air Science, and the University Senate, and to give continuing consideration to the problems confronting these departments.

11. Senate Committees

There shall be a standing Committee on Senate Committees, as provided in Article V, Section 4, of the Constitution of the Senate, elected by the Senate according to the following rules:

a. The Faculty Consultative Committee, in consultation with the President, shall nominate and certify as available twice as many candidates for the Committee on Senate Committees as are to be elected each year. These candidates shall be announced in the Senate Docket for the last regular Senate meeting of the academic year. Additional nominations, certified as available, may be made by the petition of 12 Senators, provided that the petition is in the hands of the clerk of the Senate the day before the Senate meeting. At the last regular Senate meeting of the academic year, the Senate shall elect by secret ballot one-third of the members of the Committee on Senate Committees, those elected to serve for 3 years. In the case of a tie, the clerk of the Senate shall choose the successful candidate by lot.*

b. From the members of the Committee on Senate Committees, the President shall appoint a chairman to serve from July 1 to June 30, who may serve successive terms.

The Committee on Senate Committees shall review the number and scope of the standing committees of the Senate and shall make appropriate recommendations thereon to the Senate. It shall assist the President in his appointment of committees by furnishing him with a slate of twice the number of faculty members to be appointed to standing committees as are specified in the By-Laws for each standing committee, giving due consideration to geographical representation from the various collegiate campuses of the University when this is appropriate, to the number of Senate committees the faculty member is already serving, to the principles of rotation of such assignments, to the recommendations of the respective committee chairmen, and to availability to serve if appointed.

* For the year 1962-63, the same procedure will be followed with 12 candidates nominated and certified as available. The two receiving the highest number of votes shall serve for 3 years, the next two for 2 years, and the following two for 1 year. This footnote shall have no effect after the first election.

12. Student Affairs

There shall be a standing Committee on Student Affairs of at least 26 members, consisting of faculty, students, alumni, and administrators; student members shall exceed by at least 1 the total of other members. It shall have supervision of all those student affairs and student organizations within the jurisdiction of the Senate and not within the control or supervision of any other standing committee. It shall maintain supervision over the financial affairs of all student organizations over which the University has control. It shall have supervision of all publications issued by students. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall establish general policies concerning the development of recreational facilities and programs for students, but such policies shall be administered and co-ordinated through the appropriate officers and agencies. It shall be empowered to make recommendations regarding the operation of recreation programs to the Recreation Co-ordinating Council and to any standing committee, department, or agency concerned with such programs.

13. Student Scholastic Standing

There shall be a standing Committee on Student Scholastic Standing. It shall consist of the chairman of the appropriate committee, or representative appointed by the administrator, of each of the separate institutes, colleges, and schools of collegiate rank. In addition, the Office of Admissions and Records, and the Office of the Dean of Students shall each have a representative on the committee. The duties of the committee shall be to study and to recommend to the University Senate such general rules and regulations concerning students' scholastic standing as may be needed on a University-wide basis; it shall also correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the regulations of the colleges concerning student scholastic standing with the administration of the University Senate rules and regulations dealing therewith.

14. University Functions

There shall be a standing Committee on University Functions. It shall consist of at least 12 members. Its duties shall be to plan and advise with respect to commencements and other all-University functions.

15. University Printing and Publications

There shall be a standing Committee on University Printing and Publications. It shall consist of 11 members, the vice president of business administration, the recorder, the director of university relations, the agricultural extension editor, a representative of the University Press, 5 other members of the faculty, and a representative of the student body. It shall be its duty to set standards for

all catalogues, bulletins, and other official publications, also the stationery of the University and of the various institutes, colleges, schools, departments, and administrative units of the University; to advise with regard to the admissibility of new publications or printing to the lists of official publications or printing of the University and its institutes, colleges, schools, departments, and administrative units; and in general to supervise University printing with a view to encouraging and promoting economical and efficient practices.

16. University Administrative Committee

There shall be a standing committee of the Senate which shall be known as the University Administrative Committee, with such membership and responsibilities as are set forth in Article V, Section 1, of the Constitution of the Senate.

17. All-University Extension

There shall be a standing Committee on All-University Extension. It shall consist of not less than 16 members. Its function shall be to consider and to review the policies and activities of all those agencies of the University engaged in extension teaching.

18. Faculty Welfare

There shall be a standing Committee on Faculty Welfare. It shall consist of not less than seven members, and shall include a representative of the President's office. Its function shall be to consider and review policies and procedures in the University which may concern the personal and professional welfare of the faculty.

19. All-University Council on Liberal Education

There shall be a standing All-University Council on Liberal Education. It shall consist of a chairman and 12 additional members. The chairman shall be the assistant vice president for academic administration. The 12 voting members shall include 1 representative from each of the following: (a) Division of Humanities, College of Liberal Arts, (b) Division of Social Sciences, College of Liberal Arts, (c) Division of Physical Sciences, College of Liberal Arts, (d) Division of Biological Sciences, College of Liberal Arts, (e) Division of Mathematics and Statistics, College of Liberal Arts, (f) Institute of Technology, (g) College of Agriculture, Forestry, and Home Economics, (h) School of Business Administration, (i) College of Education, (j) University of Minnesota, Duluth, (k) University of Minnesota, Morris, and (l) General College.

The President shall appoint the unit representatives from the teaching faculty upon recommendations made by the appropriate associate dean or head of division in the case of representatives from the College of Liberal Arts, or by the appropriate dean in all other instances.

Initially, in order to maintain continuity of council membership, the terms of appointment shall be staggered: four 1-year appointments, four 2-year appointments, and four 3-year appointments. The assistant vice president shall designate the original term of appointment for each of the 12 units represented and shall inform the appointing administrator of his designations prior to the appointment of the first 12 members. Thereafter, the normal tenure of all appointments shall be 3 years.

20. Admissions Policy

There shall be a standing Committee on Admissions Policy, consisting of at least 12 members who shall represent major instructional units, the Office of the Dean of Admissions and Records, and the Office of the Dean of Students. This committee shall study and recommend all-University policies concerning admissions and the educational problems involved therein. It shall provide liaison and co-ordination in accordance with the requirements for admissions established by the faculties of the several schools and colleges, the Senate, and the Regents of the University. It may also serve the dean of admissions and records in an advisory capacity.

21. Closed-Circuit Television

There shall be a standing Committee on Closed-Circuit Television. Its membership shall consist of at least 7 appointed faculty members, including the head of the Department of Radio and Television, and 2 members from the student body.

**UNIVERSITY
SENATE
AND
ASSEMBLY
COMMITTEES**

**UNIVERSITY
OF
MINNESOTA**

TABLE OF CONTENTS

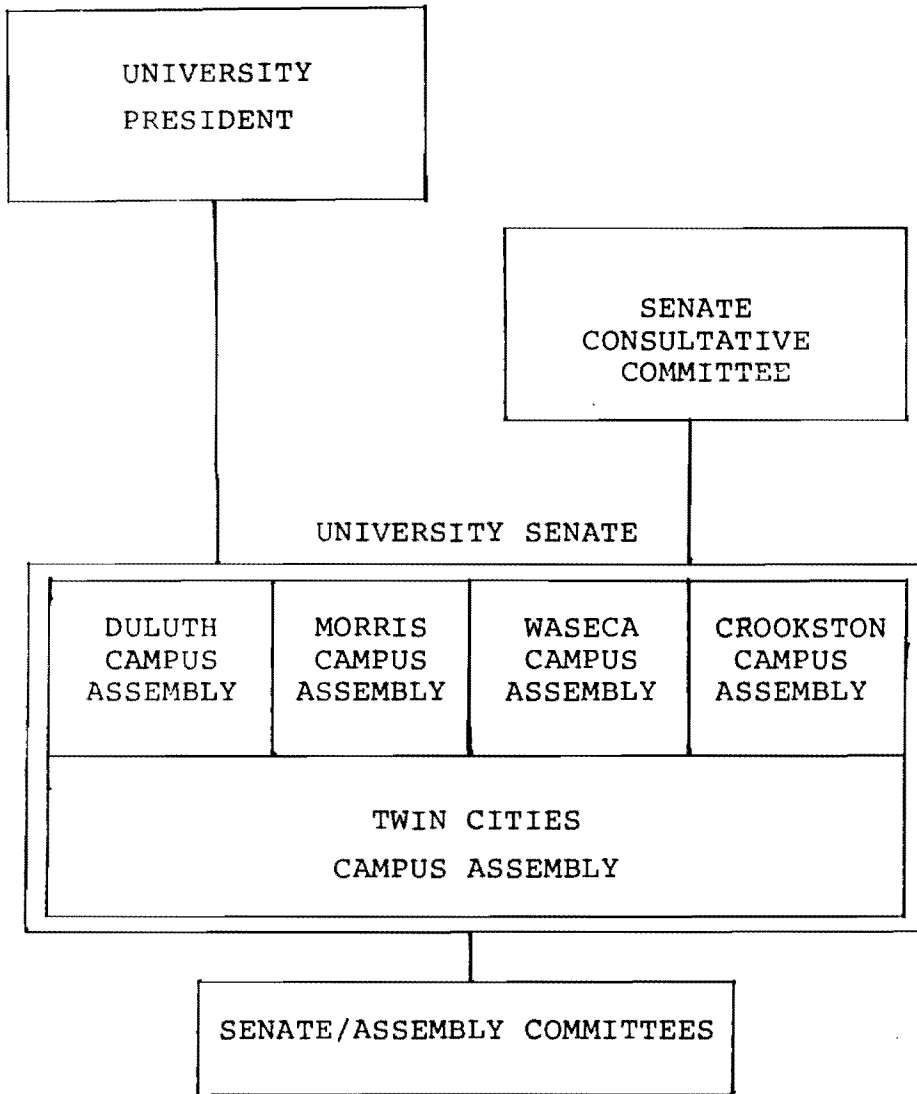
<u>Introduction</u>	1
<u>Diagram</u>	4
<u>University Senate Committees</u>	5
Educational Policy	6
Committee on Committees	6
Animal Care	7
Services for the Handicapped	7
Use of Human Subjects in Research	8
Faculty Affairs	8
Tenure	9
Business and Rules	9
Finance	10
Physical Plant and Space Allocation	10
Student Academic Support Services	10
Library	11
Extension and Community Programs	11
Educational Development	12
All-University Honors	12

If you want to be challenged,
want to contribute,
want to affect your environment,

SERVE ON A UNIVERSITY COMMITTEE

More than 180 committee positions are open to students willing to serve on the 35 University Senate and Twin City Campus Assembly Committees.

The price you pay for books and tuition, the size of your classes, financial aid, and your wages as a University employee are issues discussed by these important committees. The primary criterion for selection is an individual's willingness to contribute to the effectiveness of committee deliberations. As in most organizations, the major work of the Senate and TCCA occurs at the committee level. Programs, proposals, and policies are voted on by the Senate and TCCA, but they are first developed, researched, and modified in committees before they



The University Senate includes senators representing all of the campuses. The Twin Cities Campus Assembly only includes representation from the Twin Cities campus. Students and faculty who are members of the Senate are also, by virtue of their position, members of the Assembly.

University Senate Committees

The following pages contain descriptions of University Senate committees. These committees, in general, deal with issues that concern all campuses of the University (i.e., Duluth, Crookston, Morris, Twin Cities, Waseca). Students from any of the five campuses can join these committees.

Educational Policy

(4 students, 9 faculty)

This committee makes recommendations on issues which directly involve the University's policies on education and its planning. In recent years, issues such as the "F" grade (should an "F" count as a zero and be averaged in with your GPA?), language requirements for attaining a B.A. degree, the Lilly report, and various task forces that research issues of educational importance, were brought before this committee. Meetings are every two weeks and generally last two hours. About an hour of reading will be needed for each meeting.

Committee on Committees

(7 students, 6 faculty)

The full committee, with faculty and students, meets to review and advise the Senate on the structure and functions of all other committees. The students on the committee appoint or recommend students for all other Senate/Assembly committees each year. Members of this committee have the responsibility of learning about all of these committees so that they can answer questions, do interviews, and appoint directly or recommend students to the President. The time commitment for this committee is substantial: about 6 hours per month during fall and winter quarters, and

from 15-25 hours per month during spring when interviews are done.

Animal Care

(1 student, 9 faculty)

This committee is concerned with policy matters involving the acquisition, care, and use of the wide variety of animals employed in the University's many research and training programs. A major responsibility of the committee is inspecting all the animal holding facilities across the Twin Cities' and out-state campuses to insure compliance with federal and state regulations. The committee also deals with complaints regarding animal care and use. The whole committee meets about four times per year, and individual members may be called upon for additional duty on inspection teams or subcommittees about three more times per year.

Services for the Handicapped

(2 students, 7 faculty)

During the past five years, this committee has developed a set of procedure and policy guidelines for physical access, academic programs, and services for the handicapped, which were recently approved by the University Senate. The committee advises administrative offices, monitors, and assists in their implementation. In addition, the committee educates the University community about the legal aspects of the

policy and "imperatives that demand accomodations". This committee will probably meet about two times each quarter and its meetings will last about one and a half hours.

Use of Human Subjects in Research

(15 students, 45 faculty)

This committee is concerned with monitoring the subjects of experiments using people. There are two main areas of research: medical and behavioral. The committee meets in subcommittees divided along these lines. The issues which arise deal mainly with the subjects and how the experiment will affect them. If it is too dangerous or might be damaging, this review panel can stop the experiment. The responsibilities of students on this committee will be on two levels. First, thoughtful discussion during meetings which will last about one hour and will be held about once a month. Second, to review research projects (experiments) individually and then present the project and the pertinent information to the committee for its consideration.

Faculty Affairs

(1 student, 10 faculty)

Only a student who is a graduate assistant can sit on this committee. It is the responsibility of this committee to make recommendations to the Faculty Senate on all procedure and policy

issues which concern the personal and professional well-being of the Faculty. These policy issues might include tenure, academic promotion, health services, housing, retirement, and others.

Tenure

(2 students, 7 faculty)

In recent years, tenure has been a conotroversial issue at the University. This committee reviewed the existing tenure code, and its current revision recommends major changes. These changes may well affect the priority placed on teaching and research. The frequency of meeting times will depend on the proposed revisions and how they are viewed by faculty, administration, Regents, and students.

Business and Rules

(2 students, 4 faculty)

This committee prepares the Senate agenda, recommends procedural rules and supervises elections in the Senate. The meetings are generally about one hour long and they meet once per month. Time commitment outside of the meetings is minimal, but familiarity with the Senate Constitution, Bylaws and Rules is important. Students who have some experience with the Senate meetings would be more qualified for this committee.

UNIVERSITY SENATE/ASSEMBLY COMMITTEE
APPLICATION

Turn this form in at 240 Coffman Union, East Bank Campus, by April 18, 1984.

Date _____

Name _____
Last First Middle

Permanent Address _____
Street City State Zip

School Address _____
Street City State Zip

Phone _____
School Home Work

College _____ ID# _____ Year of Grad. _____
(Required)

Major _____ Do you work? _____ Hrs/Week _____

Are you running in the All-Campus Elections for a Senate position?
yes no (circle one) If so, do you wish to serve on a committee
if you do not win? yes no (circle one)

Are you or have you served on Senate/Assembly Committees at the
University? _____ If so, please indicate which ones _____

Please indicate which committee(s) you would like to apply for or
would be interested in being reappointed to.

List activities and organizations you have participated in. Please
list the most recent first.

1	1	1
2	2	2
3	3	3

istration on policies affecting these services. Students need to bring issues to this body to make their concerns known. The time commitment will vary greatly, depending on the number of issues brought to their attention during the year.

Library

(4 students, 12 faculty)

This body meets about once per month to discuss issues affecting the administration of the libraries. This committee has spent time on such issues as library automation, the library board and the management of the archives. Meetings have lasted for about three hours. Students who have some knowledge of automation are encouraged to apply for this committee, but it is certainly not necessary.

Extension & Community Programs

(5 students, 10 faculty)

In the near future there appears to be at least one major issue that this committee will concern itself with: the restructuring of extension courses into the appropriate colleges. In an attempt to get financial support from the legislature, the administration is considering major changes in how extension courses fit into regular college offerings. During the 83-84 academic year, this committee did not meet. It was felt that it did not have

any reason to meet. If you wish to join this committee, it may be advisable to join a second committee.

Educational Development
(5 students, 7 faculty)

New teaching ideas, new ways of presenting information to students, and development of programs to improve the quality of instruction fall under the responsibility of this committee. Much of its effort is spent supervising the Educational Development Office and in selecting grant recipients for development efforts around the University. They have been meeting about two or three times per quarter. Education majors and students who are forward looking in college instruction: get out and apply for this committee!

All-University Honors
(3 students, 6 faculty)

It is this committee's responsibility to solicit, screen, and make recommendations for University honors. Although no major issues have arisen in this committee during the past few years, this committee is active in its work. It meets about once per month and there will be some reading to do before each meeting.

**Academic Freedom
and Responsibility Appeals**
(4 students, 7 faculty)

This committee recommends policies with regard to academic freedom and responsibilities. Also, from time to time, this committee meets as a whole or in part to review an appeal from professors who have been accused of violating these policies. The function of this committee is often similar to the Judicial Committee. The number of meetings will depend upon the number of appeals that are made.

Research
(3 students, 8 faculty)

This committee recommends policies dealing with research activities here at the University. They also help promote and publicize research with the intention of educating the public on the importance of research and their support for it. The committee meets about once per month for about two hours.

Summer Sessions
(5 students, 7 faculty)

This committee makes recommendations on policy concerning summer session and the ways in which it relates to the regular academic year. A trend toward including summer sessions in the regular academic year (inloading) promises to be one of the major topics

of discussion. The committee met three times during the '83-'84 academic year.

Social Concerns

(7 students, 7 faculty)

The charge of this committee is very broad. It makes recommendations regarding the University's response to social problems and advises the administration on these matters. In particular, it is concerned with the relationships between the University and the community.

Planning

(2 students, 4 faculty)

This committee advises the Consultative Committee (steering committee of the Senate) on planning issues which concern the Senate. It also serves as a consulting body to the Vice President for Planning and Academic Administration. The University is in its third planning cycle. It is this committee's responsibility to observe the different colleges to see how well they are staying on track and also to see that the administration is doing their part. The meetings are held about four times each quarter and last about two hours. Two to three hours of preparation will be needed for each meeting.

International Education

(4 students, 8 faculty)

This committee recommends policies that affect foreign students on campus, U.S. students abroad, overseas research, teaching by University faculty overseas, and foreign faculty at the University. Recently, the committee considered the University's participation in the proposed National Council on International Research and Manpower, an attempt to organize the resources of American universities to serve both the needs of the Federal government and the universities.

Twin Cities Campus Assembly Committees

The following pages contain descriptions of committees of the Twin Cities Campus Assembly. These committees only have members from the Twin Cities campuses and generally deal with issues that do not affect the Duluth, Morris, Crookston or Waseca campuses.

International Students

(5 students, 5 faculty, 5 ex-officio)

This committee deals with items that concern international students: housing, tuition, language proficiency, scholarships, financial aid, health care, etc. (The employment policy for international students was a heated issue recently.) Meetings are held about two times each quarter.

Placement Services

(3 students, 3 faculty)

This committee has the responsibility of recommending general job placement policy and seeks ways to improve coordination among the placement services of the various colleges. Also, it is responsible for reviewing these services with respect to compliance with state and federal laws. As a student on this committee, you can expect one meeting every year. The time commitment is minimal.

Honors Programs

(3 students, 5 faculty)

Honors Programs develop and recommend policies concerning Twin Cities campus programs offered to students at high ability and achievement. Last year, the committee met about once per quarter. They set up a lecture series and also helped select National Merit Scholars. The time

commitment to be expected is about two-three hours per quarter.

Student Behavior

(10 students, 9 faculty)

This committee is the University's central judiciary body in cases involving the violation of the University's Conduct Code by individual students. It also hears cases involving violation of University rules applicable to student organizations. This body is more of a hearing panel than a committee. Often it will only be necessary to have part of the committee present for a given hearing. This allows a lot of flexibility for members, (i.e., if one student cannot make it, another may be asked to attend. Responsibilities include becoming familiar with the University's Conduct Code and Rules. The meeting frequency will vary, but will be approximately one or two times per quarter for each student.

Intercollegiate Athletics

(5 students, 8 faculty)

This committee covers a broad spectrum of topics dealing with men's and women's intercollegiate athletics. Policies on campus, national regulations, qualification for participating in sports, and selecting candidates to receive scholarships all fall under this committee. Its meetings are very con-

sistent: two times per month from 12:00 to 1:00 p.m.

Transportation and Parking

(4 students, 3 faculty)

This committee is supposed to recommend policies that affect all aspects of transportation and parking on the Twin Cities Campus. It is also supposed to "seek out students, faculty, and civil service attitudes concerning" transportation and parking. The committee meets about once per quarter.

Calendar

(3 students, 5 faculty)

This committee meets once or twice each year to set dates for the beginning and ending of the quarters, as well as the length of breaks, etc. In the past, some efforts have been made to change the University to the semester system. The responsibilities and the work load would be very light.

Student Affairs

(13 students, 10 faculty)

During the 83-84 academic year, this committee became quite active. It is this committee's responsibility to consider and recommend policies for the general social welfare of students on the Twin Cities Campus. A recent issue

was the alcohol and tobacco sponsorship ban. (Administration had banned such sponsorship for all student organizations without consulting students. When the decision was questioned by students, the Administration quickly referred this committee.) Participation on this committee includes about one meeting per month and variable time commitments. Students are encouraged to bring in issues to the committee for discussion and resolution.

University ROTC Relationships

(3 students, 6 faculty)

This committee meets about once or twice per quarter. One of its major responsibilities is to serve as an advisory committee to the Vice President of Academic Affairs on the relationships between the University and the Department of Defense regarding ROTC. This committee also advises on the establishment of faculty for the ROTC by mandate of the Regents. Little outside research is necessary for these meetings. Reading materials that are supplied by the committee will take only a few hours each quarter.

Housing

(5 students, 3 faculty)

The housing committee varies in activities from year to year. During the 83-84 academic year, the committee met three times during fall and winter

quarters. No pressing issues were noted and, therefore, the committee did not meet or take any action. This committee has the responsibility of recommending policy for on-campus and near-campus housing.

Convocations and the Arts

(3 students, 6 faculty)

This committee represents faculty and student interests in policies relating special and ongoing cultural activities consonant with the educational aims of the University. Its responsibilities include increasing cultural awareness through convocations, exhibitions, and lectures; and coordinating this with the appropriate academic units. Its meetings are very consistently once per month and they last about one hour. Some outside research will be expected from participants.

University Health Services Committee

(10 students, 2 faculty)

This committee represents student and faculty interests in Boynton Health Services. They do this rather well, because they have control of about \$4,000,000 in student services fees that go to the health services. Students who join this committee should have some interest in health services and in the fees process. Meetings are about an hour long and occur once per month.

Outside of the meetings, one or two hours of reading will be needed.

University Bookstores
(6 students, 3 faculty)

The University Bookstores Committee represents the interests of students, faculty, and staff in the University bookstores. Its responsibilities include advising the bookstore director, recommending policy concerning its operation, and to make recommendations as the disbursement of surplus funds. During the 82-83 academic year, there were nearly \$800,000 in surplus funds.

This committee was formed in 1984 and at the publication of this booklet, they had not yet met.

Author's Note

As a small child in northern Minnesota, I began researching governance structures. I vowed not to stop my research until I had found the most complicated of all systems in the entire world. It was four years later, after traveling thousands of miles through every reach of the planet, that I came to the University with my mother. She needed only to get a student I.D.. After waiting in six lines, making three phone calls, learning two foreign languages, filling out an infinite number of forms, and having her mug shot taken, she was exhausted (she did get her I.D.). But, I knew I had found what I had been searching for--the most complicated bureaucracy in the world--the University of Minnesota.

Most of what I knew about the University Senate/Assembly at the time that I wrote this defies expression. After 15 years of rigorous research and in-depth study, however, I have put it into words. Unfortunately, these are my words and I am not always completely correct. (i.e. some committees may meet for a shorter period of time than indicated, etc.) I stand by what I have said and hope that it will light your path through University governance in some small way.

I would also like to thank Mary Jane Plunkett, Kim Tappe, Linda Hanson, Jim Anderson, and Becky Anderson for their thoughtful criticism and editing-- especially M.J. though.

MINNESOTA STUDENT ASSOCIATION
University Of Minnesota
300 Washington Avenue S.E.
240 Coffman Memorial Union
Minneapolis, Minnesota 55455
(612) 373-2414



UNIVERSITY OF MINNESOTA

CONSTITUTION •
• BY-LAWS

of the UNIVERSITY SENATE

MINNEAPOLIS, MINNESOTA

July 1966

University Senate

CONSTITUTION*

Article I. General Powers

I. Distribution of Powers Delegated by Regents

All matters relating to the educational and administrative affairs of the University, consistent with actions or policies of the Regents of the University of Minnesota heretofore or hereafter taken or established and including those incident to the management of the student body, are, for the purpose of effectuating the government of the University under and by the Regents, committed to the President, the University Senate, and the several faculties, as herein provided.

Article II. President of the University

I. Position and Authority

The President of the University shall be the representative of the Regents, the Senate, and the faculties, and the chief executive officer of the University. He shall have general administrative authority over University affairs. He may suspend action taken by the Senate or by any college faculty and ask for a reconsideration of such action. If the President and the Senate or college faculty do not reach agreement on the action, the question may be appealed to the Regents, by the President, or by the Senate, or by the college faculty.

2. Consultation on Budget

The President, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the Regents. However, in view of the necessary weighing of educational policies and objectives involved, he shall consult with and ask for the recommendations of the University Administrative Committee and the Faculty Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

Article III. University Senate

1. Composition

The University Senate shall be composed of (a) elected representatives of the various institutes, colleges, schools of collegiate rank, and the Mayo Graduate School of Medicine, (b) the President of the University, and (c) the members of the University Administrative Committee who shall serve as ex officio nonvoting members of the Senate. Each member of the Senate shall represent the faculty and the University as a whole.

2. Powers in General

The Senate shall have general legislative authority over educational matters concerning the University as a whole, but not over the internal affairs of a single institute, college, or school of collegiate rank, except where these materially affect the interests of the University as a whole or the interests of other institutes, colleges, or schools. The minimum requirements for a liberal education are matters that materially affect the interests of the University as a whole.

3. Student Relations with the University

The Senate shall have the power to enact statutes for the government of the students in those relations with the University which affect the University as a whole.

4. Election of Senate Members

a. The elected representatives of the faculties to the Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors, associate professors, or assistant professors (including research associates) shall jointly elect from their rank (professors, associate professors, and assistant professors) 1 Senate member for each 10 of their regular members or fraction of that number holding such ranks. The provisions hereof shall not apply to the election of the representatives of the Mayo Graduate School of Medicine.

b. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of assistant professor (including research associate) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Regulations Concerning Academic Tenure*. The provisions hereof shall not apply to the election of the representatives of the Mayo Graduate School of Medicine.

c. The Mayo Graduate School of Medicine shall be entitled to four elected representatives to be elected jointly by faculty members who are professors, associate professors, and assistant professors (including research associates). The election shall be by secret ballot.

*Adopted: Senate, May 20, 1954; Regents, June 12, 1954.

Amended: Senate, December 13, 1956; Regents, February 8, 1957.
Senate, June 1, 1961; Regents, October 7, 1961.
Senate, December 7, 1961; Regents, March 16, 1962.
Senate, November 1, 1962; Regents, January 11, 1963.
Senate, December 5, 1963; Regents, May 8, 1964.

d. Members of the University Administrative Committee shall not be eligible for election to the Senate as members of the faculties under (a) hereof.

e. The Committee on Business and Rules shall determine the status and faculty membership of any academic staff member not regularly attached to an existing faculty for purposes of voting for members of and serving as a representative in the Senate.

f. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the representatives of each institute, college, or school shall be elected each year by each institute, college, or school. All members elected to the Senate shall begin service on July 1 and shall serve for 3 years and/or until their successors shall be elected and qualified. Elected members of the Senate shall not serve more than 4 consecutive years, from and after July 1, 1963, and shall be eligible for re-election only after a 1-year interval of non-membership in the Senate.

5. Senate Officers

The President of the University shall be chairman of the Senate. A vice-chairman shall be elected by the Senate at its first meeting of the academic year from among its members for a term of 1 year. He shall be eligible for re-election. The President, with the consent of the Senate, shall appoint a clerk of the Senate, who need not be a member of the Senate, and whose duties shall be prescribed in the By-Laws.

6. Senate Agenda and Minutes*

The agenda of each Senate meeting shall be distributed in advance to all Senate members, to all faculty members entitled to vote for Senate members, and to such others as the Senate may direct. The Minutes of Senate meetings shall also be distributed to all such Senate and faculty members. Matters under Senate jurisdiction, including proposed amendments to this Constitution or By-Laws, may be submitted by any Senate committee or Senate member or petition signed by any 20 voting members of the faculties to the Committee on Business and Rules for placing on the agenda of the Senate.

7. Senate Meetings—Call—Quorum

The Senate shall hold regular meetings, at least twice in each quarter of the academic year, at a time and place determined by

* Docket shall carry notation NOT FOR RELEASE PRIOR TO THE MEETING and be sent to news media in advance. News conference at close of meeting to be provided.

Digester provided to abstract Senate discussion for Appendix to Minutes. *Senate Minutes*, December 7, 1961.

Agenda and Minutes shall be sent to instructors on regular appointment. *Senate Minutes*, March 14, 1963.

the President. Special meetings of the Senate may be held upon the call of the President or upon the written request of 10 members of the Senate or of 20 voting members of the faculties. At any regular or special meeting of the Senate, a majority of the membership of the Senate shall constitute a quorum. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Academic Tenure* may be present at Senate meetings and shall be entitled to speak and to offer motions for Senate action. Non-Senate members shall not be entitled to vote.

Article IV. Composition of Senate Committees

1. Appointment of Committee Members

All members of standing or special committees of the Senate shall be appointed by the President and confirmed by the Senate, except as provided for in Article V, Sections 2 and 4, of this Constitution. Membership in the Senate shall not be prerequisite to such appointment.

2. Creation of Standing Committees

Subject to the provisions of Article V of this Constitution, the Senate by appropriate by-laws may create standing committees, clothed with such responsibilities as the Senate has the power to confer. Members of such committees who are not members of the Senate, including student members, may be present at a meeting of the Senate during such time as report of their committee is under discussion and may participate in such discussion, but shall not have the privilege of making motions or of voting.*

3. Creation of Special Committees

The Senate may create such special committees as it deems necessary for the execution of its responsibilities; such special committees shall be discharged upon the completion of their assigned duties.

4. Student Membership on Committees

Except as provided in Article V, Section 2, of this Constitution, any special or standing committee of the Senate may propose appointment by the President of representatives of the student body to serve with the committee. Voting privileges in the committee and other rights of such student representatives shall be determined by each committee in question, except as provided for in such by-laws as specify the status of student members.

* Interpretation: Voted that reports of Senate committees that have student members be grouped on the docket and that student members of all reporting committees be admitted to the Senate for the duration of discussion of all of these reports to minimize interruption of the meeting. *Senate Minutes*, December 9, 1954.

5. Increase of Committee Membership

The President shall have the power to increase the number of members that shall constitute any standing or special committee of the Senate whenever he deems such action to be desirable, except as provided for in Article V, Section 2, of this Constitution.

Article V. Special Standing Committees of the Senate

1. University Administrative Committee

There shall be a University Administrative Committee as a standing committee of the Senate. It 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. The Administrative Committee 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 functions as may be delegated to it by the President or the Senate. It shall report regularly to the Senate.

2. Faculty Consultative Committee—Composition

There shall be a Faculty Consultative Committee as a standing committee of the Senate. This committee shall be composed of seven elected members, and if no member is elected from either the St. Paul Campus or the Duluth Campus the elected members shall appoint one for each of the foregoing not represented by an elected member. No person shall be either an elected or appointed member who is not a qualified voter for Senate members at the time of his election or appointment or who is a member of the University Administrative Committee. Elected members shall serve for terms of 3 years. Appointed members shall serve for terms of 1 year. Only those faculty members who hold regular appointment at the rank of professor or associate professor may be nominated for membership on or may vote for members of the Faculty Consultative Committee. The committee shall represent the faculty-at-large and not individual institutes, colleges, schools, or departments of the University.

3. Faculty Consultative Committee—Functions

The Faculty Consultative Committee shall meet with the President at regular times to discuss matters of policy relating to instruction, research, personnel, service functions, and the budget. It shall be empowered to appoint subcommittees or employ other devices which it regards as appropriate in initiating and furthering communication between the faculty and the President. It shall report to the Senate at least once in each academic year.*

4. Committee on Senate Committees

There shall be a standing Committee on Senate Committees consisting of six elected members. It shall review the number and scope of standing committees of the Senate, shall make appropriate recommendations thereon to the Senate, and shall recommend to the President faculty candidates for appointment to standing committees of the Senate.

Article VI. Faculties of the Institutes, Colleges, and Schools

1. Composition of the Several Faculties

The faculty of each institute, college, or school of collegiate rank shall consist of the President, provost, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows). Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members.

2. Powers of the Several Faculties

Each faculty, or executive faculty if so organized, shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curriculums, instruction, examinations, grading, degrees, and disciplinary matters not within the jurisdiction of the All-University Disciplinary Committee, except as provided in Article III, Section 2.

Article VII. Relations with Other Institutions

Relations between the University of Minnesota and other educational institutions shall be subject to the control of the Senate, either directly or through appropriate committees.

Article VIII. Jurisdictional Questions

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the President and confirmed by the Senate. If such committee shall be unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the Senate for decision. Such decision may be appealed to the President.

2. Controversies Between Senate and Individual Faculties

Controversies arising between the Senate or its committees and an institute, college, or school faculty or other division of the Univer-

* Publication entitled "The Senate Forum" approved, *Senate Minutes*, June 5, 1958, June 4, 1959

sity shall be resolved by the President, after conference with representatives of the Senate and of the unit in question.

Article IX. Amending Procedure

1. Adoption of Amendments

Amendments to this Constitution shall be approved by a two-thirds majority vote of all members of the Senate, at a regular or special meeting, provided the proposed amendment has been submitted in writing to each member of the Senate and to each faculty member entitled to vote for members of the Senate at least 10 days prior to the date of the vote on the approval of the proposed amendment. Such amendments shall then be submitted in writing to those entitled to vote for members of the Senate and unless disapproved by at least one third of such members within 30 days by written vote, shall be submitted to the Regents for approval.

2. Effective Date

Amendments to this Constitution shall be effective only after approval by the Regents and as of the day following the date of such approval.

Article X. Effective Date of Constitution

This Constitution, having been adopted by the Senate, shall be in effect as of the day following the date of its approval by the Regents.

Article XI. Adoption of By-Laws

The Senate may enact, amend, or repeal by-laws by majority vote of all members of the Senate.

BY-LAWS*

Article I. Senate Membership, Elections, and Officers

1. For the purpose of electing members to the Senate, qualified faculty members shall vote as members within each of the following units of the University: (1) Agriculture, (2) Business Administration, (3) Veterinary Medicine, (4) Dentistry, (5) Duluth, (6) Education, (7) Extension Division, (8) General College, (9) Law, (10) Medical Sciences, (11) Pharmacy, (12) Liberal Arts, (13) Technology, (14) Mayo, (15) Morris, and (16) Biological Sciences.
2. a. Each spring before May 1, the clerk of the Senate shall prepare for each unit listed in Section 1 of this Article a list of all persons in that unit who, as of April 15, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
c. The names of the Senate members elected for the coming year shall be reported on a docket supplement distributed at the last regular meeting of the current year.
3. Vacancies in the Senate caused by death, resignation, or separation from the University may be filled, at the option of the faculty of the administrative unit, by special election on the part of the relevant group within the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty.
4. Any person eligible to vote for members of the Senate under the provisions of Section 4 of Article III of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Committee on Business and Rules for a determination of his status for voting for members of the Senate. It shall be a duty of the Committee on Business and Rules to classify such a staff member with one of the voting units specified in Article I, Section 1, of these By-Laws in view of factors which the Committee on Business and Rules considers to be relevant to such classification.

*Adopted: Senate, May 20, 1954.

Amended: Senate, June 2, 1955; December 13, 1956; November 7, 1959; February 5, 1959; April 30, 1959; December 10, 1959; November 3, 1960; March 9, 1961; June 1, 1961; March 14, 1963; June 6, 1963; October 31, 1963; June 4, 1964; November 5, 1964; November 4, 1965; April 28, 1968.

5. The Senate shall review the provisions of Article III, Section 4a, of the Constitution of the Senate at the end of 5 years following the effective date of the Constitution, in order to determine whether changes should be made in the formula utilized in the election of members of the Senate.
6. The clerk of the Senate shall be the custodian of its records, shall circulate the agenda and minutes of Senate meetings as directed by the Committee on Business and Rules, and shall perform such additional functions as shall be assigned to him in the By-Laws or by the President.*
7. It shall be a function of the clerk of the Senate to obtain after convenient intervals but at least once annually from the University Office of Insurance and Retirement or other official sources a complete list of those faculty members of any professorial rank who held tenure, whether they were active or retired, who have died during the preceding interval. The clerk of the Senate shall request the departments or units of the University in which the deceased faculty members served to prepare suitable memorial statements and send them to their respective deans to be forwarded by the deans to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the President.

Article II. General Rules for All Senate Committees

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection by all members of the University faculty eligible to vote for members of the Senate.
2. Any committee of the Senate may be required, upon majority vote of the Senate, to report to that body at its next meeting, whether regular or special, on matters placed in the charge of such committee.

Article III. Creation, Composition, and Functions of Standing Committees

1. Audio-Visual Aids

There shall be a standing Committee on Audio-Visual Aids. It shall consist of not less than seven members and shall include the head of the University department charged with the responsibility for co-ordination of the various audio-visual services. Its duties shall include the formulation of University policies concerning the production, supply, use, and distribution of audio-visual aids.

* Voted that the clerk of the Senate include in the June minutes a summary of the attendance of members elected for the current academic year. *Senate Minutes*, March 12, 1959.

2. Business and Rules

- a. There shall be a standing Committee on Business and Rules, which shall consist of four members and the clerk of the Senate who shall serve as clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate, and to recommend the disposition of business which appears in its judgment to be not germane to the purposes of the Senate. It shall prepare the agenda for each meeting of the Senate and cause copies thereof to be distributed under the provisions of Article III, Section 6, of the Constitution of the Senate.
- b. Items of new business presented at a Senate meeting by individual members shall be referred to this committee for consideration and presentation at the next regular meeting of the Senate, but such business may be considered and voted on at the meeting at which it is introduced, by a majority vote of the members of the Senate, present and voting, on a proposal for immediate consideration.
- c. The committee may recommend amendments of existing by-laws or standing rules, or the adoption of new by-laws or standing rules.
- d. 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 Article III, Section 7, of the Constitution of the Senate.

3. Educational Policy

There shall be a standing Committee on Educational Policy composed of at least 11 members including ex-officio representation of the Office of the Vice President, Academic Administration and Office of the President, specifically that person designated as responsible for University planning. It shall seek ways in which the total educational work of the University may be improved, and make recommendations appropriate to this end.

4. Faculty Consultative Committee

There shall be a standing committee to be known as the Faculty Consultative Committee composed as specified in Article V, Section 2, of the Constitution of the Senate. Elected members of this committee shall serve for 3 years and shall be chosen in the following manner. The clerk of the Senate shall mail to each faculty member on regular appointment who holds the rank of professor or associate professor a call to nominate not more than twice the number of members to be elected to the Faculty Consultative Committee. All nominations shall be returned to him. He shall then determine the availability of persons nominated until he has found twice the number to be chosen available for submission on the final election ballot. No person shall appear on that ballot who has received fewer votes on the nominating ballots than any person not appearing on the final election ballot for any reason other than nonavailability; but, in case of a tie for the last position on

the final election ballot, all tied candidates shall be deemed nominated, in which case the number of candidates shall be adjusted to reflect that fact. The clerk shall distribute final election ballots to all eligible voters, who shall return their ballots to him. The election procedure herein set forth shall be held and completed during a period commencing February 15 and ending April 15. Two weeks shall be allowed for return of both nomination and final ballots. In case of a tie in the final election the clerk shall choose the successful candidate by lot. Persons elected to membership during one year shall commence their term of office on the first day of the succeeding fiscal year of the University. The President of the University shall appoint the chairman of the committee; only an elected member may serve in that capacity. In case of a vacancy the elected members by a majority vote shall fill it by an interim appointment, said interim appointee to serve until the next general election and until his successor has commenced his term. At the general election next following the date of a vacancy, whether or not filled by an appointment, said vacancy shall be filled by an elected member for the balance of the unexpired term, if any, commencing on the first day of the next succeeding University fiscal year. In a general election at which a vacancy is to be filled, the established election procedure shall be followed except the clerk of the Senate shall add to the required call for nominees a sufficient number of nominees so that the election also shall include nominees for not more than twice the number of vacancies to be filled. In the final election, ballots shall be cast for the number of offices to be filled without differentiation between regular and unexpired terms. In the final election, nominees shall be elected in the order of total votes received, with those receiving the highest totals being elected for the regular terms to be filled and those with the next highest totals being elected to the unexpired terms commencing with the unexpired term of the greatest time duration. Consecutive service by elected members shall not exceed two terms; service as an elected member filling a vacancy caused by withdrawal of an elected member shall constitute service for a term if service for such position, by election or by appointment and election, was for a year or more.

5. Institutional Relationships

There shall be a standing Committee on Institutional Relationships, to consist of at least eight members including ex-officio representation of the Office of the Vice President for Educational Relationships and Development whose chief concern shall be the relation of the University to other institutions of learning. This committee shall review all matters which affect these relations of the University. It shall also serve as an advisory intra-university relations committee on admission requirements, graduation requirements, credit allowances, and other matters which affect relations among the several colleges or departments of the University. It shall determine and report to any college proposing changes in these

areas the probable effect of the change on other colleges or departments of the University, other Minnesota colleges, or Minnesota secondary schools. The committee shall also promote articulation between the University and other educational institutions of the state and develop plans for making the University more helpful to them. It shall represent the University in determining the accreditation accorded Minnesota schools and colleges. It may also represent the University in conferences with educational associations and agencies.

6. Institutional Research

There shall be a standing Committee on Institutional Research composed of at least 11 members including ex-officio representation of the Bureau of Institutional Research. It shall advise the Bureau of Institutional Research with respect to the studies to be undertaken by the bureau, the studies to be given priority, and any basic questions of policy or procedure connected with the bureau's activities.

7. Intercollegiate Athletics

a. There shall be a standing Committee on Intercollegiate Athletics, composed of 17 voting members, with the exception noted in d. below, as follows:

- (1) Eleven faculty members, including the University conference representative who is to be appointed by the President of the University, subject to the approval of the Senate. At least nine of these shall be from the Minneapolis-St. Paul Campus.
- (2) Two alumni members to be nominated by the Board of Directors of the Minnesota Alumni Association and appointed by the President of the University, subject to the approval of the Senate.
- (3) Two students, to be recommended by the student government and appointed by the President subject to the approval of the Senate.
- (4) Two members ex officio, consisting of the vice president, business administration, and the director of intercollegiate athletics.

b. The committee is responsible, under the authority of the Senate, for all matters of policy pertaining to intercollegiate athletics, and for all matters of eligibility of student-athletes, of scheduling intercollegiate contests, of awards, or policies concerning tickets to intercollegiate contests, and of the pricing of such tickets.

Specifically excluded from the committee's responsibilities are the approval of budgets and recommendations pertaining to appointment of the director of intercollegiate athletics, coaches, and administrative staff.

c. 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 all athletic funds shall be vested in the Office of the Vice President, Business Administration.

d. The director of intercollegiate athletics shall serve as executive secretary of the committee and be entitled to vote on all matters excepting matters of eligibility. He shall be in general charge of and responsible for the detailed administration of intercollegiate athletics subject to the supervision and approval of the Committee on Intercollegiate Athletics.

8. Judicial

There shall be a standing committee of five members to be known as the Judicial Committee. Its powers, duties, and procedures are set forth in the *Regulations Concerning Faculty Tenure* (as revised and readopted by the Regents July 11, 1952).

9. Library

There shall be a standing Committee on Library consisting of at least 11 members including ex-officio representation of the director of University Libraries and 2 students. Its duties shall be to consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable and, on request of the Senate, to inform it as to any matters affecting library policy and administration.

10. Reserve Officers' Training Corps

There shall be a standing Committee on ROTC consisting of nine staff members, two students (representing the student government and the Interfraternity Council), and two alumni. Its functions shall be to maintain liaison between the Departments of Military Science, Naval Science, and Aerospace Studies, and the University Senate, and to give continuing consideration to the problems confronting these departments.

11. Senate Committees

There shall be a standing Committee on Senate Committees, as provided in Article V, Section 4, of the Constitution of the Senate, elected by the Senate according to the following rules:

a. The Faculty Consultative Committee, in consultation with the President, shall nominate and certify as available twice as many candidates for the Committee on Senate Committees as are to be elected each year. These candidates shall be announced in the Senate Docket for the last regular Senate meeting of the academic year. Additional nominations, certified as available, may be made by the petition of 12 Senators, provided that the petition is in the hands of the clerk of the Senate the day before the Senate

meeting. At the last regular Senate meeting of the academic year, the Senate shall elect by secret ballot one-third of the members of the Committee on Senate Committees, those elected to serve for 3 years. In the case of a tie, the clerk of the Senate shall choose the successful candidate by lot.

b. From the members of the Committee on Senate Committees, the President shall appoint a chairman to serve from July 1 to June 30, who may serve successive terms.

The Committee on Senate Committees shall review the number and scope of the standing committees of the Senate and shall make appropriate recommendations thereon to the Senate. It shall assist the President in his appointment of committees by furnishing him with a slate of twice the number of faculty members to be appointed to standing committees as are specified in the By-Laws for each standing committee, giving due consideration to geographical representation from the various collegiate campuses of the University when this is appropriate, to the number of Senate committees the faculty member is already serving, to the principles of rotation of such assignments, to the recommendations of the respective committee chairmen, and to availability to serve if appointed.

In case of a vacancy, the replacement procedure shall be in principle as provided for the Faculty Consultative Committee.

12. Student Affairs

There shall be a standing Committee on Student Affairs of at least 27 members, consisting of faculty, students, alumni, and administrators including ex-officio representation of the dean of students; student members shall exceed by at least one the total of other members. It shall have supervision of all those student affairs and student organizations within the jurisdiction of the Senate and not within the control or supervision of any other standing committee. It shall maintain supervision over the financial affairs of all student organizations over which the University has control. It shall have supervision of all publications issued by students. It shall have charge of all local and intercollegiate contests in debate and oratory over which the Senate has jurisdiction. It shall establish general policies concerning the development of recreational facilities and programs for students, but such policies shall be administered and co-ordinated through the appropriate officers and agencies. It shall be empowered to make recommendations regarding the operation of recreation programs to the Recreation Co-ordinating Control and to any standing committee, department, or agency concerned with such programs.

13. Student Scholastic Standing

There shall be a standing Committee on Student Scholastic Standing. It shall consist of the chairman of the appropriate committee, or representative appointed by the administrator, of each of the

separate institutes, colleges, and schools of collegiate rank. In addition, the Office of Admissions and Records and the Office of the Dean of Students shall each have a representative on the committee. The duties of the committee shall be to study and to recommend to the University Senate such general rules and regulations concerning students' scholastic standing as may be needed on a University-wide basis; it shall also correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the regulations of the colleges concerning student scholastic standing with the administration of the University Senate rules and regulations dealing therewith.

14. University Functions

There shall be a standing Committee on University Functions. It shall consist of at least 12 members. Its duties shall be to plan and advise with respect to commencements and other all-University functions.

15. University Printing and Publications

There shall be a standing Committee on University Printing and Publications. It shall consist of 11 members, the vice president of business administration, the recorder, the director of university relations, the agricultural extension editor, a representative of the University Press, 5 other members of the faculty, and a representative of the student body. It shall be its duty to set standards for all catalogues, bulletins, and other official publications, also the stationery of the University and of the various institutes, colleges, schools, departments, and administrative units of the University; to advise with regard to the admissibility of new publications or printing to the lists of official publications or printing of the University and its institutes, colleges, schools, departments, and administrative units; and in general to supervise University printing with a view to encouraging and promoting economical and efficient practices.

16. University Administrative Committee

There shall be a standing committee of the Senate which shall be known as the University Administrative Committee, with such membership and responsibilities as are set forth in Article V, Section 1, of the Constitution of the Senate.

17. All-University Extension

There shall be a standing Committee on All-University Extension. It shall consist of not less than 18 members including ex-officio representation of the dean of the General Extension Division and of the director of the Agricultural Extension Service. Its function shall be to consider and to review the policies and activities of all those agencies of the University engaged in extension teaching.

18. Faculty Welfare

There shall be a standing Committee on Faculty Welfare. It shall consist of not less than seven members, and shall include a representative of the President's office. Its function shall be to consider and review policies and procedures in the University which may concern the personal and professional welfare of the faculty.

19. All-University Council on Liberal Education

There shall be a standing All-University Council on Liberal Education. It shall consist of a chairman and 12 additional members. The chairman shall be the associate vice president for academic administration. The 12 voting members shall include 1 representative from each of the following: (a) Division of Humanities, College of Liberal Arts, (b) Division of Social Sciences, College of Liberal Arts, (c) Division of Physical Sciences, College of Liberal Arts, (d) Division of Biological Sciences, College of Liberal Arts, (e) Division of Mathematics and Statistics, College of Liberal Arts, (f) Institute of Technology, (g) College of Agriculture, Forestry, and Home Economics, (h) School of Business Administration, (i) College of Education, (j) University of Minnesota, Duluth, (k) University of Minnesota, Morris, and (l) General College.

The President shall appoint the unit representatives from the teaching faculty upon recommendations made by the appropriate associate dean or head of division in the case of representatives from the College of Liberal Arts, or by the appropriate dean in all other instances.

Initially, in order to maintain continuity of council membership, the terms of appointment shall be staggered: four 1-year appointments, four 2-year appointments, and four 3-year appointments. The associate vice president shall designate the original term of appointment for each of the 12 units represented and shall inform the appointing administrator of his designations prior to the appointment of the first 12 members. Thereafter, the normal tenure of all appointments shall be 3 years.

20. Admissions Policy

There shall be a standing Committee on Admissions Policy, consisting of at least 12 members who shall represent major instructional units, the Office of the Dean of Admissions and Records, and the Office of the Dean of Students. This committee shall study and recommend all-University policies concerning admissions and the educational problems involved therein. It shall provide liaison and co-ordination in accordance with the requirements for admissions established by the faculties of the several schools and colleges, the Senate, and the Regents of the University. It may also serve the dean of admissions and records in an advisory capacity.

21. Closed-Circuit Television

There shall be a standing Committee on Closed-Circuit Television. Its membership shall consist of at least 7 appointed faculty members, including the head of the Department of Radio and Television, and 2 members from the student body.

**CONSTITUTION
and BY-LAWS**

**JULY
1969**

of the UNIVERSITY SENATE



**UNIVERSITY of MINNESOTA
MINNEAPOLIS, MINNESOTA**

University Senate CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by Regents

All matters relating to the education and administrative affairs of the University, consistent with actions or policies of the Regents of the University of Minnesota heretofore or hereafter taken or established and including those incident to the management of the student body, are, for the purpose of effectuating the government of the University under and by the Regents, committed to the President, the University Senate, and the several faculties, as herein provided.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The President of the University shall be the representative of the Regents, the Senate, the Faculties, and the students, and the chief executive officer of the University. He shall have general administrative authority over University affairs. He may suspend action taken by any Senate, by any campus assembly, by any college faculty or by any student constituency and ask for a reconsideration of such action. If the President and a Senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the Regents by the President, or by any Senate, or any campus assembly, or college faculty, or student constituency.

2. Consultation on Budget

The President, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the Regents. However, in view of the necessary weighing of educational policies and objectives involved, he shall consult with and ask for the recommendations of the All-University Administrative Committee and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Composition

The University Senate shall be composed of (a) the President of the University, (b) members of the all-University Administrative Committee who shall serve as ex officio nonvoting members, (c) members of the Senate

Consultative Committee who shall serve as ex officio voting members, (d) the elected faculty and student representatives of the various institutes, colleges, and schools of collegiate rank, the Graduate School, and the Mayo Graduate School of Medicine. The elected faculty representatives shall comprise the Faculty Senate; the elected student representatives shall comprise the Student Senate. Each member of the University Senate shall represent the University as a whole.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools.

The minimum requirements for a liberal education are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of the faculty and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies, and upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and By-laws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning but one (1) campus of the University. Each campus shall determine its own assembly and shall adopt its own Constitution and By-laws which shall be consistent with the Constitution and By-laws of the University Senate.

3. Allocation of Functions and Powers

a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this Article which are not specifically delegated to the Faculty Senate or to the Student Senate.

b. Upon the recommendation by the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.

In general, functions allocated to the Student Senate shall include but not be limited to matters in the areas of student government, student organizations, and student publications.

In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.

In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

a. The elected representatives of the faculties to the University Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges,

or schools of collegiate rank as follows: The regular members of each faculty who are professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) shall jointly elect from their rank (professors, associate professors, assistant professors, and instructors) one (1) University Senate member for the initial twenty (20) of their regular members or any fraction of that number holding such rank and one (1) additional Senate member for each additional twenty (20) of the regular members or major fraction thereof. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Regulations Concerning Academic Tenure*. The provisions hereof shall not apply to the election of the representatives of the Mayo Graduate School of Medicine.

b. The Mayo Graduate School of Medicine shall be entitled to two (2) elected representatives to be elected jointly by faculty members who are professors, associate professors, assistant professors (including research associates), or instructors (including research fellows). The election shall be by secret ballot.

c. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the By-laws. There shall be one (1) student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one (1) additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris, Duluth, and Crookston there shall be two (2) student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one (1) additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. Any student who has twenty-four (24) credits in residence at the University and at the time of voting is carrying at least nine (9) credits in his college, institute, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine (9) credits in residence at the University and are full-time students at the time of voting. General Extension Division students shall be eligible for election if they have earned twelve (12) credits in residence during the previous five (5) years and are carrying five (5) credits at the time of voting. Full-time students in each college, institute, or school shall be eligible to vote. Each college, institute, or school shall establish its own procedures to determine qualification as a full-time student.

d. Members of the Administrative Committee shall not be eligible for election to the Senate as members of the faculties under "a" hereof.

e. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.

f. Elections to the Senate shall be held no later than the 20th day of May. One-third, or as near to one-third as arithmetically possible, of the faculty representatives of each institute, college, or school shall be elected each year

by each institute, college, or school. All faculty members elected to the Senate shall begin service on July 1 and shall serve for three (3) years and/or until their successors shall be elected and qualified. Elected faculty members of the Senate shall not serve more than four (4) consecutive years, and shall be eligible for re-election only after a one (1) year interval of nonmembership in the Senate. All student representatives shall be elected for one (1) year terms and may be re-elected. No student representative may serve more than three (3) consecutive terms. To serve as a Senate Representative, a faculty representative or a student representative must be currently a regular member of his faculty or be in good standing as a student.

g. The faculty and student constituency of each institute, college, or school which elects a representative to the Senate may, if it desires at the time of electing representatives, elect alternate representatives to the Senate, which alternate shall be permitted to serve as a representative at any Senate meeting in the absence of an elected representative. Alternate representatives shall be elected in the same manner and at the same time as representatives. The maximum number of alternates to be elected by an institute, college, school, or student constituency shall not exceed the number of representatives to be elected. Any representative may designate any elected alternate from his institute, college, school, or student constituency as the alternate to serve in his place and stead by written notice to the clerk of the Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. University Senate Officers

The President of the University shall be chairman of the Senate. 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 (1) year. He shall be eligible for re-election. The President, with the consent of the Senate, shall appoint a clerk of the Senate, who need not be a member of the Senate and whose duties shall be prescribed in the By-laws.

6. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty members entitled to vote for Senate members, to members of all Senate committees, and to the students and others in such manner as the University Senate may direct. The Minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or By-laws, may be submitted by any Senate committee or Senate member.

7. University Senate Meetings -- Call -- Quorum

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the President. The Faculty Senate and the Student Senate shall hold regular meetings. Special meetings of the University, Faculty, or Student Senate may be held

upon the call of the President, upon request of the appropriate Consultative Committee, or upon written request of ten (10) members of the Senate in question. At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members, Senate Consultative Committee members, and, in the case of a tie, the President, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Academic Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Nonmembers of the Faculty Senate shall not be entitled to vote. Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members shall be entitled to vote.

ARTICLE IV. COMPOSITION OF UNIVERSITY SENATE COMMITTEES

1. Committees of the Senate

There shall be two kinds of standing committees of the Senate: (1) Senate committees, and (2) University committees. The Senate also may create special committees.

2. Senate Committees

A Senate committee is any committee to which the 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 By-laws.

a. Creation of Standing Senate Committees

The Senate by appropriate by-laws may create standing Senate committees, clothed with such responsibilities as the Senate has the power to confer. Faculty and student members of such committees who are not members of the Senate shall have the privilege of speaking on the report of their committees before the Senate.

3. University Committees

University committees are standing committees created by the Senate and assigned a relationship and responsibility to a Senate committee. Each University committee will concern itself with policy matters designated by the 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 Senate. 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 Senate for consideration and adoption. All members of such committees who are not members of the Senate shall have the privilege of speaking on the report of their committee before the Senate committee and the Senate.

a. Creation of University Committees

University committees may be established or terminated at any time by majority vote of the Senate upon resolution presented. Passage of by-laws is not required for the establishment or dissolution of University committees.

4. Appointment of Committee Members to Senate and University Committees

All members of standing committees of the Senate shall be appointed by the President and confirmed by the Senate except as provided in the appropriate by-laws for the Senate Consultative Committee and the Committee on Senate Committees; which committees shall be created as provided in said by-laws. Membership in the Senate shall not be prerequisite to such appointment.

5. Special Committees

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

a. Creation of Special Committees

Special committees may be created jointly by the President and (1) an appropriate Senate committee, or (2) the Senate. 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.

b. Appointment of Members

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

ARTICLE V. GOVERNMENT OF THE INSTITUTES, COLLEGES,
AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the President, provost, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the President and confirmed by the University Senate. If such special committee shall be unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. Such decision may be appealed to the President.

2. Controversies Between University Senate and Institutes, Colleges, and Schools

Controversies arising between the Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the President, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

1. Adoption of Amendments

Amendments to this Constitution shall be approved by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 6, for distribution of the Senate agenda, at least 10 days prior to the date of the vote on the approval of the proposed amendment. Such amendments after adoption shall then be submitted to the Regents for approval.

2. Effective Date

Amendments to this Constitution shall be effective only after approval by the Regents and as of the day following the date of such approval.

ARTICLE IX. ADOPTION OF BY-LAWS

The University Senate may enact, amend, or repeal by-laws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least 10 days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution, having been adopted by the Senate, shall be effective as of July 1, 1969, and following its approval by the Regents.

BY-LAWS

ARTICLE I. SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. For the purpose of electing representatives and alternate representatives, if any, to the Senate, qualified faculty members and students shall vote as faculty members or students within each of the following units of the University:
 - (1) Agriculture, (2) Biological Sciences, (3) Business Administration, (4) Dentistry, (5) Duluth, (6) Education, (7) General College, (8) Extension Division, (9) Law, (10) Liberal Arts, (11) Mayo, (12) Medical Sciences, (13) Morris, (14) Pharmacy, (15) Technology, (16) Veterinary Medicine, (17) Graduate School, and (18) Crookston.
2. The elected representatives of the faculties shall be elected in accordance with the following procedures:
 - a. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty unit listed in Section 1 of this Article a list of all persons in that unit who, as of April 15, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
 - b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes distributed subsequent to the last regular meeting of the current year.
3. The elected representatives of the students shall be elected in accordance with the following procedures:
 - a. In the spring of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the Constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes distributed subsequent to the last regular meeting of the current year.
4. Faculty vacancies in the Senate caused by death, resignation, or separation from the University may be filled, at the option of the faculty of the administrative unit, by a special election on the part of the relevant group within

the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty. Student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Any person eligible to vote for members of the Senate under the provisions of Section 4 of Article III of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section I, of these By-laws in view of factors which the Senate Consultative Committee considers to be relevant to such classification.
6. The University Senate shall review the provisions of Article III, Section 4, of the Constitution of the Senate no later than 60 months following the effective date of the Constitution, in order to determine whether changes should be made in the formula utilized in the election of members of the Senate.
7. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to him in the By-laws, in the Rules, or by the President.
8. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the University Office of Insurance and Retirement or other official sources a complete list of those faculty members of any professorial rank who held tenure, whether they were active or retired, who have died during the preceding interval. The clerk of the Senate shall request the departments or units of the University in which the deceased faculty members served to prepare suitable memorial statements and send them to their respective deans to be forwarded by the deans to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the President.

ARTICLE II. GENERAL RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection by members of the Senate or by others at the discretion of the Senate Consultative Committee.
2. Any committee of the Senate may be required, upon majority vote of the Senate, to report to that body at its next meeting, whether regular or special, on matters placed in the charge of such committee.

3. An ex officio member of any Senate committee shall not be entitled to vote as a member of the committee.
4. Additional general rules for functions and operational procedures of all committees of the Senate and committees of campus assemblies shall be contained in the Rules of the Senate. Amendments to the Rules shall be made by majority vote of the Senate for matters pertaining to the Senate and by majority vote of any campus assembly for matters pertaining to that campus assembly.

ARTICLE III. CREATION, COMPOSITION, AND FUNCTIONS OF STANDING SENATE COMMITTEES

1. Academic Standing and Relations

There shall be a Committee on Academic Standing and Relations which shall be composed of 7 members of the faculty, 5 representatives of the student body, and such ex officio representation as may be specified in the Rules of the Senate. 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.

2. All University Administrative

There shall be an Administrative Committee which shall be composed of the President, the vice presidents, the provosts, the deans, and such other members of the University staff as may be added thereto by the President and approved by the Senate. The Administrative Committee 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 functions as may be delegated to it by the President or the Senate. It shall report regularly to the Senate.

3. Senate Committees

There shall be a Committee on Senate Committees which shall be composed of the 8 elected members of the faculty and 5 elected members of the student body. Of the faculty members, 6 shall be elected by the faculties of the Twin Cities Campus, and 1 member each of the Duluth and Morris Campuses elected by the faculties of these respective campuses, all elected according to procedures determined by the faculties of the relevant campuses. Of the student members, 3 shall be elected by the students of the Twin Cities Campus, and 1 member each of the Duluth and Morris Campuses, all elected according to procedures determined by the students of the relevant campuses. It shall review the number, scope, and functions of the committees of the Senate and shall make appropriate recommendations thereon to the Senate. It shall assist the President in his appointment of committees by furnishing him a slate of twice the number of faculty and

student members to be appointed to standing committees as specified in the By-laws or Rules for each standing committee, giving consideration to geographical representation from the various collegiate campuses when this is appropriate, the principles of rotation of committee assignments, and 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.

4. Senate Consultative

There shall be a Senate Consultative Committee which shall be composed of nine (9) elected members of the faculty, seven (7) elected members 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.

a. The Faculty Consultative Committee and the Student Consultative Committee shall be constituted in accordance with the following:

(1) Faculty Consultative Committee: Seven (7) faculty members shall be elected from the Twin Cities Campus by the faculties of that campus, and one (1) faculty member each shall be elected from the Duluth and Morris Campuses by the faculties of the respective campuses. Faculty members shall be nominated by procedures established by each campus faculty and shall be elected in accordance with the following provisions:

(a) All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the all-University Administrative Committee are not eligible for election.

(b) Each campus faculty shall submit to the clerk of the Senate a slate of candidates twice the number to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the Senate docket for the first regular meeting of the winter quarter. The clerk of the Senate shall distribute, by mail, election ballots and slates to all faculty eligible to vote for members of the Senate from the respective campuses, and shall receive all returns. The election procedures herein set forth shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.

(c) Terms of office shall be three (3) years; no member is eligible to serve more than two (2) consecutive full terms. Elections shall be so adjusted that the terms of approximately one-third of the members shall expire each year.

(2) Student Consultative Committee: Five (5) student members shall be elected from the Twin Cities Campus, and one (1) student each shall be

elected from the Duluth and Morris Campuses in accordance with procedures determined by the respective campuses, subject to the following provisions:

(a) At the time of their election, students shall be members of the Senate.

(b) Students shall serve a one (1) year term, and are eligible for re-election.

b. In case of a faculty or student vacancy, the remaining members of the Faculty Consultative Committee or the Student Consultative Committee, respectively, by majority vote shall fill said vacancy by interim appointment until the next general election for the balance of any unexpired term.

c. The chairman 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 (1) 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.

d. The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, 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. The committee shall perform such other responsibilities as described in the Rules of its Senate.

5. Educational Policy

There shall be a Committee on Educational Policy which shall be composed of no more than 8 members of the faculty, 4 representatives of the student body, and such ex officio representation as may be specified in the Rules of

the Senate. The committee shall seek ways in which the total educational work of the University may be improved, and make recommendations appropriate to that end.

6. Faculty Affairs

There shall be a Committee on Faculty Affairs which shall be composed of no more than 6 members of the faculty, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall consider and review policies and procedures in the University which may concern the personal and professional welfare of the faculty.

7. Judicial

There shall be a Judicial Committee which shall be composed of 5 members of the faculty. The powers, duties, and procedures of the Senate Judicial Committee are set forth in the handbook, *Regulations Concerning Faculty Tenure*, as revised and reprinted February 1967.

8. Library

There shall be a Library Committee which shall be composed of no more than 8 members of the faculty, 5 representatives of the student body, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall consider and recommend to the Senate any resolution in connection with University library policy and administration that may be deemed advisable, serve as an advisory body to the director of University Libraries, and shall evaluate University-wide library services, facilities, and collections, and advise thereon. It shall give emphasis to the coordination of libraries on the several campuses, and shall investigate and recommend policies with respect to increasing the educational services of the total, University-wide library system.

9. Research

There shall be a Research Committee which shall be composed of 8 members of the faculty, 3 members of the student body, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall study and recommend to the Senate policies with respect to research activities and resources of the University.

10. Resources and Planning

There shall be a Committee on Resources and Planning which shall be composed of 9 members of the faculty, 5 members of the student body, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall consider circumstances and developments which relate to the future of the University, in terms of its basic purposes, educational programs, geographical and social context, organizational patterns and relationships, financial resources, physical facilities, personnel policies, state-wide patterns of higher educational development, and all matters which may affect the University's long-term development, and shall make appropriate recommendations to this end.

University Senate

CONSTITUTION

Article I. General Powers

1. Distribution of Powers Delegated by Regents

All matters relating to the educational and administrative affairs of the University, consistent with actions or policies of the Regents of the University of Minnesota heretofore or hereafter taken or established and including those incident to the management of the student body, are, for the purpose of effectuating the government of the University under and by the Regents, committed to the President, the University Senate, and the several faculties, as herein provided.

Article II. President of the University

1. Position and Authority

The President of the University shall be the representative of the Regents, the Senate, and the Faculties, and the chief executive officer of the University. He shall have general administrative authority over University affairs. He may suspend action taken by the Senate, by any campus assembly, or by any college faculty and ask for a reconsideration of such action. If the President and the Senate, a campus assembly, or college faculty do not reach agreement on the action, the question may be appealed to the Regents by the President, or by the Senate, or by any campus assembly, or by the college faculty.

2. Consultation on Budget

The President, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the Regents. However, in view of the necessary weighing of educational policies and objectives involved, he shall consult with and ask for the recommendations of the All-University Administrative Committee and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

Article III. University Senate

1. Composition

The University Senate shall be composed of (a) elected representatives of the various institutes, colleges, schools of collegiate rank, and the Mayo Graduate School of Medicine, (b) the President of the University, and (c) members of the All-University Administrative Committee who shall serve as ex officio nonvoting members of the Senate. Each member of the Senate shall represent the faculty and the University as a whole.

2. Powers in General

The Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school of collegiate rank, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education are matters that materially affect the interests of the

University as a whole. The Senate shall have the power to recognize campus assemblies as official campus faculty legislative and policy making bodies, and upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and By-Laws. The Senate may delegate authority and responsibility to campus assemblies in educational matters concerning but one campus of the University. Each campus shall determine its own assembly and shall adopt its own Constitution and By-Laws which shall be consistent with the Constitution and By-Laws of the Senate.

3. Student Relations with the University

The Senate shall have the power to enact (~~statutes-for-the-government~~) regulations for the governing of the students in those relations with the University which affect the University as a whole.

4. Election of Senate Members

a. The elected representatives of the faculties to the Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors, associate professors, or assistant professors (including research associates) shall jointly elect from their rank (professors, associate professors, and assistant professors) 1 Senate member for each 10 of their regular members or fraction of that number holding such ranks. The provisions hereof shall not apply to the election of the representatives of the Mayo Graduate School of Medicine.

b. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of assistant professor (including research associate) and above shall be eligible to vote, providing that they hold regular appointment as defined in the Regulations Concerning Academic Tenure. The provisions hereof shall not apply to the election of the representatives of the Mayo Graduate School of Medicine.

c. The Mayo Graduate School of Medicine shall be entitled to four elected representatives to be elected jointly by faculty members who are professors, associate professors, assistant professors (including research associates). The election shall be by secret ballot.

d. Members of the University Administrative Committee shall not be eligible for election to the Senate as members of the faculties under (a) hereof.

e. The Senate Consultative Committee shall determine the status and faculty membership of any academic staff member not regularly attached to an existing faculty for purposes of voting for members of and serving as a representative in the Senate.

f. Elections to the Senate shall be held no later than the 20th day of May. One-third, or as near to one third as arithmetically possible, of the representatives of each institute, college, or school shall be elected each year by each institute, college, or school. All members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected members of the Senate shall not serve more than four consecutive years, ~~from-and-after-July-1,-1963~~, and shall be eligible for re-election only after a one year interval of nonmembership in the Senate.

g. Each institute, college or school and the Mayo Graduate School of Medicine, which elects a representative to the Senate, may if it desires, at the time of electing representatives elect alternate representatives to the Senate, which alternate shall be permitted to serve as a representative at any Senate meeting in the absence of an elected representative. Alternate representatives shall be elected in the same manner and at the same time as representatives. The maximum number of alternates to be elected by an institute, college or school or the Mayo Graduate School of Medicine shall not exceed the number of representatives to be elected. Alternates and representatives shall not be paired. Any representative may designate any alternate from his institute, college or school, as the alternate to serve in his place and stead by written notice to the clerk of the Senate prior to the commencement of any Senate meeting.

5. Senate Officers

The President of the University shall be chairman of the Senate. 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 shall be eligible for re-election. The President, with the consent of the Senate, shall appoint a clerk of the Senate, who need not be a member of the Senate and whose duties shall be prescribed in the By-Laws.

6. Senate Agenda and Minutes

The agenda of each Senate meeting shall be distributed in advance to all Senate members, to all faculty members entitled to vote for Senate members, to members of all Senate committees, and to such others as the Senate may direct. The Minutes of Senate meetings also shall be distributed to all such Senate, Senate committee, and faculty members. Matters under Senate jurisdiction, including proposed amendments to this Constitution or By-Laws, may be submitted by any Senate committee or Senate member or petition signed by any 20 voting members of the faculties to the Senate Consultative Committee for placing on the agenda of the Senate.

7. Senate Meetings - Call - Quorum

The Senate shall hold regular meetings, at least (~~twice~~) once in each quarter of the academic year, at a time and place determined by the President. Special meetings of the Senate may be held upon the call of the President, upon request of the Senate Consultative Committee, or upon the written request of 10 members of the Senate or of 20 voting members of the faculties. At any regular or special meeting of the Senate, a majority of the membership of the Senate shall constitute a quorum. All members of the faculty who hold regular appointment as defined in the Regulations Concerning Academic Tenure may be present at Senate meetings and shall be entitled to speak and to offer motions for Senate action. Non-Senate members shall not be entitled to vote.

Article IV. Composition of Senate Committees

1. Committees of the Senate (Appointment-of-Committee-Members)

There shall be two kinds of standing committees of the Senate; 1) Senate Committees, and 2) University Committees. The Senate also may create by joint Senate-Administration action special committees for purposes of study of special topics.

2. Senate Committees (Creation-of-Standing-Committees)

A Senate Committee is any committee to which the Senate delegates responsibilities in broad areas of faculty concern and whose responsibilities are deemed so important, and the permanent continuity of whose activities is so essential to total faculty government and University affairs, that the faculty establishes it under the By-Laws.

a. Creation of Standing Senate Committees

The Senate by appropriate by-laws may create standing Senate Committees, clothed with such responsibilities as the Senate has the power to confer. Faculty members of such committees who are not members of the Senate shall have the privileges granted in Article III, Section 7. Student members of such committees may be present at a meeting of the Senate during such time as report of their committee is under discussion and may participate in such discussion, but shall not have the privilege of making motion or voting.

3. University Committees (Creation-of-Special-Committees)

University Committees are standing committees created by the Senate and assigned a relationship and responsibility to a Senate Committee. Each University Committee will concern itself with policy matters designated by the 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 Senate. 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 Senate for consideration and adoption.

a. Creation of University Committees

University Committees may be established or terminated at any time by majority vote of the Senate upon resolution presented. Passage of by-laws is not required for the establishment or dissolution of University Committees.

4. Appointment of Committee Members to Senate and University Committees

(Student-Membership-on-Committees) [entire section deleted; reappears under Article IV, Section 6]

All members of standing committees of the Senate shall be appointed by the President and confirmed by the Senate except as provided for in the appropriate by-laws for the Senate Consultative Committee and the Committee on Senate Committees; which committees shall be created as provided in said by-laws. Membership in the Senate shall not be prerequisite to such appointment.

5. Special Committees (Increase-of-Committee-Membership)[entire section deleted]

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

a. Creation of Special Committees

Special Committees may be created jointly by the President and 1) an appropriate Senate Committee, or 2) the Senate. 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.

b. Appointment of Members

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

6. Student Membership on Committees

Any standing committee of the Senate may propose appointment by the President of representatives of the student body to serve with the committee. Student ^{representatives} shall be accorded full rights and privileges of committee membership. ~~Voting-privileges-in-the-committee-and-other-rights-of-such-student-representatives-shall-be-determined-by-each-committee-in-question,-except-as-provided-for-in-such-by-laws as-specify-the-status-of-student-members.~~

~~(Article V---Special-Standing-Committees-of-the-Senate)
[entire Article deleted; reappears in By-Laws]~~

~~(Article VI---Faculties-of-the-Institutes,-Colleges,-and-Schools)~~

Article V. Faculties of the Institutes, Colleges, and Schools

1. Composition of the Several Faculties

The faculty of each institute, college, or school of collegiate rank shall consist of the President, provost, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows). Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members.

2. Powers of the Several Faculties

Each faculty, or executive faculty if so organized, shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curriculums, instruction, examinations, grading, degrees, and academic disciplinary matters, ~~not-within-the-jurisdiction-of-the All-University-Disciplinary-Committee,~~ except as provided in Article III, Section 2.

~~Article (VII-) VI. Relations with Other Institutions~~

Relations between the University of Minnesota and other educational institutions shall be subject to the control of the Senate, either directly or through appropriate committees.

~~Article (VIII-) VII. Jurisdictional Questions~~

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the President and confirmed by the Senate. If such special committee shall be unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the Senate for decision. Such decision may be appealed to the President.

2. Controversies Between Senate and Individual Faculties

Controversies arising between the Senate or its committees and a campus, institute, college, or school faculty or other division of the University shall be resolved by the President, after

conference with representatives of the Senate and of the units in question.

Article (~~IX~~) VIII. Amending Procedure

1. Adoption of Amendments

Amendments to this Constitution shall be approved by a two-thirds majority vote of all members of the Senate at a regular or special meeting, provided the proposed amendment has been submitted, in writing, to each member of the Senate and to each faculty member entitled to vote for members of the Senate at least 10 days prior to the date of the vote on the approval of the proposed amendment. Such amendments shall then be submitted in writing to those entitled to vote for members of the Senate and unless disapproved by at least one-third of such members within 30 days by written vote shall be submitted to the Regents for approval.

2. Effective Date

Amendments to this Constitution shall be effective only after approval by the Regents and as of the day following the date of such approval.

Article (~~XI~~) IX. Adoption of By-Laws

The Senate may enact, amend, or repeal by-laws by majority vote of ~~(all-members)~~ the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least 10 days prior to the date of the vote on the approval of the proposed change.

Article X. Effective Date of Constitution

This Constitution, having been adopted by the Senate, shall be ~~(in-effect-as-of-the-day-following the-date-of-its-approval-by-the-Regents.)~~ effective as of July 1, 1969, and following its approval by the Regents.



CONSTITUTION
and BY-LAWS

REVISED
AUGUST
1975

of the UNIVERSITY SENATE



UNIVERSITY of MINNESOTA
MINNEAPOLIS, MINNESOTA

University Senate CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by Regents

All matters relating to the education and administrative affairs of the University, consistent with actions or policies of the Regents of the University of Minnesota heretofore or hereafter taken or established and including those incident to the management of the student body, are, for the purpose of effectuating the government of the University under and by the Regents, committed to the President, the University Senate, and the several faculties, as herein provided.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The President of the University shall be the representative of the Regents, the Senate, the Faculties, and the students, and the chief executive officer of the University. He shall have general administrative authority over University affairs. He may suspend action taken by any Senate, by any campus assembly, by any college faculty or by any student constituency and ask for a reconsideration of such action. If the President and a Senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the Regents by the President, or by any Senate, or any campus assembly, or college faculty, or student constituency.

2. Consultation on Budget

The President, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the Regents. However, in view of the necessary weighing of educational policies and objectives involved, he shall consult with and ask for the recommendations of the All-University Administrative Committee and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Composition

The University Senate shall be composed of (a) the President of the University, (b) members of the all-University Administrative Committee who shall serve as ex officio nonvoting members, (c) members of the Senate Consultative Committee who shall serve as ex officio voting members, (d) the elected faculty and student representatives of the various institutes, colleges, and schools of collegiate rank, the Graduate School, and the Mayo Graduate School of Medicine. The elected faculty representatives shall comprise the Faculty Senate; the elected student representatives shall comprise the Student Senate. Each member of the University Senate shall represent the University as a whole.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a

whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools.

The minimum requirements for a liberal education are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of the faculty and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies, and upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and By-laws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning but one (1) campus of the University. Each campus shall determine its own assembly and shall adopt its own Constitution and By-laws which shall be consistent with the Constitution and By-laws of the University Senate.

3. Allocation of Functions and Powers

a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this Article which are not specifically delegated to the Faculty Senate or to the Student Senate.

b. Upon the recommendation by the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.

In general, functions allocated to the Student Senate shall include but not be limited to matters in the areas of student government, student organizations, and student publications.

In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.

In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

a. The elected representatives of the faculties to the University Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) shall jointly elect from their rank (professors, associate professors, assistant professors, and instructors) one (1) University Senate member for the initial twenty (20) of their regular members or any fraction of that number holding such rank and one (1) additional Senate member for each additional twenty (20) of the regular members or major fraction thereof. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Regulations Concerning Faculty Tenure*. The provisions hereof shall not apply to the election of the representatives of the Mayo Graduate School of Medicine.

b. The Mayo Graduate School of Medicine shall be entitled to two (2) elected representatives to be elected jointly by faculty members who are professors, associate professors, assistant professors (including research associates), or instructors (including research fellows). The election shall be by secret ballot.

c. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the By-laws. There shall be one (1) student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one (1) additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris, Duluth, Crookston, and Waseca there shall be two (2) student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one (1) additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. Any student who has twenty-four (24) credits in residence at the University and at the time of voting is carrying at least nine (9) credits in his college, institute, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine (9) credits in residence at the University and are full-time students at the time of voting. Continuing Education and Extension (formerly General Extension Division), students shall be eligible for election if they have earned twelve (12) credits in residence during the previous five (5) years and are carrying three (3) credits at the time of voting. Full-time students in each college, institute, or school shall be eligible to vote. Each college, institute, or school shall establish its own procedures to determine qualification as a full-time student.

d. Members of the Administrative Committee shall not be eligible for election to the Senate as members of the faculties under "a" hereof.

e. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.

f. Elections to the Senate shall be held no later than the 20th day of May. One-third, or as near to one-third as arithmetically possible, of the faculty representatives of each institute, college, or school shall be elected each year by each institute, college, or school. All faculty members elected to the Senate shall begin service on July 1 and shall serve for three (3) years and/or until their successors shall be elected and qualified. Elected faculty members of the Senate shall not serve more than four (4) consecutive years, and shall be eligible for re-election only after a one (1) year interval of nonmembership in the Senate. All student representatives shall be elected for one (1) year terms and may be re-elected. No student representative may serve more than three (3) consecutive terms. To serve as a Senate Representative, a faculty representative or a student representative must be currently a regular member of his faculty or be in good standing as a student.

g. The faculty and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used. Any representative may designate anyone from the appropriate pool for his unit as an alternate to serve in his absence, by written notice to the clerk of the Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. Removal for Neglect of Meetings

a. A member of the Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.

b. A member of the Faculty Senate shall forfeit membership by neglecting 3 consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting 2 consecutive meetings of the University Senate.

c. The clerk of the Senate shall notify any member who will forfeit Senate membership by neglecting the next meeting of the Senate.

d. A member of the Senate who holds membership in the Faculty or Student Senate, a Campus Assembly, a Campus Faculty Assembly, or a Campus Student Assembly by virtue of holding membership in the Senate, shall forfeit Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the Constitution or By-laws of the body.

e. A member whose membership has been forfeited may appeal to the Consultative Committee for reinstatement.

6. University Senate Officers

The President of the University shall be chairman of the Senate. 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 (1) year. He shall be eligible for re-election. The President, with the consent of the Senate, shall appoint a clerk of the Senate, who need not be a member of the Senate and whose duties shall be prescribed in the By-laws.

7. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty members entitled to vote for Senate members, to members of all Senate committees, and to the students and others in such manner as the University Senate may direct. The Minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or By-laws, may be submitted by any Senate committee or Senate member.

8. University Senate Meetings—Call—Quorum

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the President. The Faculty Senate and the Student Senate shall hold regular meetings. Special meetings of the University, Faculty, or Student Senate may be held upon the call of the President, upon request of the appropriate Consultative Committee, or upon written request of ten (10) members of the Senate in question. At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members, Senate Consultative Committee members, and, in the case of a tie, the President, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Faculty Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Nonmembers of the Faculty Senate shall not be entitled to vote. Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members shall be entitled to vote.

ARTICLE IV. COMPOSITION OF
UNIVERSITY SENATE COMMITTEES

1. Committees of the Senate

There shall be two kinds of standing committees of the Senate: (1) Senate committees, and (2) University committees. The Senate also may create special committees.

2. Senate Committees

A Senate committee is any committee to which the 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 By-laws.

a. Creation of Standing Senate Committees

The Senate by appropriate by-laws may create standing Senate committees, clothed with such responsibilities as the Senate has the power to confer. Faculty and student members of such committees who are not members of the Senate shall have the privilege of speaking on the report of their committees before the Senate.

3. University Committees

University committees are standing committees created by the Senate and assigned a relationship and responsibility to a Senate committee. Each University committee will concern itself with policy matters designated by the 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 Senate. 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 Senate for consideration and adoption. All members of such committees who are not members of the Senate shall have the privilege of speaking on the report of their committee before the Senate committee and the Senate.

a. Creation of University Committees

University committees may be established or terminated at any time by majority vote of the Senate upon resolution presented. Passage of by-laws is not required for the establishment or dissolution of University committees.

4. Appointment of Committee Members to Senate and University Committees

All members of standing committees of the Senate shall be appointed by the President and confirmed by the Senate except as provided in the appropriate by-laws for the Senate Consultative Committee and the Committee on Senate Committees; which committees shall be created as provided in said by-laws. Membership in the Senate shall not be prerequisite to such appointment.

5. Special Committees

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

a. Creation of Special Committees

Special committees may be created jointly by the President and (1) an appropriate Senate committee, or (2) the Senate. 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.

b. Appointment of Members

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

ARTICLE V. GOVERNMENT OF THE INSTITUTES, COLLEGES, AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the President, provost, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the President and confirmed by the University Senate. If such special committee shall be unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. Such decision may be appealed to the President.

2. Controversies Between University Senate and Institutes, Colleges, and Schools

Controversies arising between the Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the President, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

1. Adoption of Amendments

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the

Senate at each of 2 meetings, the second of which shall be the next regular meeting, and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least 10 days prior to the date of the vote on the approval of the proposed amendment. Such amendments after adoption shall then be submitted to the Regents for approval.

2. Effective Date

Amendments to this Constitution shall be effective only after approval by the Regents and as of the day following the date of such approval.

ARTICLE IX. ADOPTION OF BY-LAWS

The University Senate may enact, amend, or repeal by-laws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least 10 days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution, having been adopted by the Senate, shall be effective as of July 1, 1969, and following its approval by the Regents.

BY-LAWS

ARTICLE I. SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. For the purpose of electing representatives and alternate representatives, if any, to the Senate, qualified faculty members and students shall vote as faculty members or students within each of the following units of the University:

- (1) Agriculture, Institute of, (2) Biological Sciences, (3) Business, (4) Crookston, (5) Dentistry, (6) Duluth, (7) Education, (8) Continuing Education and Extension, (9) Forestry, (10) General College, (11) Graduate School, (12) Home Economics, (13) Law, (14) Liberal Arts, (15) Mayo, (16) Medicine, (17) Morris, (18) Nursing, (19) Pharmacy, (20) Public Health, (21) Technology, Institute of, (22) University College, (23) Veterinary Medicine, (24) Twin Cities Campus Libraries, (25) Waseca, (26) Minnesota Agricultural Extension Service, (27) Minnesota Agricultural Experiment Station.

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

a. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.

b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.

c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes distributed subsequent to the last regular meeting of the current year.

3. The elected representatives of the students shall be elected in accordance with the following procedures:
 - a. Between March 1 and May 20 each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the Constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes distributed subsequent to the last regular meeting of the current year.
4. Faculty vacancies in the Senate caused by death, resignation, or separation from the University may be filled, at the option of the faculty of the administrative unit, by a special election on the part of the relevant group within the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty. Student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.
5. Any person eligible to vote for members of the Senate under the provisions of Section 4 of Article III of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section I, of these By-laws in view of factors which the Senate Consultative Committee considers to be relevant to such classification.
6. The University Senate shall review the provisions of Article III, Section 4, of the Constitution of the Senate no later than 60 months following the effective date of the Constitution, in order to determine whether changes should be made in the formula utilized in the election of members of the Senate.
7. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to him in the By-laws, in the Rules, or by the President.
8. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the University Department of Employees Benefits or other official sources a complete list of those faculty members of any professorial rank who held tenure, whether they were active or retired, who have died during the preceding interval. The clerk of the Senate shall request the departments or units of the University in which the deceased faculty members served to prepare suitable memorial statements and send them to their respective deans to be forwarded by the deans to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the President.

ARTICLE II. GENERAL RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk

of the Senate and shall be available for inspection by members of the Senate or by others at the discretion of the Senate Consultative Committee. At the discretion of the Senate Consultative Committee, minutes of committees whose minutes may contain detailed information about individuals may be deposited only with the President of the University and shall be open to inspection only by persons authorized in writing by the Chairman of the Senate Consultative Committee. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals.

2. Any committee of the Senate may be required, upon majority vote of the Senate, to report to that body at its next meeting, whether regular or special, on matters placed in the charge of such committee.
3. An ex officio member of any Senate committee shall not be entitled to vote as a member of the committee.
4. Additional general rules for functions and operational procedures of all committees of the Senate and committees of campus assemblies shall be contained in the Rules of the Senate. Amendments to the Rules shall be made by majority vote of the Senate for matters pertaining to the Senate and by majority vote of any campus assembly for matters pertaining to that campus assembly.

ARTICLE III. CREATION, COMPOSITION, AND FUNCTIONS OF STANDING SENATE COMMITTEES

1. Academic Standing and Relations

There shall be a Committee on Academic Standing and Relations which shall be composed of 10 members of the faculty, 5 representatives of the student body, and such ex officio representation as may be specified in the Rules of the Senate. 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.

2. All University Administrative

There shall be an Administrative Committee which shall be composed of the President, the vice presidents, the provosts, the deans, and such other members of the University staff as may be added thereto by the President and approved by the Senate. The Administrative Committee 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 functions as may be delegated to it by the President or the Senate. It shall report regularly to the Senate.

3. Senate Committees

There shall be a Committee on Senate Committees which shall be composed of the 8 elected members of the faculty and 5 elected members of the student body. Of the faculty members, 6 shall be elected by the faculties of the Twin Cities Campus, and 1 member each of the Duluth and

Morris Campuses elected by the faculties of these respective campuses, all elected according to procedures determined by the faculties of the relevant campuses. Of the student members, 3 shall be elected by the students of the Twin Cities Campus, and 1 member each of the Duluth and Morris Campuses, all elected according to procedures determined by the students of the relevant campuses. It shall review the number, scope, and functions of the committees of the Senate and shall make appropriate recommendations thereon to the Senate. It shall assist the President in his appointment of committees by furnishing him a slate of twice the number of faculty and student members to be appointed to standing committees as specified in the By-laws or Rules for each standing committee, giving consideration to geographical representation from the various collegiate campuses when this is appropriate, the principles of rotation of committee assignments, and 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.

4. Senate Consultative

There shall be a Senate Consultative Committee which shall be composed of nine (9) elected members of the faculty, seven (7) elected members 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.

a. The Faculty Consultative Committee and the Student Consultative Committee shall be constituted in accordance with the following:

(1) Faculty Consultative Committee: Seven (7) faculty members shall be elected from the Twin Cities Campus by the faculties of that campus, and one (1) faculty member each shall be elected from the Duluth and Morris Campuses by the faculties of the respective campuses. Faculty members shall be nominated and elected by procedures established by each campus faculty and in accordance with the following provisions:

(a) All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the all-University Administrative Committee are not eligible for election.

(b) Each campus faculty shall submit to the clerk of the Senate a slate of candidates twice the number to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the Senate docket for the first regular meeting of the winter quarter. The clerk of the Senate shall distribute, by mail, election ballots and slates to all faculty eligible to vote for members of the Senate from the respective campuses, and shall receive all returns. The election procedures herein set forth shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.

(c) Terms of office shall be three (3) years; no member is eligible to serve more than two (2) consecutive full terms. Elections shall be so adjusted that the terms of approximately one-third of the members shall expire each year.

(2) Student Consultative Committee: Five (5) student members shall be elected from the Twin Cities Campus, and one (1) student each shall be elected from the Duluth and Morris Campuses in accordance

with procedures determined by the respective campuses, subject to the following provisions:

(a) At the time of their election, students shall be members of the Senate.

(b) Students shall serve a one (1) year term, and are eligible for re-election.

b. In case of a faculty or student vacancy, the remaining members of the Faculty Consultative Committee or the Student Consultative Committee, respectively, by majority vote shall fill said vacancy by interim appointment until the next general election for the balance of any unexpired term.

c. The chairman 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 (1) 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.

d. The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, 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. The committee shall perform such other responsibilities as described in the Rules of its Senate.

5. Educational Policy

There shall be a Committee on Educational Policy which shall be composed of no more than 10 members of the faculty, 5 representatives of the student body, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall seek ways in which the total educational work of the University may be improved, and make recommendations appropriate to that end.

6. Faculty Affairs

There shall be a Committee on Faculty Affairs which shall be composed of no more than 10 members of the faculty, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall consider and review policies and procedures in the University which may concern the personal and professional welfare of the faculty.

7. Judicial

There shall be a Judicial Committee which shall be composed of at least 9 members of the faculty. The powers, duties, and procedures of the Senate Judicial Committee are set forth in the handbook, *Regulations Concerning Faculty Tenure*, as revised and reprinted February 1967.

8. Library

There shall be a Library Committee which shall be composed of no more than 12 members of the faculty, 8 representatives of the student body, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall consider and recommend to the Senate any resolution in connection with University library policy and administration that may be deemed advisable, serve as an advisory body to the director of University Libraries, and shall evaluate University-wide library services, facilities, and collections, and advise thereon. It shall give emphasis to the coordination of libraries on the several campuses, and shall investigate and recommend policies with respect to increasing the educational services of the total, University-wide library system.

9. Research

There shall be a Research Committee which shall be composed of 8 members of the faculty, 3 members of the student body, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall study and recommend to the Senate policies with respect to research activities and resources of the University.

10. Resources and Planning

There shall be a Committee on Resources and Planning which shall be composed of 9 members of the faculty, 5 members of the student body, and such ex officio representation as may be specified in the Rules of the Senate. The committee shall consider circumstances and developments which relate to the future of the University, in terms of its basic purposes, educational programs, geographical and social context, organizational patterns and relationships, financial resources, physical facilities, personnel policies, statewide patterns of higher educational development, and all matters which may affect the University's long-term development, and shall make appropriate recommendations to this end.

University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Revised 1985-86

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, or veteran status.

CONSTITUTION

ARTICLE I. GENERAL POWERS

1. *Distribution of Powers Delegated by Regents*

Consistent with actions and policies of the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. *Position and Authority*

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. *Membership*

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty representatives or properly designated faculty alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Members of the Council of Academic Officers shall serve as ex officio nonvoting members.

2. *Powers in General*

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the Constitution and Bylaws of the University Senate.

3. *Allocation of Functions and Powers*

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this Article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. *Election of University Senate Members*

- a. The elected representatives of the faculties to the University Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and academic professionals who hold continuous, probationary, or fixed terms of two years or more in length, shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Regulations Concerning Faculty Tenure*. Academic professionals eligible to serve in the Senate shall be eligible to vote:

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the Bylaws. There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris, Crookston, and Waseca there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. Any student who has twenty-four credits in residence at the University and at the time of voting is carrying at least nine credits in his or her college, institute, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine credits in residence at the University and are full-time students at the time of voting. Continuing Education and Extension students shall be eligible for election if they have earned twelve credits in residence during the previous five years and are carrying three credits at the time of voting. Full-time students in each college, institute, or school shall be eligible to vote. Each college, institute, or school shall establish its own procedures to determine qualification as a full-time student.
- c. Members of the Council of Academic Officers shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- e. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school. All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate. All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms. To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.
- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their

term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used. A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. *Removal for Neglect of Meetings*

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two consecutive meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a campus student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. *University Senate Officers*

- a. The president of the University shall chair the Senate. A vice chair 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 and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.
- b. The officers of the Student Senate shall be a chair, a vice chair, a clerk, and a treasurer. The chair and vice chair shall be elected by the Student Senate at its last regularly scheduled spring quarter meeting from the members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The clerk and treasurer shall be appointed by the chair subject to the approval of the Student Senate. The duties of the clerk and treasurer shall be prescribed in the Senate Bylaws. The Student Consultative Committee shall periodically review these officer positions.

7. *University Senate Agenda and Minutes*

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. *University Senate Meetings—Call—Quorum*

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question. At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Faculty Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote. Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

1. *Committees of the Senate*

The committees of the University Senate shall be (1) Senate committees, (2) Standing committees, and (3) Operations committees. The Senate also may create Special committees.

2. *Senate Committees*

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

3. *Standing Committees*

A Standing committee is a committee to which the University Senate delegates policy-making and operational powers within the broad areas assigned to Senate committees. Each Standing committee is assigned a relationship to a specific Senate committee and shall report to the University Senate through the Senate committee. Membership of all Standing committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Standing committees vested with such responsibilities as the Senate has the power to confer.

4. *Operations Committees*

An Operations committee is principally concerned with overseeing and implementing regulations and procedures or with advising administrative offices. Such committees shall report items of University Senate business to the Senate Consultative Committee (except the University College Assembly, which shall report to the Educational Policy Committee), which, in its steering capacity, shall bring such items to the University Senate or, if further consultation is

required, assign them to Senate or Standing committees. Operations committees and the procedures for appointing members are described in the Rules of the Senate. Operations committees may be established or terminated at any time by a majority vote of the members of the University Senate present and voting upon resolution presented.

5. *Special Committees*

Special committees may be created or study and make recommendations on special topics within the areas of concern to the University Senate governance system. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a Special committee falls within the duties and responsibilities of a committee of the University Senate, the Special committee shall make interim and final reports to that committee. If the task assigned to the Special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the Special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a Special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the Special committee requires.

ARTICLE V. GOVERNMENT OF THE INSTITUTES, COLLEGES, AND SCHOOLS

1. *Composition*

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. *Powers*

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. *Intercollege Controversies*

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. *Controversies Between the University Senate and Institutes, Colleges, and Schools*

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for

distribution of the Senate agenda, at least ten days prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES: (1) Agricultural Experiment Station, (2) Agricultural Extension Service, (3) Agriculture, (4) Biological Sciences, (5) Continuing Education & Extension, (6) Dentistry, (7) Education, (8) Forestry, (9) General College, (10) Graduate School, (11) Home Economics, (12) Law, (13) Liberal Arts, (14) Libraries, (15) Management, (16) Medical School, (17) Nursing, (18) Pharmacy, (19) Public Affairs, (20) Public Health, (21) Technology, Institute of, (22) University College, (23) Veterinary Medicine, (24) Mortuary Science, students only.

DULUTH: (25) Business & Economics, (26) Education & Human Services Professions, (27) Fine Arts, (28) Liberal Arts, (29) Medicine, (30) Science & Engineering.

MORRIS (31); CROOKSTON (32); WASECA (33).

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. The elected representatives of the faculties shall be elected in accordance with the following procedures:
 - A. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
 - B. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - C. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.
3. The elected representatives of the students shall be elected in accordance with the following procedures:
 - A. Between March 1 and May 20 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the Constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - B. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.
4. Faculty/academic professional vacancies in the Senate caused by death, resignation, or separation from the University may be filled, at the option of the faculty/academic professionals of the administrative unit, by a special election on the part of the relevant group within the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty unit. Student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.
5. Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section I, of these Bylaws.
6. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
7. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the University Department of Employee Benefits or other official sources a complete list of those faculty members of any professorial rank who held tenure, whether they were active or retired, who have died during the preceding interval. The clerk of the Senate shall request the departments or units of the University in which the deceased faculty members served to prepare suitable memorial statements and send them to their respective deans to be forwarded by the deans to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.
8. The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
9. The treasurer of the Student Senate shall be the chief budget officer of the Student Senate. The treasurer shall chair the budget subcommittee of the Student Senate.

ARTICLE II. GENERAL RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection by members of the Senate or by others at the discretion of the Senate Consultative Committee. At the discretion of the Senate Consultative Committee, committee minutes which contain detailed information about individuals may be deposited only with the president of the University and shall be open to inspection only by persons authorized in writing by the chair of the Senate Consultative Committee. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with

the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals.

2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.
3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.
4. Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year.
5. Standing committees shall submit items for action simultaneously to the relevant Senate committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.
6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Faculty Consultative Committee is granted the right to close a portion or all of a given meeting, after approval by a two-thirds majority of its members. The chair shall keep a listing of all topics discussed in closed meetings, making it available upon request, and including this list each year in the annual report to the Senate along with an evaluation of the role these meetings have played in consultation with the president. The right of the Faculty Consultative Committee to close meetings shall not be extended beyond the end of the academic year 1985-86 unless there is a vote of the University Senate to do so. Meetings shall normally be listed in the *Minnesota Daily* and/or in the *Daily Bulletin*.
7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the *Rules of the Senate*.

ARTICLE III. SENATE COMMITTEES

1. Committees Reporting to the University Senate

A. CONSULTATIVE

The Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. The Faculty Consultative Committee shall be comprised of the faculty representatives; the Student Consultative Committee shall be comprised of the elected student representatives. The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting severally or together shall serve as consultative bodies to the president, as executive committees of their respective senates, and as steering committees of their respective senates.

Membership

- (1) The Faculty Consultative Committee and the Student Consultative Committee shall be constituted in accordance with the following:

- a. Faculty Consultative Committee: The faculty of the Twin Cities campus shall elect 7 members, and the faculties of the Crookston, Duluth, and Morris campuses shall each elect one faculty member.

Faculty members shall be nominated and elected by procedures established by each campus faculty and in accordance with the following provisions:

- i) All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Council of Academic Officers are not eligible for election.
 - ii) Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.
 - iii) Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.
- b. Student Consultative Committee: 5 student members shall be elected from the Twin Cities campus, and one student each shall be elected from the Crookston, Duluth, Morris, and Waseca campuses. Student members shall be elected in accordance with procedures determined by the respective campuses, subject to the following provisions:
 - i) At the time of their election, students shall be members of the University Senate (except for Crookston and Waseca).
 - ii) Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

- (2) In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment for the balance of any unexpired term until the next general election. Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.
- (3) The chairs 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. Chairs shall be eligible for re-election to that position. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.
- (4) The Senate Consultative Committee, the Faculty Consultative Committee, and the Student

Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

Duties and Responsibilities

(1) Senate Consultative Committee

a. Consultative

- to meet with the president at least quarterly to discuss educational interests or policies of the University related to personnel, service functions, planning, and the budget and biennial request.
- to make recommendations concerning such matters to the Senate or to the administration.
- to initiate whatever studies are necessary to fulfill its consultative responsibilities or to request such studies from the administration or from committees of the Senate.
- to consult with administrative officers on the budget and biennial request. The Finance Committee and, in part, the Physical Plant and Space Allocation Committee assist the Consultative Committee in fulfilling this responsibility.
- to consult with administrative officers on planning. The Planning Committee and, in part, the Finance Committee and the Physical Plant and Space Allocation Committee assist the Consultative Committee in fulfilling this responsibility.
- to advise the president on procedures for making major administrative appointments and to assist in the interviewing process.
- to receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the administration.

b. Steering

- to assign issues, problems, or questions to any committee of the Senate.
- to receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate. The committee is empowered to place such proposals on the agenda of a regular or a special session of the University Senate, to refer the proposal to the Faculty Senate or the Student Senate, or to refer the proposal to an appropriate committee.
- To receive, through the clerk of the Senate, copies of minutes of meetings of campus assemblies and of committees of the Senate. It shall assist in identifying items to be placed on the agenda of the Senate or of some committee of the Senate.
- to route to the appropriate body documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- to monitor the progress of committees on assigned tasks and to coordinate efforts that extend beyond the purview of one committee.
- to require any committee of the Senate to report on any matter within that committee's jurisdiction within 30 days.

- to ensure that problems of concern to the Senate shall be put on the agenda in a timely fashion for study, debate, and action.
- to meet with the chairs of selected committees of the Senate at the beginning of each academic year and at convenient intervals throughout the year in order to facilitate the business of a Senate and its committees and the dissemination of information concerning Senate business.
- to serve as a coordinating committee and liaison between the president or the president's administrative officers and the Senate or a committee of the Senate. The president is requested to notify the Consultative Committee of the creation of all-University non-Senate committees and, where appropriate, to seek the advice of the Consultative Committee on methods of coordinating efforts with the Senate or its committees.
- to supervise the arranging of the order of business for Senate meetings by the Business and Rules Committee.
- to coordinate the activities of the Standing committees which report through it.

c. Executive

- to serve as a deliberative body of the Senate on major items not assigned to other committees.
- to 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.
- to appoint members and chairs of certain committees of the Senate as specified by vote of the Senate.
- to appoint Special committees and subcommittees or to employ other devices which it regards as appropriate in initiating and furthering communication among the faculty, students, and the administration.
- to appoint or assist in appointing, when requested, members of non-Senate committees.
- to report regularly on any matters completed, pending, or projected which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- to provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair; the chairs of the Faculty and Student Consultative Committees; and one faculty and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The president's liaison officer to the Consultative Committee shall be an ex officio member on the subcommittee and provide staff assistance.
- to dispose of business which appears to be not germane to the purposes of the Senate.
- to submit an annual report to the Senate.

(2) Faculty Consultative Committee

- to meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.

- to serve as the executive committee and steering committee of the Faculty Senate.

(3) Student Consultative Committee

- to meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- to serve as the nucleus of an executive and steering committee of the Student Senate.
- to provide for a budget subcommittee of the Student Senate. The budget subcommittee shall be chaired by the treasurer of the Student Senate. Three members shall be appointed by the chair of the Student Senate with one member from each of the following committees: Student Senate Consultative Committee, Student Committee on Committees, Student Lobby Advisory Committee. These appointments are subject to the approval of the Student Senate.

B. EDUCATIONAL POLICY

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 10 faculty/academic professional members, 5 students, and ex officio representation as specified by vote of the Senate. At least 2 of the faculty/academic professional members appointed each year shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to serve as a deliberative body in matters pertaining to educational policy and planning related to undergraduate education, including the liberal arts component (e.g., floors, teaching awards, and the small grants program); graduate education; summer session; and extension and community programs.
- to serve as liaison between the Senate and its committees on Extension and Community Programs, International Education, Library, Research, Summer Sessions, and University College Assembly.
- to advise the University Senate on policy matters related to both the research and instructional uses of computers.
- to formulate policies for the coordinated development and shared use of educational materials.
- to maintain contact with the separate campuses through the exchange of minutes.
- to submit an annual report to the Senate.

C. SOCIAL CONCERNS

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 representatives of the civil service staff, 3 alumni

representatives, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty, academic professional, and student members shall be appointed by the Committee on Committees with the approval of the Senate. Civil service and alumni members shall be appointed by the president in consultation with the Civil Service Committee and the director of alumni relations.

Duties and Responsibilities

- to make recommendations to the Senate for the University's response to social problems.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate.

2. Committees Reporting to the Faculty Senate

A. FACULTY AFFAIRS

The Faculty Affairs Committee is concerned with policies and procedures which influence the personal and professional welfare of the faculty. These matters may include such areas as tenure, procedures for promotion, life and health insurance, health services, retirement, faculty housing, leave policies, academic responsibilities, and other matters that influence the responsibilities, rights, privileges, and opportunities of the faculty both individually and collectively.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one graduate assistant, and ex officio representation as specified by vote of the Senate. At least 2 of the faculty members appointed each year shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Faculty Senate on all policies and procedures of the University which influence the personal and professional welfare of the faculty.
- to submit an annual report to the Senate.

B. JUDICIAL

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. At least one member appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Faculty Committee on Committees with the approval of the Faculty Senate. Former members of the Judicial Committee may be asked by the Judicial Committee chair to serve on panels where their experience is critical to the functioning of those panels.

Duties and Responsibilities

The powers, duties, and procedures of the Judicial Committee are set forth in *Regulations Concerning Faculty Tenure*, as reprinted July 1, 1985, and in the *Judicial Committee's Rules and Procedures*.

3. Committees Reporting to the Student Senate

A. STUDENT AFFAIRS

The Student Affairs Committee is concerned with policies and procedures that affect the welfare of the student body. These matters may include such items as tuition, financial aid, housing, student activities and

organizations, student publications, and other matters that influence the responsibilities, rights, privileges, opportunities, and quality of life of the student body, and any other responsibilities as delegated to it by the Student Consultative Committee.

Membership

The Student Affairs Committee shall be composed of at least 10 members of the student body, one faculty member, and ex officio representation as specified by vote of the Senate. Of the student members, 3 shall be from the Twin Cities campus, 2 from the Duluth campus, and one each from the Crookston, Morris, and Waseca campuses. At least 2 of the student members and the faculty member shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Student Senate on all policies and procedures of the University that influence the welfare of the student body.
- to submit an annual report to the Student Senate.

B. STUDENT COMMITTEE ON COMMITTEES

The Student Committee on Committees appoints student members of certain committees of the Senate and advises the Student Senate Consultative Committee on the committee structure of the Student Senate.

Membership

The Student Committee on Committees shall be composed of the student members of the Senate Committee on Committees.

Duties and Responsibilities

- to review the representation and input from students of the various campuses to the Senate and committees of the Senate, taking necessary action to ensure high quality student participation.
- to advise the Student Consultative Committee on student participation in the Senate and the structure of the Student Senate and its committees.
- to submit an annual report to the Student Senate.

- to recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- to supervise University Senate elections in accordance with the procedures set forth in the University Senate Constitution, Bylaws, and Rules.
- to keep the published Constitution, Bylaws, and Rules of the Senate up to date.
- to supervise the annual reporting of each of the committees of the Senate.
- to carry out such activities as shall be requested of it by the Consultative 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.
- to submit an annual report to the Senate through the Senate Consultative Committee.

B. COMMITTEES

The Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate.

Membership

The Committee on Committees shall be composed of 9 faculty/academic professional members and 7 students. Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the Faculty Senate members from these respective campuses. Faculty/academic professional members shall be senators during the year of their election. Of the student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, Morris, and Waseca campuses, all elected by the Student Senate members from these campuses for one-year terms. In case of a faculty/academic professional or student vacancy, the remaining faculty/academic professional or student members respectively, by majority vote, shall fill the vacancy by interim appointment for the balance of any unexpired term until the next general election. The chair shall be elected by committee members from among their number for a one-year term of office. The chair is eligible for re-election to that position.

Duties and Responsibilities

- to forward annually to the Senate for approval names of faculty members, academic professionals, students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws or Rules of the Senate. The committee shall give consideration to representation from the various campuses and units when this is appropriate, the number of committees on which the faculty/academic professional or student member currently is serving, the principle of rotation of committee assignments, the recommendations of the respective committee chairs, faculty, academic professional, and student members, and expressions of interest in committee service offered by faculty, academic professionals, and students. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees. Faculty/academic professional members shall furnish the full committee a slate of faculty/academic

ARTICLE IV. STANDING COMMITTEES

1. Committees Reporting to the University Senate through the Consultative Committee

A. BUSINESS AND RULES

The Business and Rules Committee helps the Consultative Committee run the Senate and steer and supervise business of the Senate.

Membership

The Business and Rules Committee shall be composed of 4 faculty/academic professional members, 2 students, and ex officio nonvoting membership of the clerk and parliamentarian of the University Senate. The members shall be appointed by the Senate Consultative Committee with the approval of the Senate.

Duties and Responsibilities

- to prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.

professional nominees, and student members shall furnish the full committee a slate of student nominees, for review and recommendations.

- to solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees, Standing committees, and Operations committees on which the senator is serving or has an interest in serving.
- to conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the University Senate and make a summary of this study available to the Senate.
- to request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific Standing committees and Operations committees.
- to forward annually to the president an alphabetical list of candidates for each of the committees of the Senate whose members are to be appointed by the president (except the All-University Honors Committee). The list shall contain more candidates than there are positions to fill for each committee.
- to review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- to submit an annual report to the Senate through the Senate Consultative Committee.

C. FINANCE

The Finance Committee provides a channel by which faculty/academic professional and student ideas and concerns about programs, facilities, services, governance, faculty status, student affairs, and other matters may be voiced as biennial requests are formulated. It also serves as a consulting body to the Management Committee and to the vice president for finance and operations.

Membership

The Finance Committee shall be composed of at least 11 members, 7 of whom shall be designated by the committees which they represent: one member of the faculty and one student from the Senate Consultative committee; one member of the faculty/academic professionals from the Educational Policy Committee; one member of the faculty/academic professionals from the Physical Plant and Space Allocation Committee; one member of the faculty from the Faculty Affairs Committee; one student from the Planning Committee; one member of the faculty/academic professionals from the Research Committee; and at least 2 members at large from the faculty/academic professionals and 2 student members at large appointed by the Senate Consultative Committee with the approval of the Senate. At least one faculty/academic professional member and one student member shall be from the coordinate campuses; thus, if the stipulated membership does not include such representation, an additional faculty/academic professional and/or student member from the coordinate campuses shall be added by the Senate Consultative Committee. The faculty representative from the Senate Consultative Committee shall serve as chair.

Duties and Responsibilities

- to participate in and share responsibility for developing criteria according to which budgeting requests are examined and ranked.

- to participate in and share responsibility for developing the rationale to support those elements of biennial requests which are of concern to the faculty and students.
- to test the consistency of the biennial requests with the priorities originally agreed upon and the evaluation criteria used for ranking requests.
- to review the operating budget in terms of the criteria stipulated in developing the budget request.
- to serve as a consulting body to the Management Committee (presently includes the president, the vice president for academic affairs, and vice president for finance and operations) and separately to the vice president for finance and operations.
- to submit an annual report to the Senate through the Senate Consultative Committee.

D. PHYSICAL PLANT AND SPACE ALLOCATION

The Physical Plant and Space Allocation Committee represents faculty, academic professional, and student interests in the development of principles, policies, and criteria for physical facilities planning.

Membership

The Physical Plant and Space Allocation Committee shall be composed of no more than 7 faculty/academic professional members, 3 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to participate in the development of principles, policies, and criteria related to physical facilities planning.
- to examine the rationale supporting items being considered for inclusion in the biennial capital request, and to advise the Finance Committee and the Senate Consultative Committee on these matters.
- to advise central administration on questions of space allocation not restricted to the internal concerns of individual colleges.
- to test the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- to submit an annual report to the Senate through the Senate Consultative Committee.

E. PLANNING

The Planning Committee represents faculty, academic professional, and student interests in the development of principles, policies, and criteria in University planning.

Membership

The Planning Committee shall be composed of at least 4 faculty/academic professional members, 2 students, and ex officio representation as specified by the vote of the Senate. Members shall be appointed by the Senate Consultative Committee with the approval of the Senate.

Duties and Responsibilities

- to advise the Consultative Committee on those issues and concerns of relevance to Senate governance.
- to submit an annual report to the Senate through the Senate Consultative Committee.

2. Committees Reporting to the University Senate through the Educational Policy Committee

A. EXTENSION AND COMMUNITY PROGRAMS

The Extension and Community Programs Committee represents faculty, academic professional, and student interests in how the University extends its research, teaching, and service resources to the people of the State of Minnesota at large.

Membership

The Extension and Community Programs Committee shall be composed of no more than 10 faculty/academic professional members, 5 students, one alumnus, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty, academic professional, and student members shall be appointed by the Committee on Committees with the approval of the Senate. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- to make recommendations to the Senate on policies relating to extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate through the Educational Policy Committee.

B. INTERNATIONAL EDUCATION

The International Education Committee seeks ways in which the international educational work of the University may be improved. Matters of particular concern shall include, but not be restricted to, furthering opportunities for students, academic professionals, and faculty in international aspects of education (including study abroad), funding and development of area studies programs and overseas programs, and the coordination of activities and information in international matters.

Membership

The International Education Committee shall be composed of 8 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Senate new policy as needed.
- to review and monitor the working of existing policy.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate through the Educational Policy Committee.

C. LIBRARY

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of

12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- to advise the directors and other heads of University libraries.
- to evaluate University-wide library facilities, services, and collections.
- to submit an annual report to the Senate through the Educational Policy Committee.

D. RESEARCH

The Research Committee represents faculty, academic professional, and student interests in research at the University and the institutional support for it.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Senate policies with respect to research activities, facilities, and personnel, and with respect to patents.
- 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.
- to help publicize research activities with a view to educating the public on the importance of research and the necessity for support of it.
- to supply a coordinated voice of the faculty with regard to governmental, industrial, and foundation support of the research programs of the University.
- to advise the dean of the Graduate School on matters relating to research.
- to submit an annual report to the Senate through the Educational Policy Committee.

E. SUMMER SESSIONS

The Summer Sessions Committee represents faculty, academic professional, and student interests in the summer session. It considers such concerns as the special needs of clientele served by the summer session, the role of the summer session as a part of the year-round academic schedule of the University, and Summer Session resources.

Membership

The Summer Sessions Committee shall be composed of 7 faculty/academic professional members, 5 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the

time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Senate with respect to the summer session and its relationship to the total academic program of the University.
- to advise the director of Summer Session.
- to submit an annual report to the Senate through the Educational Policy Committee.

3. Committees Reporting to the Faculty Senate through the Faculty Affairs Committee

A. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN

The Equal Employment Opportunity for Women Committee is established pursuant to and for the duration of the court decree in the case of *Rajender vs. University of Minnesota*.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty/academic professional members and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. Five of the faculty/academic professional members shall be appointed by the Committee on Committees with the approval of the Senate. The remaining 2 faculty/academic professional members, both of whom must hold full-time appointments and at least one of whom shall be a member of the regular faculty, shall be elected by the plaintiff class in *Rajender vs. University of Minnesota* pursuant to a procedure and for a term to be established by the Special Master in that case. Service on the committee shall be treated as a positive contribution to the University and to the academic unit in which the committee member is employed. In connection with any decision involving the terms and conditions of employment where contributions to the University or the academic unit are relevant, the University will give the same weight to service on the committee as it does to service on any other committee of the University Senate.

Duties and Responsibilities

- to recommend policies which guarantee equal employment opportunity for women on the faculty and academic professional staff of the University.
- to review the University's progress in implementing the terms of the decree in *Rajender vs. University of Minnesota* and to consult with the University equal opportunity officer and president concerning any problem areas in this regard.
- to propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- to examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University administration or to the University Senate, through the Senate Committee on Faculty Affairs, if they do.
- to advise the University administration, although the committee itself does not have administrative authority.
- to submit an annual report to the Senate through the Faculty Affairs Committee.

B. TENURE

The Tenure Committee is concerned with matters relating to the *Regulations Concerning Faculty Tenure*.

Membership

The Tenure Committee shall be composed of 7 members of the faculty, 2 students (one graduate and one undergraduate), and ex officio representation as specified by vote of the Senate. Membership shall include tenured and nontenured faculty and at least one faculty member from a coordinate campus. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Faculty Senate additions to and modifications and interpretations of the *Regulations Concerning Faculty Tenure*.
- to submit an annual report to the Senate through the Faculty Affairs Committee.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The University Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

Under the supervision of the Senate Consultative Committee, the Business and Rules Committee 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 Senate Consultative Committee, the clerk of the 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.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committee before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.

*As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate and its committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.

- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees, (2) Standing committees, and (3) Operations committees. The Senate may also create Special committees.

Senate, Standing, and Special committees are described in the Constitution and Bylaws. Their current ex officio members are listed below.

2. Ex officio members of Senate and Standing committees

One ex officio member shall be appointed from each of the offices listed below.

- Business and Rules—Clerk and Parliamentarian of the Senate
- Educational Policy—Office of Vice President, Academic Affairs
- Equal Employment Opportunity for Women—Office of Vice President, Academic Affairs; Office of Equal Opportunity and Affirmative Action
- Extension and Community Programs—Office of Vice President, Academic Affairs; Agricultural Extension Service; Continuing Education and Extension
- Faculty Affairs—Office of Vice President, Academic Affairs; chair (or designee) of retired University faculty
- International Education—Director of International Student Affairs Office; Director of International Programs
- Library—Office of Vice President, Academic Affairs; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Supervisor of Learning Resources, Waseca campus; Law Librarian
- Physical Plant and Space Allocation—Office of Vice President, Academic Affairs; Office of Vice President, Health Sciences; Office of Vice President, Finance and Operations
- Planning—Office of Vice President, Finance and Operations
- Research—Representation from the following units: Vice President, Academic Affairs; Vice President, Finance and Operations; Vice President, Health Sciences; Dean,

Graduate School; Director, Agricultural Experiment Stations; Director, Mineral Resources and Research Center

- Social Concerns—Office of Vice President, Student Affairs; Office of Equal Opportunity and Affirmative Action
- Student Affairs—Office of Vice President, Student Affairs
- Summer Sessions—Office of Vice President, Academic Affairs; Director, Summer Session
- Tenure—Office of Vice President, Academic Affairs

3. Terms of Membership, Chairing of Committees, and Removal of Student Members for Neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). Continuing Education and Extension students must be registered for at least one course for three of the four quarters in the academic year. 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. No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member whose membership has been forfeited may appeal to the Student Committee on Committees for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term will be replaced for the term remaining. Replacement procedures will follow appointment procedures.

5. Committee Support and Service

Staff support and services are interpreted herein as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A secretary supplied to a committee shall not be considered an ex officio member. Committees of the Senate may request support from the budget subcommittee of the Senate Consultative Committee. Support for travel between campuses on business of the University Senate or of committees of the Senate is available to members; such support does not include travel within the Twin Cities campus.

The following committees of the Senate are related to a specific University office for staff support and service:

Business and Rules Committees	Senate Clerk
Consultative	Senate Clerk
Educational Policy	Office of the President
Equal Employment Opportunity for Women	Office, Vice President, Academic Affairs
Faculty Affairs	Office, Vice President, Academic Affairs
Judicial	Office, Vice President, Academic Affairs
Research	Graduate School; Office, Research Administration
Social Concerns	Office, Vice President, Student Affairs; Office of Equal Opportunity and Affirmative Action
Student Academic Support Services	Office, Vice President, Student Affairs
Use of Human Subjects	Graduate School

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

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 chairs of the Faculty Consultative Committee and the Educational Policy Committee.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the president of the Senate. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.
- Subcommittees may be created and appointed by any committee of the Senate and shall exist at the discretion of the parent committee. Subcommittees must have some membership from the appointing committee, but they may also have noncommittee membership when the subcommittee requires the assistance of others. Subcommittees are responsible to and report only to the parent committee. In carrying out their duties, subcommittees shall observe the same principles of operation of *Robert's Rules of Order Newly Revised* that govern committees. The advisability of the continuance of subcommittees shall be raised annually in the parent committee.

ARTICLE IV. OPERATIONS COMMITTEES

An Operations committee is principally concerned with overseeing and implementing regulations and procedures or with advising administrative offices. Such committees shall report items of University Senate business to the Senate Consultative Committee (except the University College Assembly, which shall report to the Educational Policy Committee), which, in its steering capacity, shall bring such items directly to the University Senate or, if further consultation is required, assign them to Senate or Standing committees. Membership of all Operations committees and procedures for appointing members are described in the Rules of the Senate. Operations committees may be established or terminated at any time by a majority vote of the members of the University Senate present and voting upon resolution presented. Currently established Operations committees are described below:

1. Academic Freedom and Responsibility Appeals

This committee is the appellate body operating within existing policies and procedures of the Senate related to academic freedom and responsibility.

Membership

The committee shall be composed of 7 faculty/academic professional members, 4 students, and 2 civil service staff members. Faculty, academic professional, and student members shall be appointed by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- to make recommendations to the president on appeals relating to questions of academic freedom and responsibility that have been filed with the Office of the President and referred to the committee. The committee may designate faculty-student-civil service-academic professional panels drawn from its membership to consider particular appeals and to report their findings and recommendations to the committee for action.
- to determine the routing of appeals on academic freedom and responsibility for cases not covered by existing policies of the Senate.
- to review policies and practices relating to appeals procedures on academic freedom and responsibility and to recommend changes that may be indicated.
- to submit an annual report to the Senate through the Senate Consultative Committee.

2. All-University Honors

This committee solicits and reviews nominations for all-University honors.

Membership

The committee shall be composed of no more than 6 faculty/academic professional members, 3 students, 5 alumni, and ex officio representation from the following administrative units: vice president, academic affairs; University Relations; Alumni Relations; and University Development Office. Faculty/academic professional and student members shall be nominated by the Senate Consultative Committee and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- to solicit campuses, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for Outstanding Achievement Awards.

- to screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- to keep all deliberations and votes confidential except where publication is necessary for official purposes.
- to submit an annual report to the Senate through the Senate Consultative Committee.

3. Animal Care

This committee has the general responsibilities of assuring that high and humane standards of animal housing, care, and use are met throughout the University, serving as a resource to University faculty in matters relating to animal availability, care, and use, and cooperating with the director of Research Animal Resources in achieving these goals. The committee meets at least quarterly and seeks, as needed, the consultation and advice of specialists in areas relevant to animal care and use.

Membership

The committee shall be composed of not more than 10 members: 2 faculty/academic professional representatives of the Minneapolis Health Sciences; one faculty/academic professional 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 (either a member of the faculty, academic professional, or civil service staff), Duluth campus, Morris campus, a student, and ex officio representation of the director of Research Animal Resources. Members shall be appointed by the president.

Duties and Responsibilities

- to provide recommendations to the University Senate and the vice president for academic affairs on University policies and standards governing the procurement, housing, care, and use of animals employed in University teaching, research, and service functions.
- to educate the University faculty in the need for good care and humane use of animals, in the benefits of using quality animals, and in the kinds of services offered by the director and staff of Research Animal Resources.
- to consult with the director of Research Animal Resources regarding professional personnel needs of that unit.
- to inspect animal facilities and evaluate animal care and use programs of the University at regular intervals, as required by National Institutes of Health policy.
- to review and mediate complaints about animal care and use at the University, review and mediate appeals from decisions of the director of Research Animal Resources concerning animal use procedures causing pain or distress, and to review and mediate appeals from adverse evaluations by committee inspection teams, with recommendation to the vice president for academic affairs, for final decision, in cases that cannot be resolved through mediation.
- to submit an annual report to the Senate through the Senate Consultative Committee.

4. Educational Development

This committee represents faculty and student interests in the Educational Development Program.

Membership

The committee shall be composed of 7 faculty/academic professional members, 5 students, and ex officio representation from the office of the vice president, academic affairs. Members shall be appointed by the president.

Duties and Responsibilities

- to develop guidelines and operating procedures for the Educational Development Program, consistent with policy established by the Senate.
- to assist the vice president, academic affairs, in the review of departmental and collegiate recommendations concerning proposals for educational development projects.
- 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.
- to submit an annual report to the Senate through the Senate Consultative Committee on the status of and plans for the Educational Development Program.

5. Services for the Handicapped

This committee oversees University policies, procedures, and services concerning handicapped students and staff.

Membership

The committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), and ex officio representation from the office of the vice president, student affairs. Members shall be appointed by the president.

Duties and Responsibilities

- to advise the president and administrative offices on University-wide issues relating to physical access, access to academic programs, and the structure of and provision for student services for handicapped.
- to review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting student needs, and to recommend changes.
- to educate the University community to the special concerns of its handicapped members.
- to consult with the administrative committees providing coordination of programs and services.
- to bring concerns to the Senate, as appropriate.
- to submit an annual report to the Senate through the Senate Consultative Committee.

6. Student Academic Support Services

This committee represents faculty and student interests in student academic services.

Membership

The committee shall be composed of 10 faculty/academic professional members, 5 students, and ex officio representation from the office of the vice president, student affairs, and the office of the vice president, academic affairs. Members shall be appointed by the president.

Duties and Responsibilities

- to advise administrative offices on University-wide issues in such student support areas as prospective student services, admissions, registration, academic records, and financial aid.
- to advise the Senate, when appropriate, on these concerns.
- to submit an annual report to the Senate through the Senate Consultative Committee.

7. Use of Human Subjects in Research

This committee reviews proposed research and supervises approved projects, to assure the fullest protection of the rights and welfare of the subjects.

Membership

The committee shall be composed of at least 60 members from the University community (faculty, staff, and student body) and one to 4 members from the community at large.

- A. The members from the University community shall be drawn from the following categories:
- (1) At least 20 members from the health sciences and biological sciences (15 faculty and staff and 5 students).
 - (2) At least 20 members from the social and behavioral sciences (15 faculty and staff and 5 students).
 - (3) 2 members from the University Hospitals administration.
 - (4) At least 18 members from other units of the University (13 faculty and 5 students).
- If the size of the committee is expanded to more than 60 members, the proportions of members from each of the above categories shall remain the same.
- B. The members from the community at large shall be representative of the community and shall have demonstrated experience and/or interest in ethical issues.

Selection of members; Chair

- A. **University Community:** The members of the committee from the health and biological 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 by a vice president designated by the president.
- The chair of the health and biological sciences review panel and the chair of the social and behavioral sciences review panel serve as co-chairs of the full committee. They shall be elected by the appointed members of the relevant review panels by a mail ballot, majority vote, for a period of two years.

- B. **Community at Large:** The members from the community at large shall be selected by an ad hoc subcommittee composed of members of the Use of Human Subjects in Research Committee. The members of the ad hoc committee shall be appointed by the chair of the parent 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 subcommittee and one to the social sciences subcommittee. These alternates shall attend meetings only when the appointed community member must be absent. Each community member shall be assigned to one of the four committee panels by the ad hoc committee.
- (1) **Terms:** Each community member shall serve one year (12 months) and shall be eligible for reappointment.
 - (2) **Criteria:** The criteria for committee membership shall be established by the ad hoc committee.
 - (3) **Confirmation of Appointment:** Appointments of community members shall be confirmed by a simple majority vote of the Use of Human Subjects in Research Committee and by approval of the University administration.

Panels and Subcommittees

The committee shall operate by means of subcommittees composed of two review panels each, representing the

health and biological sciences and the social and behavioral sciences. Members of the panels, as well as panel chairs, shall be appointed from the full committee by the executive secretary with the approval of the chair 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 members. Panel recommendations shall be by majority vote with the opportunity for an expression of a formal minority opinion.

The committee shall also have one executive subcommittee on policy, which shall formulate committee policies. Members of the executive subcommittee shall be the chair of each review panel, the co-chairs of the full committee if different from the chairs of each review panel, one student representative, and one community representative. The subcommittee chair shall be elected by a majority of the subcommittee members. Any committee member may petition the subcommittee for review of any policy statement formulated and approved by the subcommittee and may request that the issue be brought to the attention of the full committee for its action. A majority of the full committee shall be required to veto any subcommittee action.

Executive Secretary

Staff support for the committee shall be provided by the Graduate School. The executive secretary shall be appointed by the president for a three-year term, subject to reappointment for successive terms, and shall not be a voting member of the committee or of its subcommittees or panels, but shall be entitled to attend committee, subcommittee, or panel meetings. The executive secretary shall handle the administrative work of the committee; schedule meetings; and maintain records for the committee, subcommittee, and panel meetings, including formal requests for approval of research projects, minutes of all committee, subcommittee, and panel meetings, and the formal decisions of the committee and its subcommittees and panels, together with copies of all letters of approval sent to the investigators and any periodical reports by investigators to the committee, as may be required by the procedures of the committee.

Duties and Responsibilities

- to provide prior collegial review of proposed research involving human subjects.
- to provide continuing supervision and advice with respect to approved projects of research involving human subjects.
- to 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. These statements 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.
- to submit an annual report to the Senate through the Senate Consultative Committee.

8. University College Assembly

The University College Assembly represents the interests of all University students and faculty members by providing opportunities and support for faculty and students to develop worthy programs in experimental, alternative, and cross-collegiate undergraduate education.

Membership, Chair

The University College Assembly shall include 12 faculty/academic professional members appointed by the president, with the approval of the Senate, from a slate provided by the director of University College after consultation with the appropriate deans and provosts; one member must be from a coordinate campus. Three additional faculty/academic professional members may be appointed by the director of University College for a one-year term, with no more than two reappointments. One faculty/academic professional member from each policy board of permanent programs shall be elected for one-year terms in the manner defined by each program's bylaws. One faculty/academic professional member from each experimental program shall be elected by the program's advisory committee or appointed by the director of University College if no advisory committee exists.

The University College Assembly shall include the one student chosen at large from the University, appointed for a one-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 of University College shall nominate a student. Two students representing the Student Board and one student representative from each permanent or experimental program shall be appointed for one-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 of University College after consultation with administrators of University College programs.

The director of University College shall have ex officio voting membership, and one representative shall be elected from the academic staff and shall have all privileges except voting. One representative shall be elected from the civil service staff and shall have all privileges except voting.

The chair of the University College Assembly shall be elected by the Assembly from one of the 12 faculty members appointed by the president.

Duties and Responsibilities

- to be the legislative and policy-making body regarding all educational matters in University College.

- to approve all courses with a University College designation.
- to receive, review, and offer recommendations on all requests for housing permanent programs.
- to approve the membership of policy boards and the bylaws for permanent programs.
- to receive all proposals for educational experiments submitted to University College, direct them to the Experimental Programs Committee for review, and act on requests for University College support.
- through the University College Consultative Committee, to meet with the vice president for academic affairs to recommend policies and advise the vice president on decisions pertaining to intercollegiate and experimental education, including instructional and staff services, financial support, and reward structures for faculty members wishing to develop experimental education.
- to appoint committees and charge them with the responsibility for evaluating and reporting to the University Senate through the Educational Policy Committee on each experimental program as it reaches the end of its experimental phase and each permanent program at least every five years.

Relationship to the University Senate

Although University College is an academic unit, it is here listed as a special kind of Operations committee because its constitution, approved by the University Senate November 30, 1978, provides several important ties with the University Senate:

- the University College Assembly reports to the University Senate through the Educational Policy Committee.
- permanent undergraduate educational programs to be housed in University College must be formally approved by the University Senate.
- a review of University College, including its purposes and programmatic operations, is undertaken at least every seven years in consultation with the Educational Policy Committee.
- periodic evaluations of experimental and permanent programs are reported to the University Senate through the Educational Policy Committee.

University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Revised, 1981-82

CONSTITUTION

ARTICLE I. GENERAL POWERS

1. *Distribution of Powers Delegated by Regents*

Consistent with actions and policies of the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. *Position and Authority*

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. *Membership*

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty and student representatives of the various institutes, colleges, and schools of collegiate rank, the Graduate School, and the Mayo Graduate School of Medicine. The elected faculty representatives shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Members of the Council of Academic Officers shall serve as ex officio nonvoting members.

2. *Powers in General*

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty and students in

those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the Constitution and Bylaws of the University Senate.

3. *Allocation of Functions and Powers*

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this Article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. *Election of University Senate Members*

- a. The elected representatives of the faculties to the University Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows), shall jointly elect from their rank (professors, associate professors, assistant professors, and instructors) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Regulations Concerning Faculty Tenure*. The provisions hereof shall not apply to the election

of the representatives of the Mayo Graduate School of Medicine.

- b. The Mayo Graduate School of Medicine shall be entitled to two elected representatives to be elected jointly by faculty members who are professors, associate professors, assistant professors (including research associates), or instructors (including research fellows). The election shall be by secret ballot.
- c. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the Bylaws. There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris, Crookston, and Waseca there shall be two student senators for each initial 1,000 fulltime students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. Any student who has twenty-four credits in residence at the University and at the time of voting is carrying at least nine credits in his or her college, institute, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine credits in residence at the University and are full-time students at the time of voting. Continuing Education and Extension students shall be eligible for election if they have earned twelve credits in residence during the previous five years and are carrying three credits at the time of voting. Full-time students in each college, institute, or school shall be eligible to vote. Each college, institute, or school shall establish its own procedures to determine qualification as a full-time student.
- d. Members of the Council of Academic Officers shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- e. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- f. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty representatives of each institute, college, or school shall be elected each year by each institute, college, or school. All faculty members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate. All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms. To continue to serve, a faculty representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "c" hereof.
- g. The faculty and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty and the

students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used. A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence, by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. *Removal for Neglect of Meetings*

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two consecutive meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a campus student assembly by virtue of holding membership in the University Senate, shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. *University Senate Officers*

The president of the University shall chair the Senate. A vice chair 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 and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Bylaws.

7. *University Senate Agenda and Minutes*

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. *University Senate Meetings—Call—Quorum*

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the

Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question. At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Faculty Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or their designated alternates) shall be entitled to vote. Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

1. Committees of the Senate

The committees of the University Senate shall be (1) Senate committees, (2) Standing committees, and (3) Operations committees. The Senate also may create Special committees.

2. Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

3. Standing Committees

A Standing committee is a committee to which the University Senate delegates policy-making and operational powers within the broad areas assigned to Senate committees. Each Standing committee is assigned a relationship to a specific Senate committee and shall report to the University Senate through the Senate committee. Membership of all Standing committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Standing committees vested with such responsibilities as the Senate has the power to confer.

4. Operations Committees

An Operations committee is principally concerned with overseeing and implementing regulations and procedures or with advising administrative offices. Such committees shall report items of University Senate business to the Senate Consultative Committee (except the University College Assembly, which shall report to the Educational Policy Committee), which, in its steering capacity, shall bring such items to the University Senate or, if further consultation is required, assign them to Senate or Standing committees. Operations committees and the procedures for appointing members are described in the Rules of the Senate. Operations committees may be established or terminated at any time by a majority vote

of the members of the University Senate present and voting upon resolution presented.

5. Special Committees

Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate governance system. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a Special committee falls within the duties and responsibilities of a committee of the University Senate, the Special committee shall make interim and final reports to that committee. If the task assigned to the Special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the Special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a Special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the Special committee requires.

ARTICLE V. GOVERNMENT OF THE INSTITUTES, COLLEGES, AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. Controversies Between the University Senate and Institutes, Colleges, and Schools

Controversies arising between the University Senate or its committees and a campus, institute, college, or school

government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least ten days prior to the date of the vote on the approval of the proposed amendment. An

amendment shall be effective following approval by the University Senate and by the regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members and students shall vote as faculty members or students within each of the following units of the University:

TWIN CITIES: (1) Agricultural Experiment Station, (2) Agricultural Extension Service, (3) Agriculture, (4) Biological Sciences, (5) Continuing Education & Extension, (6) Dentistry, (7) Education, (8) Forestry, (9) General College, (10) Graduate School, (11) Home Economics, (12) Law, (13) Liberal Arts, (14) Libraries, (15) Management, (16) Medical School, (17) Nursing, (18) Pharmacy, (19) Public Affairs, (20) Public Health, (21) Technology, Institute of, (22) University College, (23) Veterinary Medicine.

DULUTH: (24) Business & Economics, (25) Education, (26) Fine Arts, (27) Letters & Science, (28) Medicine, (29) Social Development.

MORRIS (30); CROOKSTON (31); WASECA (32); MAYO (33).

2. The elected representatives of the faculties shall be elected in accordance with the following procedures:
 - A. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
 - B. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - C. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.
3. The elected representatives of the students shall be elected in accordance with the following procedures:
 - A. Between March 1 and May 20 each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the Constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - B. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.
4. Faculty vacancies in the Senate caused by death, resignation, or separation from the University may be filled, at the option of the faculty of the administrative unit, by a special election on the part of the relevant group within the faculty concerned, or by designation on

the part of the members of the Senate currently representing that faculty. Student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section I, of these Bylaws.
6. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
7. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the University Department of Employee Benefits or other official sources a complete list of those faculty members of any professorial rank who held tenure, whether they were active or retired, who have died during the preceding interval. The clerk of the Senate shall request the departments or units of the University in which the deceased faculty members served to prepare suitable memorial statements and send them to their respective deans to be forwarded by the deans to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.
8. The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.

ARTICLE II. GENERAL RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection by members of the Senate or by others at the discretion of the Senate Consultative Committee. At the discretion of the Senate Consultative Committee, committee minutes which contain detailed information about individuals may be deposited only with the president of the University and shall be open to inspection only by persons authorized in writing by the chair of the Senate Consultative Committee. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals.

2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.
3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.
4. Faculty appointments to committees of the Senate shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Student appointments to committees of the Senate shall be made for terms of one year.
5. Standing committees shall submit items for action simultaneously to the relevant Senate committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.
6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the rights of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. Meetings shall normally be listed in the *Minnesota Daily* and/or in the *Daily Bulletin*.
7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

ARTICLE III. SENATE COMMITTEES

1. Committees Reporting to the University Senate

A. CONSULTATIVE

The Consultative Committee shall be composed of 11 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. The Faculty Consultative Committee shall be comprised of the faculty representatives; the Student Consultative Committee shall be comprised of the the elected student representatives. The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting severally or together shall serve as consultative bodies to the president, as executive committees of their respective senates, and as steering committees of their respective senates.

Membership

- (1) The Faculty Consultative Committee and the Student Consultative Committee shall be constituted in accordance with the following:
 - a. Faculty Consultative Committee: The faculty of the Twin Cities campus shall elect 7 members, and the faculties of the Crookston, Duluth, Morris, and Waseca campuses shall each elect one faculty member.
Faculty members shall be nominated and elected by procedures established by each campus faculty and in accordance with the following provisions:
 - i) All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Council of Academic Officers are not eligible for election.

- ii) Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.
 - iii) Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.
- b. Student Consultative Committee: 5 student members shall be elected from the Twin Cities campus, and one student each shall be elected from the Crookston, Duluth, Morris, and Waseca campuses.
Student members shall be elected in accordance with procedures determined by the respective campuses, subject to the following provisions:
- i) At the time of their election, students shall be members of the University Senate (except for Crookston and Waseca).
 - ii) Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

- (2) In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment for the balance of any unexpired term until the next general election.
Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.
- (3) The chairs 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. Chairs shall be eligible for re-election to that position. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.
- (4) The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

Duties and Responsibilities

- (1) Senate Consultative Committee
 - a. Consultative
 - to meet with the president at least quarterly to discuss educational interests or policies of

the University related to personnel, service functions, planning, and the budget and biennial request.

- to make recommendations concerning such matters to the Senate or to the administration.
- to initiate whatever studies are necessary to fulfill its consultative responsibilities or to request such studies from the administration or from committees of the Senate.
- to consult with administrative officers on the budget and biennial request. The Finance Committee and, in part, the Physical Plant and Space Allocation Committee assist the Consultative Committee in fulfilling this responsibility.
- to consult with administrative officers on planning. The Planning Committee and, in part, the Finance Committee and the Physical Plant and Space Allocation Committee assist the Consultative Committee in fulfilling this responsibility.
- to advise the president on procedures for making major administrative appointments and to assist in the interviewing process.
- to receive from any faculty member or student notification of concerns which may require consultation with the administration.

b. Steering

- to assign issues, problems, or questions to any committee of the Senate.
- to receive recommendations of any faculty member or student who wishes to present a proposal to the Senate. The committee is empowered to place such proposals on the agenda of a regular or a special session of the University Senate, to refer the proposal to the Faculty Senate or the Student Senate, or to refer the proposal to an appropriate committee.
- to receive, through the clerk of the Senate, copies of minutes of meetings of campus assemblies and of committees of the Senate. It shall assist in identifying items to be placed on the agenda of the Senate or of some committee of the Senate.
- to route to the appropriate body documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- to monitor the progress of committees on assigned tasks and to coordinate efforts that extend beyond the purview of one committee.
- to require any committee of the Senate to report on any matter within that committee's jurisdiction within 30 days.
- to ensure that problems of concern to the Senate shall be put on the agenda in a timely fashion for study, debate, and action.
- to meet with the chairs of selected committees of the Senate at the beginning of each academic year and at convenient intervals throughout the year in order to facilitate the business of a Senate and its committees and the dissemination of information concerning Senate business.
- to serve as a coordinating committee and liaison between the president or the

president's administrative officers and the Senate or a committee of the Senate. The president is requested to notify the Consultative Committee of the creation of all-University non-Senate committees and, where appropriate, to seek the advice of the Consultative Committee on methods of coordinating efforts with the Senate or its committees.

- to supervise the arranging of the order of business for Senate meetings by the Business and Rules Committee.
- to coordinate the activities of the Standing committees which report through it.

c. Executive

- to serve as a deliberative body of the Senate on major items not assigned to other committees.
- to 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.
- to appoint members and chairs of certain committees of the Senate as specified by vote of the Senate.
- to appoint Special committees and subcommittees or to employ other devices which it regards as appropriate in initiating and furthering communication among the faculty, students, and the administration.
- to appoint or assist in appointing, when requested, members of non-Senate committees.
- to report regularly on any matters completed, pending, or projected which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- to provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair; the chairs of the Faculty and Student Consultative Committees; and one faculty and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The president's liaison officer to the Consultative Committee shall be an ex officio member on the subcommittee and provide staff assistance.
- to dispose of business which appears to be not germane to the purposes of the Senate.
- to submit an annual report to the Senate.

(2) Faculty Consultative Committee

- to meet separately, when necessary, to discuss with the president, or others, matters of primary concern to the faculty.
- to serve as the executive committee and steering committee of the Faculty Senate.

(3) Student Consultative Committee

- to meet separately, when necessary, to discuss with the president, or others, matters of primary concern to the student body.
- to serve as the nucleus of an executive and steering committee of the Student Senate.

B. EDUCATIONAL POLICY

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 10 members of the faculty, 5 students, and ex officio representation as specified by vote of the Senate. At least 2 of the faculty members appointed each year shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to serve as a deliberative body in matters pertaining to educational policy and planning related to undergraduate education, including the liberal arts component (e.g., floors, teaching awards, and the small grants program); graduate education; summer session; and extension and community programs.
- to serve as liaison between the Senate and its committees on Extension and Community Programs, International Education, Library, Research, Summer Sessions, and University College Assembly.
- to advise the University Senate on policy matters related to both the research and instructional uses of computers.
- to formulate policies for the coordinated development and shared use of educational materials.
- to maintain contact with the separate campuses through the exchange of minutes.
- to submit an annual report to the Senate.

C. SOCIAL CONCERNS

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 members of the faculty, 7 students, 3 representatives of the civil service staff, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Faculty and student members shall be appointed by the Committee on Committees with the approval of the Senate. Civil service and alumni members shall be appointed by the president in consultation with the Civil Service Committee and the director of alumni relations.

Duties and Responsibilities

- to make recommendations to the Senate for the University's response to social problems.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate.

2. Committees Reporting to the Faculty Senate

A. FACULTY AFFAIRS

The Faculty Affairs Committee is concerned with policies and procedures which influence the personal and professional welfare of the faculty. These matters

may include such areas as tenure, procedures for promotion, life and health insurance, health services, retirement, faculty housing, leave policies, academic responsibilities and other matters that influence the responsibilities, rights, privileges, and opportunities of the faculty both individually and collectively.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one graduate assistant, and ex officio representation as specified by vote of the Senate. At least 2 of the faculty members appointed each year shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Faculty Senate on all policies and procedures of the University which influence the personal and professional welfare of the faculty.
- to submit an annual report to the Senate.

B. JUDICIAL

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. At least one member appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Faculty Committee on Committees with the approval of the Faculty Senate. Former members of the Judicial Committee may be asked by the Judicial Committee chair to serve on panels where their experience is critical to the functioning of those panels.

Duties and Responsibilities

The powers, duties, and procedures of the Judicial Committee are set forth in *Regulations Concerning Faculty Tenure*, as reprinted May 1974, and in the *Judicial Committee's Rules and Procedures*, as revised to November 8, 1979.

ARTICLE IV. STANDING COMMITTEES

1. Committees Reporting to the University Senate through the Consultative Committee

A. BUSINESS AND RULES

The Business and Rules Committee helps the Consultative Committee run the Senate and steer and supervise business of the Senate.

Membership

The Business and Rules Committee shall be composed of 4 members of the faculty, 2 students, and ex officio nonvoting membership of the clerk and parliamentarian of the University Senate. The members shall be appointed by the Senate Consultative Committee with the approval of the Senate.

Duties and Responsibilities

- to prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- to recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- to supervise University Senate elections in accordance with the procedures set forth in the University Senate Constitution, Bylaws, and Rules.

- to keep the published Constitution, Bylaws, and Rules of the Senate up to date.
- to supervise the annual reporting of each of the committees of the Senate.
- to carry out such activities as shall be requested of it by the Consultative 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.
- to submit an annual report to the Senate through the Senate Consultative Committee.

B. COMMITTEES

The Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate.

Membership

The Committee on Committees shall be composed of 10 members of the faculty and 7 students. Of the faculty members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, Morris, and Waseca campuses, all elected for three-year terms by the Faculty Senate members from these respective campuses. Faculty members shall be senators during the year of their election. Of the student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, Morris, and Waseca campuses, all elected by the Student Senate members from these campuses for one-year terms. In case of a faculty or student vacancy, the remaining faculty or student members respectively, by majority vote, shall fill the vacancy by interim appointment for the balance of any unexpired term until the next general election.

The chair shall be elected by committee members from among their number for a one-year term of office. The chair is eligible for re-election to that position.

Duties and Responsibilities

- to forward annually to the Senate for approval names of faculty, students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws or Rules of the Senate. The committee shall give consideration to representation from the various campuses and units when this is appropriate, the number of committees on which the faculty or student member currently is serving, the principle of rotation of committee assignments, the recommendations of the respective committee chairs, faculty, and student members, and expressions of interest in committee service offered by faculty and students. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees. Faculty members shall furnish the full committee a slate of faculty nominees, and student members shall furnish the full committee a slate of student nominees for review and recommendations.
- to solicit annually from each newly elected faculty member of the Senate a list of Senate committees, Standing committees, and Operations committees on which the senator is serving or has an interest in serving.
- to conduct a survey, at least every three years, of faculty interest in serving on committees of the University Senate and make a summary of this study available to the Senate.

- to request annually from deans, directors, and department heads a list of faculty members who they believe have the requisite interest and experience to serve on specific Standing committees and Operations committees.
- to forward annually to the president an alphabetical list of candidates for each of the committees of the Senate whose members are to be appointed by the president (except the All-University Honors Committee). The list shall contain more candidates than there are positions to fill for each committee.
- to review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- to submit an annual report to the Senate through the Senate Consultative Committee.

C. FINANCE

The Finance Committee provides a channel by which faculty/student ideas and concerns about programs, facilities, services, governance, faculty status, student affairs, and other matters may be voiced as biennial requests are formulated. It also serves as a consulting body to the budget executive and to the vice president for finance.

Membership

The Finance Committee shall be composed of at least 11 members, 7 of whom shall be designated by the committees which they represent: one member of the faculty and one student from the Senate Consultative committee; one member of the faculty from the Educational Policy Committee; one member of the faculty from the Physical Plant and Space Allocation Committee; one member of the faculty from the Faculty Affairs Committee; one student from the Planning Committee; one member of the faculty from the Research Committee; and at least 2 members at large from the faculty and 2 student members at large appointed by the Senate Consultative Committee with the approval of the Senate. At least one faculty member and one student member shall be from the coordinate campuses; thus, if the stipulated membership does not include such representation, an additional faculty and/or student member from the coordinate campuses shall be added by the Senate Consultative Committee. The faculty representative from the Senate Consultative Committee shall serve as chair. Participation of the committee in the biennial request and budget review processes shall be facilitated through membership of one of its members in a nonvoting capacity on the president's Planning Council.

Duties and Responsibilities

- to participate in and share responsibility for developing criteria according to which budgeting requests are examined and ranked.
- to participate in and share responsibility for developing the rationale to support those elements of biennial requests which are of concern to the faculty and students.
- to test the consistency of the biennial requests with the priorities originally agreed upon and the evaluation criteria used for ranking requests.
- to review the operating budget in terms of the criteria stipulated in developing the budget request.
- to serve as a consulting body to the budget executive (presently includes the vice president for

academic affairs, vice president for health sciences, vice president for administration and planning, and vice president for finance) and separately to the vice president for finance.

- to submit an annual report to the Senate through the Senate Consultative Committee.

D. PHYSICAL PLANT AND SPACE ALLOCATION

The Physical Plant and Space Allocation Committee represents faculty and student interests in the development of principles, policies, and criteria for physical facilities planning.

Membership

The Physical Plant and Space Allocation Committee shall be composed of no more than 7 members of the faculty, 3 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to participate in the development of principles, policies, and criteria related to physical facilities planning.
- to examine the rationale supporting items being considered for inclusion in the biennial capital request, and to advise the Finance Committee and the Senate Consultative Committee on these matters.
- to advise central administration on questions of space allocation not restricted to the internal concerns of individual colleges.
- to test the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- to submit an annual report to the Senate through the Senate Consultative Committee.

E. PLANNING

The Planning Committee represents faculty and student interests in the development of principles, policies, and criteria in University planning. It also serves as a consulting body to the vice president for administration and planning.

Membership

The Planning Committee shall be composed of at least 4 members of the faculty, 2 students, and ex officio representation as specified by vote of the Senate. Members shall be appointed by the Senate Consultative Committee with the approval of the Senate. Six of these members (4 faculty and 2 student) shall serve as representatives of the Senate to the president's Planning Council.

Duties and Responsibilities

- to advise the Consultative Committee on those Planning Council issues and concerns of relevance to Senate governance.
- to advise the Planning Council of issues and concerns related to planning raised by the Senate or its committees.
- to serve as a consulting body to the vice president for administration and planning.
- to submit an annual report to the Senate through the Senate Consultative Committee.

2. Committees Reporting to the University Senate through the Educational Policy Committee

A. EXTENSION AND COMMUNITY PROGRAMS

The Extension and Community Programs Committee represents faculty and student interests in how the University extends its research, teaching, and service resources to the people of the State of Minnesota at large.

Membership

The Extension and Community Programs Committee shall be composed of no more than 10 members of the faculty, 5 students, one alumnus, and ex officio representation as specified by vote of the Senate. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Faculty and student members shall be appointed by the Committee on Committees with the approval of the Senate. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- to make recommendations to the Senate on policies relating to extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate through the Educational Policy Committee.

B. INTERNATIONAL EDUCATION

The International Education Committee seeks ways in which the international educational work of the University may be improved. Matters of particular concern shall include, but not be restricted to, furthering opportunities for students and faculty in international aspects of education (including study abroad), funding and development of area studies programs and overseas programs, and the coordination of activities and information in international matters.

Membership

The International Education Committee shall be composed of 8 members of the faculty, 4 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Senate new policy as needed.
- to review and monitor the working of existing policy.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate through the Educational Policy Committee.

C. LIBRARY

The Library Committee represents faculty and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 members of the faculty, 4 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty members appointed each year

shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- to advise the directors and other heads of University libraries.
- to evaluate University-wide library facilities, services, and collections.
- to submit an annual report to the Senate through the Educational Policy Committee.

D. RESEARCH

The Research Committee represents faculty and student interests in research at the University and the institutional support for it.

Membership

The Research Committee shall be composed of 8 members of the faculty, 3 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Senate policies with respect to research activities, facilities, and personnel, and with respect to patents.
- 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.
- to help publicize research activities with a view to educating the public on the importance of research and the necessity for support of it.
- to supply a coordinated voice of the faculty with regard to governmental, industrial, and foundation support of the research programs of the University.
- to advise the dean of the Graduate School on matters relating to research.
- to submit an annual report to the Senate through the Educational Policy Committee.

E. SUMMER SESSIONS

The Summer Sessions Committee represents faculty and student interests in the summer session. It considers such concerns as the special needs of clientele served by the summer session, the role of the summer session as a part of the year-round academic schedule of the University, and Summer Session resources.

Membership

The Summer Sessions Committee shall be composed of 7 members of the faculty, 5 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Senate with respect to the summer session and its relationship to the total academic program of the University.

- to advise the director of Summer Session.
- to submit an annual report to the Senate through the Educational Policy Committee.

3. Committees Reporting to the Faculty Senate through the Faculty Affairs Committee

A. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN

The Equal Employment Opportunity for Women Committee is established pursuant to and for the duration of the court decree in the case of *Rajender vs. University of Minnesota*.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 members of the faculty, and ex officio representation as specified by vote of the Senate. The Committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. Five of the faculty members shall be appointed by the Committee on Committees with the approval of the Senate. The remaining 2 faculty members, both of whom must hold full-time appointments and at least one of whom shall be a member of the regular faculty, shall be elected by the plaintiff class in *Rajender vs. University of Minnesota* pursuant to a procedure and for a term to be established by the Special Master in that case. Service on the Committee shall be treated as a positive contribution to the University and to the academic unit in which the Committee member is employed. In connection with any decision involving the terms and conditions of employment where contributions to the University or the academic unit are relevant, the University will give the same weight to service on the Committee as it does to service on any other committee of the University Senate.

Duties and Responsibilities

- to recommend policies which guarantee equal employment opportunity for women on the faculty of the University.
- to review the University's progress in implementing the terms of the decree in *Rajender vs. University of Minnesota* and to consult with the University Equal Opportunity officer and president concerning any problem areas in this regard.
- to propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- to examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University administration or to the University Senate, through the Senate Committee on Faculty Affairs, if they do.
- to advise the University administration, although the committee itself does not have administrative authority.
- to submit an annual report to the Senate through the Faculty Affairs Committee.

B. TENURE

The Tenure Committee is concerned with matters relating to the *Regulations Concerning Faculty Tenure*.

Membership

The Tenure Committee shall be composed of 7 members of the faculty, 2 students (one graduate

and one undergraduate), and ex officio representation as specified by vote of the Senate. Membership shall include tenured and nontenured faculty and at least one faculty member from a coordinate campus. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Faculty Senate additions to and modifications and interpretations of the *Regulations Concerning Faculty Tenure*.
- to submit an annual report to the Senate through the Faculty Affairs Committee.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The University Senate Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

Under the supervision of the Senate Consultative Committee, the Business and Rules Committee 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 Senate Consultative Committee, the clerk of the 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.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to insure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committee before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.

*As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate and its committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.

- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees, (2) Standing committees, and (3) Operations committees. The Senate may also create Special committees.

Senate, Standing, and Special committees are described in the Constitution and Bylaws. Their current ex officio members are listed below.

2. Ex officio members of Senate and Standing committees

One ex officio member shall be appointed from each of the offices listed below.

- Business and Rules—Clerk and Parliamentarian of the Senate
- Educational Policy—Office of Vice President, Academic Affairs; Office of Vice President, Administration and Planning
- Equal Employment Opportunity for Women—Office of Vice President, Academic Affairs; Office of Equal Opportunity and Affirmative Action
- Extension and Community Programs—Office of Vice President, Academic Affairs; Agricultural Extension Service; Continuing Education and Extension
- Faculty Affairs—Office of Vice President, Academic Affairs; chair (or designee) of retired University faculty
- International Education—Director of International Student Affairs Office; Director of International Programs
- Library—Office of Vice President, Academic Affairs; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Supervisor of Learning Resources, Waseca campus; Law Librarian
- Physical Plant and Space Allocation—Office of Vice President, Academic Affairs; Office of Vice President, Health Sciences; Office of Vice President, Finance
- Planning—Office of Vice President, Administration and Planning; Office of Vice President, Finance
- Research—Representation from the following units: Vice President, Academic Affairs; Vice President, Finance; Vice President, Health Sciences; Dean, Graduate

School; Director, Agricultural Experiment Stations; Director, Mineral Resources and Research Center

- Social Concerns—Office of Vice President, Student Affairs; Office of Equal Opportunity and Affirmative Action

- Summer Sessions—Office, Vice President, Academic Affairs; Director, Summer Session
- Tenure—Office of Vice President, Academic Affairs

3. Terms of Membership and Chairing of Committees of the Senate

Faculty appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). Continuing Education and Extension students must be registered for at least one course for three of the four quarters in the academic year. 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. No faculty member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives. Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term will be replaced for the term remaining. Replacement procedures will follow appointment procedures.

5. Committee Support and Service

Staff support and services are interpreted herein as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A secretary supplied to a committee shall not be considered an ex officio member. Committees of the Senate may request support from the budget subcommittee of the Senate Consultative Committee. Support for travel between campuses on business of the University Senate or of committees of the Senate is available to members; such support does not include travel within the Twin Cities campus.

The following committees of the Senate are related to a specific University office for staff support and service:

Business and Rules	Senate Clerk
Committees	Senate Clerk
Consultative	Office of the President
Educational Policy	Office, Vice President, Academic Affairs

Equal Employment Opportunity for Women	Office, Vice President, Academic Affairs
Faculty Affairs	Office, Vice President, Academic Affairs, Senate Clerk
Judicial	Office, Vice President, Academic Affairs
Research	Graduate School; Office, Research Administration
Social Concerns	Office, Vice President, Student Affairs
Student Academic Support Services	Office, Vice President, Student Affairs
Use of Human Subjects	Graduate School

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

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 chairs of the Faculty Consultative Committee and the Educational Policy Committee.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the president of the Senate. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.
- Subcommittees may be created and appointed by any committee of the Senate and shall exist at the discretion of the parent committee. Subcommittees must have some membership from the appointing committee, but they may also have noncommittee membership when the subcommittee requires the assistance of others. Subcommittees are responsible to and report only to the parent committee. In carrying out their duties, subcommittees shall observe the same principles of operation of *Robert's Rules of Order Newly Revised* that govern committees. The advisability of the continuance of subcommittees shall be raised annually in the parent committee.

ARTICLE IV. OPERATIONS COMMITTEES

An Operations committee is principally concerned with overseeing and implementing regulations and procedures or with advising administrative offices. Such committees shall report items of University Senate business to the Senate Consultative Committee (except the University College Assembly, which shall report to the Educational Policy Committee), which, in its steering capacity, shall bring such items directly to the University Senate or, if further consultation is required, assign them to Senate or Standing committees. Membership of all Operations committees and

procedures for appointing members are described in the Rules of the Senate. Operations committees may be established or terminated at any time by a majority vote of the members of the University Senate present and voting upon resolution presented. Currently established Operations committees are described below:

1. Academic Freedom and Responsibility Appeals

This committee is the appellate body operating within existing policies and procedures of the Senate related to academic freedom and responsibility.

Membership

The committee shall be composed of 7 members of the faculty, 4 students, and 2 civil service staff members. Faculty and student members shall be appointed by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- to make recommendations to the president on appeals relating to questions of academic freedom and responsibility that have been filed with the Office of the President 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.
- to determine the routing of appeals on academic freedom and responsibility for cases not covered by existing policies of the Senate.
- to review policies and practices relating to appeals procedures on academic freedom and responsibility and to recommend changes that may be indicated.
- to submit an annual report to the Senate through the Senate Consultative Committee.

2. All-University Honors

This committee solicits and reviews nominations for all-University honors.

Membership

The committee shall be composed of no more than 6 members of the faculty, 3 students, 5 alumni, and ex officio representation from the following administrative units: vice president, academic affairs; University Relations; Alumni Relations; and University Development Office. Faculty and student members shall be nominated by the Senate Consultative Committee and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- to solicit campuses, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for Outstanding Achievement Awards.
- to screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- to keep all deliberations and votes confidential except where publication is necessary for official purposes.
- to submit an annual report to the Senate through the Senate Consultative Committee.

3. Animal Care

This committee has the general responsibilities of assuring that high and humane standards of animal housing, care, and use are met throughout the University, serving as a resource to University faculty in matters

relating to animal availability, care, and use, and cooperating with the director of Research Animal Resources in achieving these goals. The committee meets at least quarterly and seeks, as needed, the consultation and advice of specialists in areas relevant to animal care and use.

Membership

The committee shall be composed of not more than 10 members: 2 faculty representatives of the Minneapolis Health Sciences; 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 (either a member of the faculty or the civil service staff), Duluth campus, Morris campus, and a student. Members shall be appointed by the president.

Duties and Responsibilities

- to provide recommendations to the University Senate and the vice president for academic affairs on University policies and standards governing the procurement, housing, care, and use of animals employed in University teaching, research, and service functions.
- to educate the University faculty in the need for good care and humane use of animals, in the benefits of using quality animals, and in the kinds of services offered by the director and staff of Research Animal Resources.
- to consult with the director of Research Animal Resources regarding professional personnel needs of that unit.
- to inspect animal facilities and evaluate animal care and use programs of the University at regular intervals, as required by National Institutes of Health policy.
- to review and mediate complaints about animal care and use at the University, review and mediate appeals from decisions of the director of Research Animal Resources concerning animal use procedures causing pain or distress, and to review and mediate appeals from adverse evaluations by committee inspection teams, with recommendation to the vice president for academic affairs, for final decision, in cases that cannot be resolved by mediation.
- to submit an annual report to the Senate through the Senate Consultative Committee.

4. Educational Development

This committee represents faculty and student interests in the Educational Development Program.

Membership

The committee shall be composed of 7 members of the faculty, 5 students, and ex officio representation from the office of the vice president, academic affairs. Members shall be appointed by the president.

Duties and Responsibilities

- to develop guidelines and operating procedures for the Educational Development Program, consistent with policy established by the Senate.
- to assist the vice president, academic affairs, in the review of departmental and collegiate recommendations concerning proposals for educational development projects.
- 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.

- to submit an annual report to the Senate through the Senate Consultative Committee on the status of and plans for the Educational Development Program.

5. Services for the Handicapped

This committee oversees University policies, procedures, and services concerning handicapped students and staff.

Membership

The committee shall be composed of at least 7 members of the faculty, 2 students (at least one graduate and one undergraduate), and ex officio representation from the office of the vice president, student affairs. Members shall be appointed by the president.

Duties and Responsibilities

- to advise the president and administrative offices on University-wide issues relating to physical access, access to academic programs, and the structure of and provision for student services for handicapped.
- to review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting student needs, and to recommend changes.
- to educate the University community to the special concerns of its handicapped members.
- to consult with the administrative committees providing coordination of programs and services.
- to bring concerns to the Senate, as appropriate.
- to submit an annual report to the Senate through the Senate Consultative Committee.

6. Student Academic Support Services

This committee represents faculty and student interests in student academic services.

Membership

The committee shall be composed of 10 members of the faculty, 5 students, and ex officio representation from the office of the vice president, student affairs, and the office of the vice president, academic affairs. Members shall be appointed by the president.

Duties and Responsibilities

- to advise administrative offices on University-wide issues in such student support areas as prospective student services, admissions, registration, academic records, and financial aid.
- to advise the Senate, when appropriate, on these concerns.
- to submit an annual report to the Senate through the Senate Consultative Committee.

7. Use of Human Subjects in Research

This committee reviews proposed research and supervises approved projects, to assure the fullest protection of the rights and welfare of the subjects.

Membership

The committee shall be composed of at least 60 members from the University community (faculty, staff, and student body) and one to 4 members from the community at large.

A. The members from the University community shall be drawn from the following categories:

- (1) At least 20 members from the health sciences and biological sciences (15 faculty and staff and 5 students).
- (2) At least 20 members from the social and behavioral sciences (15 faculty and staff and 5 students).

(3) 2 members from the University Hospitals administration.

(4) At least 18 members from other units of the University (13 faculty and 5 students).

If the size of the committee is expanded to more than 60 members, the proportions of members from each of the above categories shall remain the same.

B. The members from the community at large shall be representative of the community and shall have demonstrated experience and/or interest in ethical issues.

Selection of members; Chair

A. University Community: The members of the committee from the health and biological 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 by a vice president designated by the president.

The chair of the health and biological sciences review panel and the chair of the social and behavioral sciences review panel serve as co-chairs of the full committee. They shall be elected by the appointed members of the relevant review panels by a mail ballot, majority vote, for a period of two years.

B. Community at Large: The members from the community at large shall be selected by an ad hoc subcommittee composed of members of the Use of Human Subjects in Research Committee. The members of the ad hoc committee shall be appointed by the chair of the parent 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 subcommittee and one to the social sciences subcommittee. These alternates shall attend meetings only when the appointed community member must be absent. Each community member shall be assigned to one of the four committee panels by the ad hoc committee.

(1) Terms: Each community member shall serve one year (12 months) and shall be eligible for reappointment.

(2) Criteria: The criteria for committee membership shall be established by the ad hoc committee.

(3) Confirmation of Appointment: Appointments of community members shall be confirmed by a simple majority vote of the Use of Human Subjects in Research Committee and by approval of the University administration.

Panels and Subcommittees

The committee shall operate by means of subcommittees composed of two review panels each, representing the health and biological sciences and the social and behavioral sciences. Members of the panels, as well as panel chairs, shall be appointed from the full committee by the executive secretary with the approval of the chair 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 members.

Panel recommendations shall be by majority vote with the opportunity for an expression of a formal minority opinion.

The committee shall also have one executive subcommittee on policy, which shall formulate committee policies. Members of the executive subcommittee shall be the chair of each review panel, the co-chairs of the full committee if different from the chairs of each review panel, one student representative, and one community representative. The subcommittee chair shall be elected by a majority of the subcommittee members. Any committee member may petition the subcommittee for review of any policy statement formulated and approved by the subcommittee and may request that the issue be brought to the attention of the full committee for its action. A majority of the full committee shall be required to veto any subcommittee action.

Executive Secretary

Staff support for the committee shall be provided by the Graduate School. The executive secretary shall be appointed by the president for a three-year term, subject to reappointment for successive terms, and shall not be a voting member of the committee or of its subcommittees or panels, but shall be entitled to attend committee, subcommittee, or panel meetings. The executive secretary shall handle the administrative work of the committee; schedule meetings; and maintain records for the committee, subcommittee, and panel meetings, including formal requests for approval of research projects, minutes of all committee, subcommittee, and panel meetings, and the formal decisions of the committee and its subcommittees and panels, together with copies of all letters of approval sent to the investigators and any periodical reports by investigators to the committee, as may be required by the procedures of the committee.

Duties and Responsibilities

- to provide prior collegial review of proposed research involving human subjects.
- to provide continuing supervision and advice with respect to approved projects of research involving human subjects.
- to 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. These statements 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.
- to submit an annual report to the Senate through the Senate Consultative Committee.

8. University College Assembly

The University College Assembly represents the interests of all University students and faculty members by providing opportunities and support for faculty and students to develop worthy programs in experimental, alternative, and cross-collegiate undergraduate education.

Membership, Chair

The University College Assembly shall include 12 faculty members appointed by the president, with the approval of the Senate, from a slate provided by the director of University College after consultation with the appropriate deans and provosts; one member must be from a coordinate campus. Three additional faculty members may be appointed by the director of University College for a one-year term, with no more than two

reappointments. One faculty member from each policy board of permanent programs shall be elected for one-year terms in the manner defined by each program's bylaws. One faculty member from each experimental program shall be elected by the program's advisory committee or appointed by the director of University College if no advisory committee exists.

The University College Assembly shall include the one student chosen at large from the University, appointed for a one-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 of University College shall nominate a student. Two students representing the Student Board and one student representative from each permanent or experimental program shall be appointed for one-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 of University College after consultation with administrators of University College programs.

The director of University College shall have ex officio voting membership, and one representative shall be elected from the academic staff and shall have all privileges except voting. One representative shall be elected from the civil service staff and shall have all privileges except voting.

The chair of the University College Assembly shall be elected by the Assembly from one of the 12 faculty members appointed by the president.

Duties and Responsibilities

- to be the legislative and policy-making body regarding all educational matters in University College.
- to approve all courses with a University College designation.
- to receive, review, and offer recommendations on all requests for housing permanent programs.

- to approve the membership of policy boards and the bylaws for permanent programs.
- to receive all proposals for educational experiments submitted to University College, direct them to the Experimental Programs Committee for review, and act on requests for University College support.
- through the University College Consultative Committee, to meet with the vice president for academic affairs to recommend policies and advise the vice president on decisions pertaining to intercollegiate and experimental education, including instructional and staff services, financial support, and reward structures for faculty members wishing to develop experimental education.
- to appoint committees and charge them with the responsibility for evaluating and reporting to the University Senate through the Educational Policy Committee on each experimental program as it reaches the end of its experimental phase and each permanent program at least every five years.

Relationship to the University Senate

Although University College is an academic unit, it is here listed as a special kind of Operations committee because its constitution, approved by the University Senate November 30, 1978, provides several important ties with the University Senate:

- the University College Assembly reports to the University Senate through the Educational Policy Committee.
- permanent undergraduate educational programs to be housed in University College must be formally approved by the University Senate.
- a review of University College, including its purposes and programmatic operations, is undertaken at least every seven years in consultation with the Educational Policy Committee.
- periodic evaluations of experimental and permanent programs are reported to the University Senate through the Educational Policy Committee.

January, 1985

CHANGES IN THE 1981-82 UNIVERSITY SENATE CONSTITUTION, BYLAWS, & RULES

1. Addition of academic professionals to structure (additions are underlined):
Page 1, Constitution Article III. University Senate

1. Membership: "The University Senate . . . and (c) the elected faculty, academic professionals and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School.~~and the Mayo Graduate School of Medicine.~~ Only ~~The~~ elected faculty representatives or properly designated faculty alternates shall serve on the Faculty Senate;"
4. Election of University Senate Members: "The elected . . . research fellows) and academic professionals who hold continuous, probationary or fixed terms of two years' or more length shall jointly elect from . . . instructors and academic professionals) one University Senate member for the initial twenty . . ."

Page 5, Bylaws Article I. University Senate Membership, Elections and Officers

1. "For the purpose . . . (31); Waseca (32). In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules."

Page 6, Bylaws Article II. General Rules for Committees of the University Senate

4. "Faculty/academic professional appointments . . . expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee."

The above amendments are the major changes to bring academic professionals into the University Senate structure. The rest of the Constitution, Bylaws, and Rules have been amended subject to the following conditions approved by the Senate on May 5, 1983; those amendments are not shown in detail but will be included when the document is reprinted.

1. Academic professional representation would be limited to academic professionals holding continuous, probationary, or fixed terms of two years' or more length.
2. Academic professionals eligible to serve in the Senate would be eligible to vote for senators in their unit. Such academic professionals would count in the allocation of seats to the respective units.
3. Academic professionals eligible to vote may serve on committees of the Senate. For purposes of committee membership quotas, academic professionals will count as faculty members.
4. Academic professionals will not serve on the Faculty Senate or on committees that report to the Faculty Senate. A faculty alternate may replace the academic professional on the Faculty Senate.
5. In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. Page 1-2, Constitution Article III, Item 4a, delete the last sentence, and delete Item 4b.
3. Page 5, Bylaws Article I, Item 1, add under Twin Cities, "(24) Mortuary Science, students only."
DULUTH: (25) Business & Economics, (26) Education & Human Services Professions, (27) Fine Arts, (28) Letters & Social Sciences, (29) Medicine, (30) Science & Engineering.
MORRIS (31); CROOKSTON (32); WASECA (33).
4. Page 6, Bylaws Article II, Item 6, add before the last sentence, "As an exception to this rule, the Faculty Consultative Committee is granted the right to close a portion or all of a given meeting, after approval by a two-thirds majority of its members. The chair shall keep a listing of all topics discussed in closed meetings, making it available upon request, and including this list each year in the annual report to the Senate along with an evaluation of the role these meetings have played in consultation with the president. The right of the Faculty Consultative Committee to close meetings shall not be extended beyond the end of the academic year 1985-86 unless there is a vote of the University Senate to do so."
5. Page 6, Bylaws Article III, Item 1.A. Consultative, under Membership (1), delete "Waseca."
6. Page 9, Bylaws Article IV, Item 1.B. Committees, under Membership, change 10 to 9 faculty/academic professional and delete "Waseca."
7. Page 9, Bylaws Article IV, Item 1.C. Finance, under Membership delete the last sentence.
8. Page 10, Bylaws Article IV, Item 1.E. Planning, under Membership delete the last sentence; under Duties & Responsibilities delete "Planning Council" in the 1st item and delete the entire 2nd item.
9. Page 15, Rules Article III, Item 5, add "Office of Equal Opportunity & Affirmative Action" under support for the Social Concerns Committee.

(A) Two of the committees review research projects in health and biological sciences; one reviews social and behavioral sciences research projects.

(C) Members shall be assigned to specific committees by the administrative assistant.

(D) appointed by the president upon submission of nominees by the administrative assistant and the committee chairs. Each community member shall serve one year and shall be eligible for reappointment.

~~E~~ (E), and other invited members of the committees who may have a special interest in the proposed agendum.

(F) New policies or changes in policy approved by the subcommittee shall be made known to all members of the committees by way of minutes of the subcommittee meeting and shall be voted on and approved by a majority of each committee at subsequent meetings of the committees.

(G) administrative assistant has an annual appointment in the Graduate School, subject to renewal for successive terms. He/she

3

Each committee shall have no fewer than 12 members, at least 9 of whom shall be faculty/academic professional or staff and at least 2 of whom shall be students. Each committee shall include members from categories (1), (2), and (4) as the needs of the committees dictate. No committee shall consist entirely of men or of women or of members of one profession. Each committee shall include at least one member whose primary concerns are in areas not using live human subjects in research.

~~IV. COMMITTEE ON COMMITTEES~~

USE OF HUMAN SUBJECTS IN RESEARCH COMMITTEE

~~Action (15 minutes)~~

MOTION:

To amend the present University Senate Rules, Article IV, Section 7, to change the description, membership, and duties and responsibilities of the Use of Human Subjects in Research Committee as set forth below: (additions are underlined and deletions have lines through them)

7. Use of Human Subjects in Research

This ~~One of three~~ three committees reviews proposed research using human subjects in a given area and supervises approved projects to assure the fullest protection of the rights and welfare of the subjects. Two of the committees review research projects in health and biological sciences; one reviews social and behavioral sciences research projects.

Membership

The ~~Each of the three~~ three committees shall be composed of at least ~~60~~ 12 members from the University community (faculty/academic professional, staff, and student body) and one to 4 members from the community at large.

A. The members from the University community shall be drawn from the following categories:

- (1) ~~At least 20 members from the~~ Health sciences and biological sciences ~~(15 faculty and staff and 5 students).~~
- (2) ~~At least 20 members from the~~ Social and behavioral sciences ~~(15 faculty and staff and 5 students).~~
- (3) 2 members from the University Hospitals & Clinic administration.
- (4) ~~At least 18 members from~~ Other units of the University not included in (1), (2), or (3) ~~(13 faculty and 5 students).~~

~~If the size of the committee is expanded to more than 60 members, the proportions of members from each of the above categories shall remain the same.~~

Each committee shall have no fewer than 12 members, at least 9 of whom shall be faculty/academic professional or staff and at least 2 of whom shall be students. Each committee shall include members from categories (1), (2), and (4) as the needs of the committees dictate. No committee shall consist entirely of men or of women or of members of one profession. Each committee shall include at least one member whose primary concerns are in areas not using live human subjects in research.

B. The members from the community at large shall be representative of the community and shall have demonstrated experience and/or interest in ethical issues.

Selection of members; Chairs

A. University Community: The members of the committees from the health and biological 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 relevance of research to the common good. Such Members shall be chosen appointed by the president or by a vice president designated by the president. Members shall be assigned to specific committees by the administrative assistant.

The chairs of the committees health and biological sciences review panel and the chair of the social and behavioral sciences review panel serve as co-chairs of the full committee. They shall be elected by a majority of the appointed members of each committee the relevant review panels by a mail ballot, majority vote, for a period of two years.

UNIVERSITY OF MINNESOTA
UNIVERSITY SENATE MINUTES
FACULTY SENATE MINUTES
STUDENT SENATE MINUTES

April 16, 1987

The third meeting of the University Senate for 1986-87 was convened in 25 Law Center, Minneapolis campus, at 3:40 p.m. Coordinate campuses were linked by telephone. Checking or signing the roll as present were 128 voting members of the faculty, 53 voting members of the student body, 2 members of the Council of Academic Officers, and 32 non-members. President Kenneth Keller presided.

I. MINUTES FOR FEBRUARY 19

Action (2 minutes)

Approved

II. COMMITTEE MEMBERSHIPS, 1987-88

Information

In the recent election to fill Twin Cities campus faculty vacancies on the Senate Consultative Committee, Lynnette Mullins (UMC), Ronald Phillips (Agriculture), and Kathleen Price (Law), were elected for 3-year terms (1987-90). Continuing members are Ellen Berscheid (CLA), Mark Brenner (Agriculture), Shirley Clark (Education), Richard Goldstein (IT), and W. Phillips Shively (CLA). A representative from the Morris campus will also be elected.

Accepted

III. ELECTION OF VICE CHAIR FOR 1987-88

Action (5 minutes)

The constitution provides that a Vice Chair shall be elected by the Senate at its first meeting in the spring quarter from among its members for a term of one year starting July 1, 1987.

Charles Campbell was re-elected.

panel meetings, and the formal decisions of the committee and its subcommittees and panels, together with copies of all letters of approval sent to the investigators and any periodical reports by investigators to the committee, as may be required by the procedures of the committee.

Duties and Responsibilities

- to provide ~~prior collegial~~ review of proposed research involving human subjects. prior to its initiation.
- to provide continuing supervision and advice with respect to approved projects of research involving human subjects.
- to 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. These statements shall be binding on the committees and the subcommittees and panels on policy, members of the faculty, academic professionals, 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.
- to submit an annual report to the Senate through the Senate Consultative Committee.

~~COMMENT:~~

~~To comply with federal regulations issued by the Health and Human Services Office for Protection from Research Risks, changes are proposed in the description, membership, and duties and responsibilities of the Senate (Operations) Committee on the Use of Human Subjects in Research.~~

end

C. ARTHUR WILLIAMS
Chair

Approved

**V. SOCIAL CONCERNS COMMITTEE
CENTRAL INTELLIGENCE AGENCY (CIA) RECRUITMENT
Action (15 minutes)**

MOTION:

That the Senate approve the following resolutions:

WHEREAS the University and its various placement offices do and should promote the free and open exchange of information relevant to employment between students and potential employers;

WHEREAS there is considerable concern within the University community about the CIA's openness with respect to its activities;

WHEREAS there is also considerable concern within the University as to whether the University implicitly endorses and/or condones controversial activities of the CIA by virtue of allowing the CIA to use its placement services;

THEREFORE LET IT BE RESOLVED THAT a University Senate or Assembly committee be given the task of monitoring on-campus recruitment and responding to similar issues as they occur in the future;

THEREFORE LET IT BE RESOLVED THAT the University, perhaps through the above mentioned committee, strive to make available to the students comprehensive and accurate information about the CIA and its activities, e.g., by providing literature or sponsoring forums;

B. Community at Large: The members from the community at large shall be selected by an ad hoc subcommittee composed of members of the Use of Human Subjects in Research Committee. The members of the ad hoc committee shall be appointed by the chair of the parent committee, appointed by the president upon submission of nominees by the administrative assistant and the committee chairs. Each community member shall serve one year and shall be eligible for reappointment. 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 subcommittee and one to the social sciences subcommittee. These alternates shall attend meetings only when the appointed community member must be absent. Each community member shall be assigned to one of the four committee panels by the ad hoc committee.

(1) Terms: Each community member shall serve one year (12 months) and shall be eligible for reappointment.

(2) Criteria: The criteria for committee membership shall be established by the ad hoc committee.

(3) Confirmation of Appointment: Appointments of community members shall be confirmed by a simple majority vote of the Use of Human Subjects in Research Committee and by approval of the University administration.

Panels and Subcommittees

The committee shall operate by means of subcommittees composed of two review panels each, representing the health and biological sciences and the social and behavioral sciences. Members of the panels, as well as panel chairs, shall be appointed from the full committee by the executive secretary with the approval of the chair 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 members. Panel recommendations shall be by majority vote with the opportunity for an expression of a formal minority opinion.

Subcommittee on Policy

The committees shall also have one executive subcommittee on policy, which shall formulate committee policies. Members of the executive policy subcommittee shall be the chair of each review panel committee, the co-chairs of the full committee if different from the chairs of each review panel, one student representative, and one community representative, and other invited members of the committees who may have a special interest in the proposed agenda. The subcommittee chair shall be elected by a majority of the subcommittee members. Any committee member may petition the subcommittee for review of any policy statement formulated and approved by the subcommittee and may request that the issue be brought to the attention of the full committee for its action. New policies or changes in policy approved by the subcommittee shall be made known to all members of the committees by way of minutes of the subcommittee meeting and shall be voted on and approved by a majority of each committee at subsequent meetings of the committees. A majority of the full committees shall be required to veto any subcommittee action.

Executive Secretary

Administrative Assistant

Staff support for the committees shall be provided by the Graduate School. The executive secretary shall be appointed by the president for a three-year term, subject to reappointment for successive terms, administrative assistant has an annual appointment in the Graduate School, subject to renewal for successive terms. He/she and shall not be a voting member of the committees or of its subcommittees, or panels, but shall be entitled to attend committee, subcommittee, or panel meetings. The executive secretary administrative assistant shall handle the administrative work of the committee, schedule meetings, and maintain records for the committee, subcommittee, and panel meetings, including formal requests for approval of research projects, minutes of all committee, subcommittee, and

Faculty/academic professional and student members shall be appointed by the president. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

using human subjects in a given area

- to submit an annual report to the Senate through the Senate Consultative Committee.

majority vote of the Use of Human Subjects in Research Committee and by approval of the University administration.

7. Use of Human Subjects in Research

This committee reviews proposed research and supervises approved projects, to assure the fullest protection of the rights and welfare of the subjects. *insert A no 4*

~~Panels and Subcommittees~~

The committee shall operate by means of subcommittees composed of two review panels each, representing the health and biological sciences and the social and behavioral sciences. Members of the panels, as well as panel chairs, shall be appointed from the full committee by the executive secretary with the approval of the chair 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 members. Panel recommendations shall be by majority vote with the opportunity for an expression of a formal minority opinion.

Each to the three

Membership The committee shall be composed of at least 60 members from the University community (faculty, staff, and student body) and one member from the community at large.

A. The members from the University community shall be drawn from the following categories:

- At least 20 members from the health sciences and biological sciences (15 faculty and staff and 5 students).
- At least 20 members from the social and behavioral sciences (15 faculty and staff and 5 students).
- 2 members from the University Hospital's administration.
- At least 18 members from other units of the University (13 faculty and 5 students).

academic professionals

and Clinic

The committee shall also have one executive subcommittee on policy, which shall formulate committee policies. Members of the executive subcommittee shall be the chair of each review panel, the co-chairs of the full committee if different from the chairs of each review panel, one student representative, and one community representative. The subcommittee chair shall be elected by a majority of the subcommittee members. Any committee member may petition the subcommittee for review of any policy statement formulated and approved by the subcommittee and may request that the issue be brought to the attention of the full committee for its action. A majority of the full committee shall be required to veto any subcommittee action.

Subcommittee on Policy

Insert B

If the size of the committee is expanded to more than 60 members, the proportions of members from each of the above categories shall remain the same.

B. The members from the community at large shall be representative of the community and shall have demonstrated experience and/or interest in ethical issues.

Selection of members; Chairs

A. University Community: The members of the committee from the health and biological 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 write having persons qualified to discuss matters of the common good. Each member shall be chosen by the president or by a vice president designated by the president. *insert C*

appointed

the relevant to research

~~Executive Secretary~~ Administrative Assistant

Staff support for the committee shall be provided by the Graduate School. The executive secretary shall be appointed by the president for a three-year term, subject to reappointment for successive terms, and shall not be a voting member of the committee or of its subcommittees or panels, but shall be entitled to attend committee, subcommittee, or panel meetings. The executive secretary shall handle the administrative work of the committee, schedule meetings, and maintain records for the committee, subcommittee, and panel meetings, including formal requests for approval of research projects, minutes of all committee, subcommittee, and panel meetings, and the formal decisions of the committee and its subcommittees and panels, together with copies of all letters of approval sent to the investigators and any periodical reports by investigators to the committee, as may be required by the procedures of the committee.

Insert F

administrative assistant

The chair of the health and biological sciences review panel and the chair of the social and behavioral sciences review panel serve as co-chairs of the full committee. They shall be elected by the appointed members of the relevant review panels by a mail ballot, majority vote, for a period of two years.

a majority of

B. Community at Large: The members from the community at large shall be selected by an ad hoc subcommittee composed of members of the Use of Human Subjects in Research Committee. The members of the ad hoc committee shall be appointed by the chair of the parent 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 subcommittee and one to the social sciences subcommittee. These alternates shall attend meetings only when the appointed community member must be absent. Each community member shall be assigned to one of the four committee panels by the ad hoc committee.

Insert D

- Terms: Each community member shall serve one year (12 months) and shall be eligible for reappointment.
- Criteria: The criteria for committee membership shall be established by the ad hoc committee.
- Confirmation of Appointment: Appointments of community members shall be confirmed by a simple

Duties and Responsibilities

- to provide prior collegial review of proposed research involving human subjects *prior to its initiation*
- to provide continuing supervision and advice with respect to approved projects of research involving human subjects.
- to 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. These statements shall be binding on the subcommittee 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
- to submit an annual report to the Senate through the Senate Consultative Committee.

the committee

academic professionals

and

on policy,

All attached ¹⁷ A

8. University College Assembly

The University College Assembly represents the interests of all University students and faculty members by providing opportunities and support for faculty and students to develop worthy programs in experimental, alternative, and cross-collegiate undergraduate education.

Membership, Chair

The University College Assembly shall include 12 faculty/academic professional members appointed by the president, with the approval of the Senate, from a slate provided by the director of University College after consultation with the appropriate deans and provosts; one member must be from a coordinate campus. Three additional faculty/academic professional members may be appointed by the director of University College for a one-year term, with no more than two reappointments. One faculty/academic professional member from each policy board of permanent programs shall be elected for one-year terms in the manner defined by each program's bylaws. One faculty/academic professional member from each experimental program shall be elected by the program's advisory committee or appointed by the director of University College if no advisory committee exists.

The University College Assembly shall include the one student chosen at large from the University, appointed for a one-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 of University College shall nominate a student. Two students representing the Student Board and one student representative from each permanent or experimental program shall be appointed for one-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 of University College after consultation with administrators of University College programs.

The director of University College shall have ex officio voting membership, and one representative shall be elected from the academic staff and shall have all privileges except voting. One representative shall be elected from the civil service staff and shall have all privileges except voting.

The chair of the University College Assembly shall be elected by the Assembly from one of the 12 faculty members appointed by the president.

Duties and Responsibilities

- to be the legislative and policy-making body regarding all educational matters in University College.
- to approve all courses with a University College designation.
- to receive, review, and offer recommendations on all requests for housing permanent programs.
- to approve the membership of policy boards and the bylaws for permanent programs.
- to receive all proposals for educational experiments submitted to University College, direct them to the Experimental Programs Committee for review, and act on requests for University College support.
- through the University College Consultative Committee, to meet with the vice president for academic affairs to recommend policies and advise the vice president on decisions pertaining to intercollegiate and experimental education, including instructional and staff services, financial support, and reward structures for faculty members wishing to develop experimental education.
- to appoint committees and charge them with the responsibility for evaluating and reporting to the University Senate through the Educational Policy Committee on each experimental program as it reaches the end of its experimental phase and each permanent program at least every five years.

Relationship to the University Senate

Although University College is an academic unit, it is here listed as a special kind of Operations committee because its constitution, approved by the University Senate November 30, 1978, provides several important ties with the University Senate:

- the University College Assembly reports to the University Senate through the Educational Policy Committee.
- permanent undergraduate educational programs to be housed in University College must be formally approved by the University Senate.
- a review of University College, including its purposes and programmatic operations, is undertaken at least every seven years in consultation with the Educational Policy Committee.
- periodic evaluations of experimental and permanent programs are reported to the University Senate through the Educational Policy Committee.

University of Minnesota

Master

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Revised July 1986

CONSTITUTION

Proposed
revisions - has
Den reset - MF

ARTICLE I. GENERAL POWERS

1. *Distribution of Powers Delegated by Regents*

Consistent with actions and policies of the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. *Position and Authority*

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. *Membership*

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty representatives or properly designated faculty alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Members of the Council of Academic Officers shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, Crookston, and Waseca campuses shall, if not otherwise elected, serve as ex officio nonvoting members.

2. *Powers in General*

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact

regulations for the governing of faculty, academic professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the Constitution and Bylaws of the University Senate.

3. *Allocation of Functions and Powers*

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this Article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. *Election of University Senate Members*

- a. The elected representatives of the faculties to the University Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and academic professionals who hold continuous, probationary, or fixed terms of two years or more in length, shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that

they hold regular appointment as defined in the *Regulations Concerning Faculty Tenure*. Academic professionals eligible to serve in the Senate shall be eligible to vote.

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the Bylaws. There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris, Crookston, and Waseca there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. Any student who has twenty-four credits in residence at the University and at the time of voting is carrying at least nine credits in his or her college, institute, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine credits in residence at the University and are full-time students at the time of voting. Continuing Education and Extension students shall be eligible for election if they have earned twelve credits in residence during the previous five years and are carrying three credits at the time of voting. Full-time students in each college, institute, or school shall be eligible to vote. Each college, institute, or school shall establish its own procedures to determine qualification as a full-time student.
- c. Members of the Council of Academic Officers shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- e. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school. All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate. All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms. To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.
- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their

respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used. A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. *Removal for Neglect of Meetings*

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two consecutive meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a campus student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. *University Senate and Student Senate Officers*

- a. The president of the University shall chair the Senate. A vice chair 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 and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.
- b. The officers of the Student Senate shall be a chair, a vice chair, a clerk, and a treasurer. The chair and vice chair shall be elected by the Student Senate at its last regularly scheduled spring quarter meeting from the members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The clerk and treasurer shall be appointed by the chair subject to the approval of the Student Senate. The duties of the clerk and treasurer shall be prescribed in the Senate Bylaws. The Student Consultative Committee shall periodically review these officer positions.

7. *University Senate Agenda and Minutes*

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. *University Senate Meetings—Call—Quorum*

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question. At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Faculty Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote. Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

1. *Committees of the Senate*

The committees of the University Senate shall be (1) Senate committees, (2) Standing committees, and (3) Operations committees. The Senate also may create Special committees.

2. *Senate Committees*

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

3. *Standing Committees*

A Standing committee is a committee to which the University Senate delegates policy-making and operational powers within the broad areas assigned to Senate committees. Each Standing committee is assigned a relationship to a specific Senate committee and shall report to the University Senate through the Senate committee. Membership of all Standing committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Standing committees vested with such responsibilities as the Senate has the power to confer.

4. *Operations Committees*

An Operations committee is principally concerned with overseeing and implementing regulations and procedures or with advising administrative offices. Such committees shall report items of University Senate business to the Senate Consultative Committee (except the University College Assembly, which shall report to the Educational Policy Committee), which, in its steering capacity, shall bring such items to the University Senate or, if further consultation is required, assign them to Senate or Standing committees.

Operations committees and the procedures for appointing members are described in the Rules of the Senate. Operations committees may be established or terminated at any time by a majority vote of the members of the University Senate present and voting upon resolution presented.

5. *Special Committees*

Special committees may be created or study and make recommendations on special topics within the areas of concern to the University Senate governance system. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a Special committee falls within the duties and responsibilities of a committee of the University Senate, the Special committee shall make interim and final reports to that committee. If the task assigned to the Special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the Special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a Special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the Special committee requires.

ARTICLE V. GOVERNMENT OF THE INSTITUTES, COLLEGES, AND SCHOOLS

1. *Composition*

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. *Powers*

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. *Intercollege Controversies*

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. *Controversies Between the University Senate and Institutes, Colleges, and Schools*

Controversies arising between the University Senate or its

committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least ten days prior to the date of the vote on the approval of the proposed amendment. An

amendment shall be effective following approval by the University Senate and by the regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES: (1) Agricultural Experiment Station, (2) Agriculture, (3) Biological Sciences, (4) Continuing Education & Extension, (5) Dentistry, (6) Education, (7) Forestry, (8) General College, (9) Graduate School, (10) Home Economics, (11) Law, (12) Liberal Arts, (13) Libraries, (14) Management, (15) Medical School, (16) Minnesota Extension Service, (17) Mortuary Science, students only, (18) Nursing, (19) Pharmacy, (20) Public Affairs, faculty only, (21) Public Health, (22) Technology, Institute of, (23) University College, (24) Veterinary Medicine.

DULUTH: (26) Business & Economics, (27) Education & Human Services Professions, (28) Fine Arts, (29) Liberal Arts, (30) Medicine, (31) Science & Engineering, (25) CROOKSTON, (32) MORRIS, (33) WASECA.

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. The elected representatives of the faculties shall be elected in accordance with the following procedures:
 - A. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
 - B. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - C. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.
3. The elected representatives of the students shall be elected in accordance with the following procedures:
 - A. Between March 1 and May 20 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the Constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - B. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.
4. Faculty/academic professional vacancies in the Senate caused by death, resignation, or separation from the

University may be filled, at the option of the faculty/academic professionals of the administrative unit, by a special election on the part of the relevant group within the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty unit. Student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section I, of these Bylaws.
6. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
7. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the University Department of Employee Benefits or other official sources a complete list of those faculty members of any professorial rank who held tenure, whether they were active or retired, who have died during the preceding interval. The clerk of the Senate shall request the departments or units of the University in which the deceased faculty members served to prepare suitable memorial statements and send them to their respective deans to be forwarded by the deans to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

In like fashion, it shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Registration and Records or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition by it.
8. The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these Rules are not in conflict with the Senate Constitution or Bylaws.
9. The treasurer of the Student Senate shall be the chief budget officer of the Student Senate. The treasurer shall chair the budget subcommittee of the Student Senate.

ARTICLE II. GENERAL RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection by members of the Senate or by others at the discretion of the Senate Consultative Committee. At the discretion of the Senate Consultative Committee, committee minutes which contain detailed

information about individuals may be deposited only with the president of the University and shall be open to inspection only by persons authorized in writing by the chair of the Senate Consultative Committee. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals.

2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.
3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.
4. Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year.
5. Standing committees shall submit items for action simultaneously to the relevant Senate committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.
6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The chair of each committee shall keep a list of all topics discussed in its closed meetings, make the list available upon request, and include the list in the annual report to the Senate. Meetings shall normally be listed in the *Minnesota Daily* and/or in the *Daily Bulletin*.
7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

ARTICLE III. SENATE COMMITTEES

1. Committees Reporting to the University Senate

A. CONSULTATIVE

The Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. The Faculty Consultative Committee shall be comprised of the faculty representatives; the Student Consultative Committee shall be comprised of the elected student representatives. The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting severally or together shall serve as consultative bodies to the president, as executive committees of their respective senates, and as steering committees of their respective senates.

Membership

(1) The Faculty Consultative Committee and the Student Consultative Committee shall be constituted in accordance with the following:

- a. Faculty Consultative Committee: The faculty of the Twin Cities campus shall elect 7 members, and the faculties of the Crookston, Duluth, and Morris campuses shall each elect one faculty member.

Faculty members shall be nominated and elected by procedures established by each campus faculty and in accordance with the following provisions:

- i) All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Council of Academic Officers are not eligible for election.
- ii) Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.
- iii) Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.

- b. Student Consultative Committee: 5 student members shall be elected from the Twin Cities campus, and one student each shall be elected from the Crookston, Duluth, Morris, and Waseca campuses.

Student members shall be elected in accordance with procedures determined by the respective campuses, subject to the following provisions:

- i) At the time of their election, students shall be members of the University Senate (except for Crookston and Waseca).
- ii) Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

- (2) In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment for the balance of any unexpired term until the next general election.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

- (3) The chairs 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. Chairs shall be eligible for re-election to that position. The chair of the

Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

- (4) The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

Duties and Responsibilities

(1) Senate Consultative Committee

a. Consultative

- to meet with the president at least quarterly to discuss educational interests or policies of the University related to personnel, service functions, planning, and the budget and biennial request.
- to make recommendations concerning such matters to the Senate or to the administration.
- to initiate whatever studies are necessary to fulfill its consultative responsibilities or to request such studies from the administration or from committees of the Senate.
- to consult with administrative officers on the budget and biennial request. The Finance Committee and, in part, the Physical Plant and Space Allocation Committee assist the Consultative Committee in fulfilling this responsibility.
- to consult with administrative officers on planning. The Planning Committee and, in part, the Finance Committee and the Physical Plant and Space Allocation Committee assist the Consultative Committee in fulfilling this responsibility.
- to advise the president on procedures for making major administrative appointments and to assist in the interviewing process.
- to receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the administration.

b. Steering

- to assign issues, problems, or questions to any committee of the Senate.
- to receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate. The committee is empowered to place such proposals on the agenda of a regular or a special session of the University Senate, to refer the proposal to the Faculty Senate or the Student Senate, or to refer the proposal to an appropriate committee.
- To receive, through the clerk of the Senate, copies of minutes of meetings of campus assemblies and of committees of the Senate. It shall assist in identifying items to be placed on the agenda of the Senate or of some committee of the Senate.
- to route to the appropriate body documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- to monitor the progress of committees on assigned tasks and to coordinate efforts that extend beyond the purview of one committee.

- to require any committee of the Senate to report on any matter within that committee's jurisdiction within 30 days.
- to ensure that problems of concern to the Senate shall be put on the agenda in a timely fashion for study, debate, and action.
- to meet with the chairs of selected committees of the Senate at the beginning of each academic year and at convenient intervals throughout the year in order to facilitate the business of a Senate and its committees and the dissemination of information concerning Senate business.
- to serve as a coordinating committee and liaison between the president or the president's administrative officers and the Senate or a committee of the Senate. The president is requested to notify the Consultative Committee of the creation of all-University non-Senate committees and, where appropriate, to seek the advice of the Consultative Committee on methods of coordinating efforts with the Senate or its committees.
- to supervise the arranging of the order of business for Senate meetings by the Business and Rules Committee.
- to coordinate the activities of the Standing committees which report through it.

c. Executive

- to serve as a deliberative body of the Senate on major items not assigned to other committees.
- to 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.
- to appoint members and chairs of certain committees of the Senate as specified by vote of the Senate.
- to appoint Special committees and subcommittees or to employ other devices which it regards as appropriate in initiating and furthering communication among the faculty, students, and the administration.
- to appoint or assist in appointing, when requested, members of non-Senate committees.
- to report regularly on any matters completed, pending, or projected which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- to provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair; the chairs of the Faculty and Student Consultative Committees; and one faculty and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The president's liaison officer to the Consultative Committee shall be an ex officio member on the subcommittee and provide staff assistance.
- to dispose of business which appears to be not germane to the purposes of the Senate.
- to submit an annual report to the Senate.

(2) Faculty Consultative Committee

- to meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.
- to serve as the executive committee and steering committee of the Faculty Senate.

(3) Student Consultative Committee

- to meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- to serve as the nucleus of an executive and steering committee of the Student Senate.
- to provide for a budget subcommittee of the Student Senate. The budget subcommittee shall be chaired by the treasurer of the Student Senate. Three members shall be appointed by the chair of the Student Senate with one member from each of the following committees: Student Senate Consultative Committee, Student Committee on Committees, Student Lobby Advisory Committee. These appointments are subject to the approval of the Student Senate.

B. EDUCATIONAL POLICY

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 10 faculty/academic professional members, 5 students, and ex officio representation as specified by vote of the Senate. At least 2 of the faculty/academic professional members appointed each year shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to serve as a deliberative body in matters pertaining to educational policy and planning related to undergraduate education, including the liberal arts component (e.g., floors, teaching awards, and the small grants program); graduate education; summer session; and extension and community programs.
- to serve as liaison between the Senate and its committees on Extension and Community Programs, International Education, Library, Research, Summer Sessions, and University College Assembly.
- to advise the University Senate on policy matters related to both the research and instructional uses of computers.
- to formulate policies for the coordinated development and shared use of educational materials.
- to maintain contact with the separate campuses through the exchange of minutes.
- to submit an annual report to the Senate.

C. SOCIAL CONCERNS

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 representatives of the civil service staff, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty, academic professional, and student members shall be appointed by the Committee on Committees with the approval of the Senate. Civil service and alumni members shall be appointed by the president in consultation with the Civil Service Committee and the director of alumni relations.

Duties and Responsibilities

- to make recommendations to the Senate for the University's response to social problems.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate.

2. Committees Reporting to the Faculty Senate

A. FACULTY AFFAIRS

The Faculty Affairs Committee is concerned with policies and procedures which influence the personal and professional welfare of the faculty. These matters may include such areas as tenure, procedures for promotion, life and health insurance, health services, retirement, faculty housing, leave policies, academic responsibilities, and other matters that influence the responsibilities, rights, privileges, and opportunities of the faculty both individually and collectively.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one graduate assistant, and ex officio representation as specified by vote of the Senate. At least 2 of the faculty members appointed each year shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Faculty Senate on all policies and procedures of the University which influence the personal and professional welfare of the faculty.
- to submit an annual report to the Senate.

B. JUDICIAL

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. At least one member appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Faculty Committee on Committees with the approval of the Faculty Senate. Former members of the Judicial Committee may be asked by the Judicial Committee chair to serve on panels where their experience is critical to the functioning of those panels.

Duties and Responsibilities

The powers, duties, and procedures of the Judicial Committee are set forth in *Regulations Concerning Faculty Tenure*, as reprinted July 1, 1985, and in the *Judicial Committee's Rules and Procedures*.

3. Committees Reporting to the Student Senate

A. STUDENT AFFAIRS

The Student Affairs Committee is concerned with policies and procedures that affect the welfare of the student body. These matters may include such items as tuition, financial aid, housing, student activities and organizations, student publications, and other matters that influence the responsibilities, rights, privileges, opportunities, and quality of life of the student body, and any other responsibilities as delegated to it by the Student Consultative Committee.

Membership

The Student Affairs Committee shall be composed of at least 10 members of the student body, one faculty member, and ex officio representation as specified by vote of the Senate. Of the student members, 3 shall be from the Twin Cities campus, 2 from the Duluth campus, and one each from the Crookston, Morris, and Waseca campuses. At least 2 of the student members and the faculty member shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Student Senate on all policies and procedures of the University that influence the welfare of the student body.
- to submit an annual report to the Student Senate.

B. STUDENT COMMITTEE ON COMMITTEES

The Student Committee on Committees appoints student members of certain committees of the Senate and advises the Student Senate Consultative Committee on the committee structure of the Student Senate.

Membership

The Student Committee on Committees shall be composed of the student members of the Senate Committee on Committees.

Duties and Responsibilities

- to review the representation and input from students of the various campuses to the Senate and committees of the Senate, taking necessary action to ensure high quality student participation.
- to advise the Student Consultative Committee on student participation in the Senate and the structure of the Student Senate and its committees.
- to submit an annual report to the Student Senate.

ARTICLE IV. STANDING COMMITTEES

1. Committees Reporting to the University Senate through the Consultative Committee

A. BUSINESS AND RULES

The Business and Rules Committee helps the Consultative Committee run the Senate and steer and supervise business of the Senate.

Membership

The Business and Rules Committee shall be composed of 4 faculty/academic professional members, 2 students, and ex officio nonvoting membership of the clerk and parliamentarian of the University Senate. The members shall be appointed by the Senate Consultative Committee with the approval of the Senate.

Duties and Responsibilities

- to prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- to recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- to supervise University Senate elections in accordance with the procedures set forth in the University Senate Constitution, Bylaws, and Rules.
- to keep the published Constitution, Bylaws, and Rules of the Senate up to date.
- to supervise the annual reporting of each of the committees of the Senate.
- to carry out such activities as shall be requested of it by the Consultative 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.
- to submit an annual report to the Senate through the Senate Consultative Committee.

B. COMMITTEES

The Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate.

Membership

The Committee on Committees shall be composed of 9 faculty/academic professional members and 7 students. Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. Faculty/academic professional members must have served as senators within the last five years. Of the student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, Morris, and Waseca campuses, all elected by the Student Senate members from these campuses for one-year terms. In case of a faculty/academic professional or student vacancy, the remaining faculty/academic professional or student members respectively, by majority vote, shall fill the vacancy by interim appointment for the balance of any unexpired term until the next general election. The chair shall be elected by committee members from among their number for a one-year term of office. The chair is eligible for re-election to that position.

Duties and Responsibilities

- to forward annually to the Senate for approval names of faculty members, academic professionals, students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws or Rules of the Senate. The committee shall give consideration to representation from the various campuses and units when this is appropriate, the number of committees on which the faculty/academic professional or student member currently is serving, the principle of rotation of committee assignments, the recommendations of the respective committee chairs, faculty, academic professional, and student members, and expressions of interest in committee service offered by faculty, academic professionals, and students. The committee also shall strive to assure full

and adequate representation by race, sex, and academic rank in constituting committees.

Faculty/academic professional members shall furnish the full committee a slate of faculty/academic professional nominees, and student members shall furnish the full committee a slate of student nominees, for review and recommendations.

- to solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees, Standing committees, and Operations committees on which the senator is serving or has an interest in serving.
- to conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the University Senate and make a summary of this study available to the Senate.
- to request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific Standing committees and Operations committees.
- to forward annually to the president an alphabetical list of candidates for each of the committees of the Senate whose members are to be appointed by the president (except the All-University Honors Committee). The list shall contain more candidates than there are positions to fill for each committee.
- to review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- to submit an annual report to the Senate through the Senate Consultative Committee.

C. FINANCE

The Finance Committee provides a channel by which faculty/academic professional, student, and civil service staff ideas and concerns about programs, facilities, services, governance, faculty status, student affairs, and other matters may be voiced as biennial requests are formulated. It also serves as a consulting body to the Management Committee and to the vice president for finance.

Membership

The Finance Committee shall be composed of at least 13 members, 8 of whom shall be designated by the committees which they represent: one member of the faculty and one student from the Senate Consultative Committee; one member of the faculty/academic professionals from the Educational Policy Committee; one member of the faculty/academic professionals from the Physical Plant and Space Allocation Committee; one member of the faculty from the Faculty Affairs Committee; one member of the faculty/academic professionals, and one student from the Planning Committee; one member of the faculty/academic professionals from the Research Committee; at least 2 members at large from the faculty/academic professionals and 2 student members at large appointed by the Senate Consultative Committee with the approval of the Senate; and one civil service staff member appointed by the president in consultation with the Civil Service Committee. At least one faculty/academic professional member and one student member shall be from the coordinate campuses; thus, if the stipulated membership does not include such representation, an additional faculty/academic professional and/or student member from the coordinate

campuses shall be added by the Senate Consultative Committee. The faculty representative from the Senate Consultative Committee shall serve as chair.

Duties and Responsibilities

- to participate in and share responsibility for developing criteria according to which budgeting requests are examined and ranked.
- to participate in and share responsibility for developing the rationale to support those elements of biennial requests which are of concern to the faculty and students.
- to test the consistency of the biennial requests with the priorities originally agreed upon and the evaluation criteria used for ranking requests.
- to review the operating budget in terms of the criteria stipulated in developing the budget request.
- to serve as a consulting body to the Management Committee (presently includes the president, the vice president for academic affairs, and vice president for finance and operations) and separately to the vice president for finance and operations.
- to submit an annual report to the Senate through the Senate Consultative Committee.

D. PHYSICAL PLANT AND SPACE ALLOCATION

The Physical Plant and Space Allocation Committee represents faculty, academic professional, student, and civil service staff interests in the development of principles, policies, and criteria for physical facilities planning.

Membership

The Physical Plant and Space Allocation Committee shall be composed of no more than 7 faculty/academic professional members, 3 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty/academic professional and student members shall be appointed by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- to participate in the development of principles, policies, and criteria related to physical facilities planning.
- to examine the rationale supporting items being considered for inclusion in the biennial capital request, and to advise the Finance Committee and the Senate Consultative Committee on these matters.
- to advise central administration on questions of space allocation not restricted to the internal concerns of individual colleges.
- to test the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- to submit an annual report to the Senate through the Senate Consultative Committee.

E. PLANNING

The Planning Committee represents faculty, academic professional, and student interests in the development of principles, policies, and criteria in University planning. It also serves as a consulting body to the central administrative officer responsible for planning.

Membership

The Planning Committee shall be composed of at least 6 faculty/academic professional members, 2 students, and ex officio representation as specified by the vote of the Senate. Members shall be appointed by the Senate Consultative Committee with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Senate policies with respect to planning.
- to serve as a consulting body to the central administrative officer responsible for planning.
- to submit an annual report to the Senate through the Senate Consultative Committee.

Duties and Responsibilities

- to recommend to the Senate new policy as needed.
- to review and monitor the working of existing policy.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate through the Educational Policy Committee.

C. LIBRARY

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- to advise the directors and other heads of University libraries.
- to evaluate University-wide library facilities, services, and collections.
- to submit an annual report to the Senate through the Educational Policy Committee.

D. RESEARCH

The Research Committee represents faculty, academic professional, student, and civil service staff interests in research at the University and the institutional support for it.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty/academic professional and student members shall be appointed by the Committee on Committees with the approval of the Senate; civil service staff members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- to recommend to the Senate policies with respect to research activities, facilities, and personnel, and with respect to patents.
- 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.
- to help publicize research activities with a view to educating the public on the importance of research and the necessity for support of it.
- to supply a coordinated voice of the faculty with regard to governmental, industrial, and foundation support of the research programs of the University.

2. Committees Reporting to the University Senate through the Educational Policy Committee

A. EXTENSION AND COMMUNITY PROGRAMS

The Extension and Community Programs Committee represents faculty, academic professional, and student interests in how the University extends its research, teaching, and service resources to the people of the State of Minnesota at large.

Membership

The Extension and Community Programs Committee shall be composed of no more than 10 faculty/academic professional members, 5 students, one alumnus, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty, academic professional, and student members shall be appointed by the Committee on Committees with the approval of the Senate. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- to make recommendations to the Senate on policies relating to extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate through the Educational Policy Committee.

B. INTERNATIONAL EDUCATION

The International Education Committee seeks ways in which the international educational work of the University may be improved. Matters of particular concern shall include, but not be restricted to, furthering opportunities for students, academic professionals, and faculty in international aspects of education (including study abroad), funding and development of area studies programs and overseas programs, and the coordination of activities and information in international matters.

Membership

The International Education Committee shall be composed of 8 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

use same title as "B. TENURE" on
↓
this page

- to advise the dean of the Graduate School on matters relating to research.
- to submit an annual report to the Senate through the Educational Policy Committee.

E. SUMMER SESSIONS

The Summer Sessions Committee represents faculty, academic professional, and student interests in the summer session. It considers such concerns as the special needs of clientele served by the summer session, the role of the summer session as a part of the year-round academic schedule of the University, and Summer Session resources.

Membership

The Summer Sessions Committee shall be composed of 7 faculty/academic professional members, 5 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Senate with respect to the summer session and its relationship to the total academic program of the University.
- to advise the director of Summer Session.
- to submit an annual report to the Senate through the Educational Policy Committee.

insert
F →

3. Committees Reporting to the Faculty Senate through the Faculty Affairs Committee

A. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN

The Equal Employment Opportunity for Women Committee is established pursuant to and for the duration of the court decree in the case of *Rajender vs. University of Minnesota*.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty/academic professional members and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. Five of the faculty/academic professional members shall be appointed by the Committee on Committees with the approval of the Senate. The remaining 2 faculty/academic professional members, both of whom must hold full-time appointments and at least one of whom shall be a member of the regular faculty, shall be elected by the plaintiff class in *Rajender vs. University of Minnesota*

pursuant to a procedure and for a term to be established by the Special Master in that case. Service on the committee shall be treated as a positive contribution to the University and to the academic unit in which the committee member is employed. In connection with any decision involving the terms and conditions of employment where contributions to the University or the academic unit are relevant, the University will give the same weight to service on the committee as it does to service on any other committee of the University Senate.

Duties and Responsibilities

- to recommend policies which guarantee equal employment opportunity for women on the faculty and academic professional staff of the University.
- to review the University's progress in implementing the terms of the decree in *Rajender vs. University of Minnesota* and to consult with the University equal opportunity officer and president concerning any problem areas in this regard.
- to propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- to examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University administration or to the University Senate, through the Senate Committee on Faculty Affairs, if they do.
- to advise the University administration, although the committee itself does not have administrative authority.
- to submit an annual report to the Senate through the Faculty Affairs Committee.

B. TENURE

The Tenure Committee is concerned with matters relating to the *Regulations Concerning Faculty Tenure*.

Membership

The Tenure Committee shall be composed of 7 members of the faculty, 2 students (one graduate and one undergraduate), and ex officio representation as specified by vote of the Senate. Membership shall include tenured and nontenured faculty and at least one faculty member from a coordinate campus. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Faculty Senate additions to and modifications and interpretations of the *Regulations Concerning Faculty Tenure*.
- to submit an annual report to the Senate through the Faculty Affairs Committee.

insert
C →

Insert F

1998 2000 1998 2000
"B. TORTURE" on
the page

F. HONORS PROGRAMS

The Honors Programs Committee represents faculty, academic professional, and student interests in honors programs designed for students of especially high ability and achievement.

Membership

The Honors Programs Committee shall be composed of 7 faculty/academic professional members, 4 students (including participants in honors programs), and ex officio representation as specified by vote of the Senate. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to review, develop, and recommend policies concerning University of Minnesota programs offered for students of especially high ability and achievement.
- to submit an annual report to the Senate through the Educational Policy Committee.

C. ~~Committee on the Faculty Retirement Plan~~ *CAPS*

The Committee on the Faculty Retirement Plan represents interests of the participants in the faculty retirement plan.

Membership

The Committee on the Faculty Retirement Plan shall be composed of 3 regular faculty/academic professional members and ex officio representation as specified by vote of the Senate. Members shall be appointed by the Committee on Committees, in consultation with the chair of the Committee on Faculty Affairs, with the approval of the Senate.

Duties and Responsibilities

- to monitor the investment performance of the basic and optional faculty retirement plans with the assistance of the University's Investments Office.
- to review various investment alternatives offered on the basic and optional plans, and recommend changes in alternatives and investment objectives, policies, and procedures as necessary with the assistance of the University's Investments Office.
- to submit an investment status report to the Faculty Affairs Committee four times per year and ensure that this information is generally available to participants in the faculty retirement plan.
- to examine benefit options available for retiring faculty and suggest alternatives as necessary with the assistance of the Employee Benefits Department.
- to monitor the counseling of participants in the plan regarding available investment alternatives prior to and at retirement, and propose changes in counseling as necessary with the assistance of the Employee Benefits Department.
- to determine the ongoing adequacy of the reporting available to individuals in the plan and propose changes as necessary with the assistance of the Employee Benefits Department.
- to monitor, with the assistance of the Employee Benefits Department, any legislation that may affect the plan and ensure that all contracts governing the plan are current.
- to submit an annual report to the Faculty Senate through the Faculty Affairs Committee.

*Insert
HC*

rather, some action has been taken, but it has been less comprehensive than that recommended by the panel. The committee has for some time believed that the rate of acceptance is unsatisfactory. (The acceptance rate described in this paragraph includes actions taken during President Magrath's administration. So far, the acceptance rate has been satisfactory during President Keller's administration. Two cases in which the panel found in favor of the faculty member have reached the President. The panel's recommendations were accepted, on all essential points, in both cases. One of those two cases was decided after the annual meeting described in this paragraph.)

During the 1984-85 annual meeting with the committee, President Keller suggested that if the committee as a whole became more actively involved in the formulation of recommendations, those recommendations would be more likely to be acceptable to the President than the recommendations of a panel working alone. Subsequently, the committee adopted two new rules designed to provide for more active committee participation. At the January 30, 1986, meeting, the committee described the two new rules to the President.

The first new rule requires each panel to make a full report on its case to the committee after the panel has held its prehearing conference. The second new rule provides that upon request of the Chair or any panel member, the hearing officer shall prepare a preliminary written version of the panel's findings and recommendations to be circulated to members of the committee. The purpose of both requirements is to allow the committee to have an informed discussion of the case and to advise the panel before the panel's views have become public.

This year, the committee discussed with the President the possibility of taking other measures to increase the rate of agreement between the President and the committee. As a result of this discussion, the President agreed to meet with the committee whenever he was inclined to disagree with a panel's recommendations. That procedure will give the committee a chance to express its point of view, and will also give the President an opportunity to ask a panel to reconsider aspects of its decision.

This procedure was followed later in the 1985-86 academic year in a sexual harassment case. The panel had recommended that the accused faculty member be exonerated and that no sanction be imposed. The President called a meeting with the committee for purposes of discussing possible areas of disagreement. Subsequently, the panel revised its report to take into account some of the President's point, while retaining the same

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The University Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

Under the supervision of the Senate Consultative Committee, the Business and Rules Committee 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 Senate Consultative Committee, the clerk of the 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.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any

meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committee before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.

An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee for consideration and

*As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate and its committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

Faculty Retirement Plan - Office of Vice Pres. Fin and operations (one from Investments) + Co. h management and ~~...~~ Employee Benefits; ~~...~~ Office of Vice President

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 of the members of the Senate present and voting; 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.

- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

- Social Concerns—Office of Vice President, Student Affairs; Office of Equal Opportunity and Affirmative Action; Office of Vice President, Finance and Operations
- Student Affairs—Office of Vice President, Student Affairs
- Summer Sessions—Office of Vice President, Academic Affairs; Director, Summer Session
- Tenure—Office of Vice President, Academic Affairs

Academic Affairs

3. Terms of Membership, Chairing of Committees, and Removal of Student Members for Neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). Continuing Education and Extension students must be registered for at least one course for three of the four quarters in the academic year. 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. No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Just A

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member whose membership has been forfeited may appeal to the Student Committee on Committees for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term will be replaced for the term remaining. Replacement procedures will follow appointment procedures.

5. Committee Support and Service

Staff support and services are interpreted herein as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A secretary supplied to a committee shall not be considered an ex officio member. Committees of the Senate may request support from the budget subcommittee of the Senate Consultative Committee. Support for travel between campuses on business of the University Senate or of committees of the Senate is available to members; such support does not include travel within the Twin Cities campus.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees, (2) Standing committees, and (3) Operations committees. The Senate may also create Special committees.

Senate, Standing, and Special committees are described in the Constitution and Bylaws. Their current ex officio members are listed below.

2. Ex officio members of Senate and Standing committees

One ex officio member shall be appointed from each of the offices listed below.

- Business and Rules—Clerk and Parliamentarian of the Senate
- Educational Policy—Office of Vice President, Academic Affairs
- Equal Employment Opportunity for Women—Office of Vice President, Academic Affairs; Office of Equal Opportunity and Affirmative Action
- Extension and Community Programs—Office of Vice President, Academic Affairs; Agricultural Extension Service; Continuing Education and Extension
- Faculty Affairs—Office of Vice President, Academic Affairs; chair (or designee) of retired University faculty
- International Education—Office of Vice President, Academic Affairs; Director of International Student Affairs Office
- Library—Office of Vice President, Academic Affairs; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Supervisor of Learning Resources, Waseca campus; Law Librarian
- Physical Plant and Space Allocation—Office of Vice President, Academic Affairs; Office of Vice President, Health Sciences; Office of Vice President, Finance and Operations
- Planning—Office of Vice President, Finance and Operations
- Research—Representation from the following units: Vice President, Academic Affairs; Vice President, Finance and Operations; Vice President, Health Sciences; Dean, Graduate School; Director, Agricultural Experiment Stations; Director, Mineral Resources and Research Center

Honors Programs - Office of Vice President, Academic Affairs

Insert A

Academic professionals eligible to vote may serve on all committees that report to the Senate except the Consultative Committee.

University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Revised July 1987

CONSTITUTION

ARTICLE I. GENERAL POWERS

1. *Distribution of Powers Delegated by Regents*

Consistent with actions and policies of the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. *Position and Authority*

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. *Membership*

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty representatives or properly designated faculty alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Members of the Council of Academic Officers shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, Crookston, and Waseca campuses shall, if not otherwise elected, serve as ex officio nonvoting members.

2. *Powers in General*

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic

professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the Constitution and Bylaws of the University Senate.

3. *Allocation of Functions and Powers*

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this Article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. *Election of University Senate Members*

- a. The elected representatives of the faculties to the University Senate shall be chosen by secret ballot by the faculties of the several institutes, colleges, or schools of collegiate rank as follows: The regular members of each faculty who are professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and academic professionals who hold continuous, probationary, or fixed terms of two years or more in length, shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Regulations Concerning Faculty Tenure*. Academic

- professionals eligible to serve in the Senate shall be eligible to vote.
- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the Bylaws. There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris, Crookston, and Waseca there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. Any student who has twenty-four credits in residence at the University and at the time of voting is carrying at least nine credits in his or her college, institute, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine credits in residence at the University and are full-time students at the time of voting. Continuing Education and Extension students shall be eligible for election if they have earned twelve credits in residence during the previous five years and are carrying three credits at the time of voting. Full-time students in each college, institute, or school shall be eligible to vote. Each college, institute, or school shall establish its own procedures to determine qualification as a full-time student.
 - c. Members of the Council of Academic Officers shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
 - d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
 - e. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school. All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate. All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms. To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.
 - f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used. A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.
5. *Removal for Neglect of Meetings*
 - a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
 - b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two consecutive meetings of the University Senate.
 - c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
 - d. A member of the University Senate who holds membership in a campus faculty assembly or a campus student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
 - e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.
 6. *University Senate and Student Senate Officers*
 - a. The president of the University shall chair the Senate. A vice chair 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 and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.
 - b. The officers of the Student Senate shall be a chair, a vice chair, a clerk, and a treasurer. The chair and vice chair shall be elected by the Student Senate at its last regularly scheduled spring quarter meeting from the members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The clerk and treasurer shall be appointed by the chair subject to the approval of the Student Senate. The duties of the clerk and treasurer shall be prescribed in the Senate Bylaws. The Student Consultative Committee shall periodically review these officer positions.
 7. *University Senate Agenda and Minutes*

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. *University Senate Meetings—Call—Quorum*

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question. At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Faculty Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote. Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

1. *Committees of the Senate*

The committees of the University Senate shall be (1) Senate committees, (2) Standing committees, and (3) Operations committees. The Senate also may create Special committees.

2. *Senate Committees*

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

3. *Standing Committees*

A Standing committee is a committee to which the University Senate delegates policy-making and operational powers within the broad areas assigned to Senate committees. Each Standing committee is assigned a relationship to a specific Senate committee and shall report to the University Senate through the Senate committee. Membership of all Standing committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Standing committees vested with such responsibilities as the Senate has the power to confer.

4. *Operations Committees*

An Operations committee is principally concerned with overseeing and implementing regulations and procedures or with advising administrative offices. Such committees shall report items of University Senate business to the Senate Consultative Committee (except the University College Assembly, which shall report to the Educational Policy Committee), which, in its steering capacity, shall bring such items to the University Senate or, if further consultation is

required, assign them to Senate or Standing committees. Operations committees and the procedures for appointing members are described in the Rules of the Senate. Operations committees may be established or terminated at any time by a majority vote of the members of the University Senate present and voting upon resolution presented.

5. *Special Committees*

Special committees may be created or study and make recommendations on special topics within the areas of concern to the University Senate governance system. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a Special committee falls within the duties and responsibilities of a committee of the University Senate, the Special committee shall make interim and final reports to that committee. If the task assigned to the Special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the Special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a Special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the Special committee requires.

ARTICLE V. GOVERNMENT OF THE INSTITUTES, COLLEGES, AND SCHOOLS

1. *Composition*

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. *Powers*

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. *Intercollege Controversies*

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. *Controversies Between the University Senate and Institutes, Colleges, and Schools*

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for

distribution of the Senate agenda, at least ten days prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES: (1) Agricultural Experiment Station, (2) Agriculture, (3) Biological Sciences, (4) Continuing Education & Extension, (5) Dentistry, (6) Education, (7) Forestry, (8) General College, (9) Graduate School, (10) Home Economics, (11) Law, (12) Liberal Arts, (13) Libraries, (14) Management, (15) Medical School, (16) Minnesota Extension Service, (17) Mortuary Science, students only, (18) Nursing, (19) Pharmacy, (20) Public Affairs, faculty only, (21) Public Health, (22) Technology, Institute of, (23) University College, (24) Veterinary Medicine.

DULUTH: (26) Business & Economics, (27) Education & Human Services Professions, (28) Fine Arts, (29) Liberal Arts, (30) Medicine, (31) Science & Engineering.
(25) CROOKSTON, (32) MORRIS, (33) WASECA.

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. The elected representatives of the faculties shall be elected in accordance with the following procedures:
 - A. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
 - B. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - C. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.
3. The elected representatives of the students shall be elected in accordance with the following procedures:
 - A. Between March 1 and May 20 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the Constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
 - B. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.
4. Faculty/academic professional vacancies in the Senate caused by death, resignation, or separation from the University may be filled, at the option of the faculty/academic

professionals of the administrative unit, by a special election on the part of the relevant group within the faculty concerned, or by designation on the part of the members of the Senate currently representing that faculty unit. Student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section I, of these Bylaws.
6. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
7. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the University Department of Employee Benefits or other official sources a complete list of those faculty members of any professorial rank who held tenure, whether they were active or retired, who have died during the preceding interval. The clerk of the Senate shall request the departments or units of the University in which the deceased faculty members served to prepare suitable memorial statements and send them to their respective deans to be forwarded by the deans to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

In like fashion, it shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Registration and Records or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition by it.

8. The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
9. The treasurer of the Student Senate shall be the chief budget officer of the Student Senate. The treasurer shall chair the budget subcommittee of the Student Senate.

ARTICLE II. GENERAL RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection by members of the Senate or by others at the discretion of the Senate Consultative Committee. At the discretion of the Senate Consultative Committee, committee minutes which contain detailed information about individuals may be deposited only with the

president of the University and shall be open to inspection only by persons authorized in writing by the chair of the Senate Consultative Committee. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals.

2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.
3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.
4. Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year (see Rules Article III. 3 for student eligibility rules).
5. Standing committees shall submit items for action simultaneously to the relevant Senate committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.
6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The chair of each committee shall keep a list of all topics discussed in its closed meetings, make the list available upon request, and include the list in the annual report to the Senate. Meetings shall normally be listed in the *Minnesota Daily* and/or in the *Daily Bulletin*.
7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

ARTICLE III. SENATE COMMITTEES

1. Committees Reporting to the University Senate

A. CONSULTATIVE

The Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. The Faculty Consultative Committee shall be comprised of the faculty representatives; the Student Consultative Committee shall be comprised of the elected student representatives. The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting severally or together shall serve as consultative bodies to the president, as executive committees of their respective senates, and as steering committees of their respective senates.

Membership

- (1) The Faculty Consultative Committee and the Student Consultative Committee shall be constituted in accordance with the following:
 - a. Faculty Consultative Committee: The faculty of the Twin Cities campus shall elect 7 members, and the faculties of the Crookston, Duluth, and Morris campuses shall each elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty and in accordance with the following provisions:
 - i) All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Council of Academic Officers are not eligible for election.
 - ii) Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.
 - iii) Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.
 - b. Student Consultative Committee: 5 student members shall be elected from the Twin Cities campus, and one student each shall be elected from the Crookston, Duluth, Morris, and Waseca campuses. Student members shall be elected in accordance with procedures determined by the respective campuses, subject to the following provisions:
 - i) At the time of their election, students shall be members of the University Senate (except for Crookston and Waseca).
 - ii) Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.
- (2) In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment for the balance of any unexpired term until the next general election. Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.
- (3) The chairs 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. Chairs shall be

eligible for re-election to that position. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

- (4) The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

Duties and Responsibilities

(1) Senate Consultative Committee

a. Consultative

- to meet with the president at least quarterly to discuss educational interests or policies of the University related to personnel, service functions, planning, and the budget and biennial request.
- to make recommendations concerning such matters to the Senate or to the administration.
- to initiate whatever studies are necessary to fulfill its consultative responsibilities or to request such studies from the administration or from committees of the Senate.
- to consult with administrative officers on the budget and biennial request. The Finance Committee and, in part, the Physical Plant and Space Allocation Committee assist the Consultative Committee in fulfilling this responsibility.
- to consult with administrative officers on planning. The Planning Committee and, in part, the Finance Committee and the Physical Plant and Space Allocation Committee assist the Consultative Committee in fulfilling this responsibility.
- to advise the president on procedures for making major administrative appointments and to assist in the interviewing process.
- to receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the administration.

b. Steering

- to assign issues, problems, or questions to any committee of the Senate.
- to receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate. The committee is empowered to place such proposals on the agenda of a regular or a special session of the University Senate, to refer the proposal to the Faculty Senate or the Student Senate, or to refer the proposal to an appropriate committee.
- To receive, through the clerk of the Senate, copies of minutes of meetings of campus assemblies and of committees of the Senate. It shall assist in identifying items to be placed on the agenda of the Senate or of some committee of the Senate.
- to route to the appropriate body documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- to monitor the progress of committees on assigned tasks and to coordinate efforts that extend beyond the purview of one committee.

- to require any committee of the Senate to report on any matter within that committee's jurisdiction within 30 days.
- to ensure that problems of concern to the Senate shall be put on the agenda in a timely fashion for study, debate, and action.
- to meet with the chairs of selected committees of the Senate at the beginning of each academic year and at convenient intervals throughout the year in order to facilitate the business of a Senate and its committees and the dissemination of information concerning Senate business.
- to serve as a coordinating committee and liaison between the president or the president's administrative officers and the Senate or a committee of the Senate. The president is requested to notify the Consultative Committee of the creation of all-University non-Senate committees and, where appropriate, to seek the advice of the Consultative Committee on methods of coordinating efforts with the Senate or its committees.
- to supervise the arranging of the order of business for Senate meetings by the Business and Rules Committee.
- to coordinate the activities of the Standing committees which report through it.

c. Executive

- to serve as a deliberative body of the Senate on major items not assigned to other committees.
- to 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.
- to appoint members and chairs of certain committees of the Senate as specified by vote of the Senate.
- to appoint Special committees and subcommittees or to employ other devices which it regards as appropriate in initiating and furthering communication among the faculty, students, and the administration.
- to appoint or assist in appointing, when requested, members of non-Senate committees.
- to report regularly on any matters completed, pending, or projected which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- to provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair; the chairs of the Faculty and Student Consultative Committees; and one faculty and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The president's liaison officer to the Consultative Committee shall be an ex officio member on the subcommittee and provide staff assistance.
- to dispose of business which appears to be not germane to the purposes of the Senate.
- to submit an annual report to the Senate.

(2) Faculty Consultative Committee

- to meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.

- to serve as the executive committee and steering committee of the Faculty Senate.

(3) Student Consultative Committee

- to meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- to serve as the nucleus of an executive and steering committee of the Student Senate.
- to provide for a budget subcommittee of the Student Senate. The budget subcommittee shall be chaired by the treasurer of the Student Senate. Three members shall be appointed by the chair of the Student Senate with one member from each of the following committees: Student Senate Consultative Committee, Student Committee on Committees, Student Lobby Advisory Committee. These appointments are subject to the approval of the Student Senate.

B. EDUCATIONAL POLICY

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 10 faculty/academic professional members, 5 students, and ex officio representation as specified by vote of the Senate. At least 2 of the faculty/academic professional members appointed each year shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to serve as a deliberative body in matters pertaining to educational policy and planning related to undergraduate education, including the liberal arts component (e.g., floors, teaching awards, and the small grants program); graduate education; summer session; and extension and community programs.
- to serve as liaison between the Senate and its committees on Extension and Community Programs, International Education, Library, Research, Summer Sessions, and University College Assembly.
- to advise the University Senate on policy matters related to both the research and instructional uses of computers.
- to formulate policies for the coordinated development and shared use of educational materials.
- to maintain contact with the separate campuses through the exchange of minutes.
- to submit an annual report to the Senate.

C. SOCIAL CONCERNS

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 representatives of the civil service staff, 3 alumni representatives, and ex officio representation as specified

by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty, academic professional, and student members shall be appointed by the Committee on Committees with the approval of the Senate. Civil service and alumni members shall be appointed by the president in consultation with the Civil Service Committee and the director of alumni relations.

Duties and Responsibilities

- to make recommendations to the Senate for the University's response to social problems.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate.

2. Committees Reporting to the Faculty Senate

A. FACULTY AFFAIRS

The Faculty Affairs Committee is concerned with policies and procedures which influence the personal and professional welfare of the faculty. These matters may include such areas as tenure, procedures for promotion, life and health insurance, health services, retirement, faculty housing, leave policies, academic responsibilities, and other matters that influence the responsibilities, rights, privileges, and opportunities of the faculty both individually and collectively.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one graduate assistant, and ex officio representation as specified by vote of the Senate. At least 2 of the faculty members appointed each year shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Faculty Senate on all policies and procedures of the University which influence the personal and professional welfare of the faculty.
- to submit an annual report to the Senate.

B. JUDICIAL

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. At least one member appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Faculty Committee on Committees with the approval of the Faculty Senate. Former members of the Judicial Committee may be asked by the Judicial Committee chair to serve on panels where their experience is critical to the functioning of those panels.

Duties and Responsibilities

The powers, duties, and procedures of the Judicial Committee are set forth in *Regulations Concerning Faculty Tenure*, as reprinted July 1, 1985, and in the *Judicial Committee's Rules and Procedures*.

3. Committees Reporting to the Student Senate

A. STUDENT AFFAIRS

The Student Affairs Committee is concerned with policies and procedures that affect the welfare of the student body. These matters may include such items as tuition, financial aid, housing, student activities and organizations, student publications, and other matters that influence the responsibilities, rights, privileges,

opportunities, and quality of life of the student body, and any other responsibilities as delegated to it by the Student Consultative Committee.

Membership

The Student Affairs Committee shall be composed of at least 10 members of the student body, one faculty member, and ex officio representation as specified by vote of the Senate. Of the student members, 3 shall be from the Twin Cities campus, 2 from the Duluth campus, and one each from the Crookston, Morris, and Waseca campuses. At least 2 of the student members and the faculty member shall be senators at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Student Senate on all policies and procedures of the University that influence the welfare of the student body.
- to submit an annual report to the Student Senate.

B. STUDENT COMMITTEE ON COMMITTEES

The Student Committee on Committees appoints student members of certain committees of the Senate and advises the Student Senate Consultative Committee on the committee structure of the Student Senate.

Membership

The Student Committee on Committees shall be composed of the student members of the Senate Committee on Committees.

Duties and Responsibilities

- to review the representation and input from students of the various campuses to the Senate and committees of the Senate, taking necessary action to ensure high quality student participation.
- to advise the Student Consultative Committee on student participation in the Senate and the structure of the Student Senate and its committees.
- to submit an annual report to the Student Senate.

ARTICLE IV. STANDING COMMITTEES

1. Committees Reporting to the University Senate through the Consultative Committee

A. BUSINESS AND RULES

The Business and Rules Committee helps the Consultative Committee run the Senate and steer and supervise business of the Senate.

Membership

The Business and Rules Committee shall be composed of 4 faculty/academic professional members, 2 students, and ex officio nonvoting membership of the clerk and parliamentarian of the University Senate. The members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- to recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.

- to supervise University Senate elections in accordance with the procedures set forth in the University Senate Constitution, Bylaws, and Rules.
- to keep the published Constitution, Bylaws, and Rules of the Senate up to date.
- to supervise the annual reporting of each of the committees of the Senate.
- to carry out such activities as shall be requested of it by the Consultative 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.
- to submit an annual report to the Senate through the Senate Consultative Committee.

B. COMMITTEES

The Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate.

Membership

The Committee on Committees shall be composed of 9 faculty/academic professional members and 7 students. Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. Faculty/academic professional members must have served as senators within the last five years. Of the student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, Morris, and Waseca campuses, all elected by the Student Senate members from these campuses for one-year terms. In case of a faculty/academic professional or student vacancy, the remaining faculty/academic professional or student members respectively, by majority vote, shall fill the vacancy by interim appointment for the balance of any unexpired term until the next general election. The chair shall be elected by committee members from among their number for a one-year term of office. The chair is eligible for re-election to that position.

Duties and Responsibilities

- to forward annually to the Senate for approval names of faculty members, academic professionals, students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws or Rules of the Senate. The committee shall give consideration to representation from the various campuses and units when this is appropriate, the number of committees on which the faculty/academic professional or student member currently is serving, the principle of rotation of committee assignments, the recommendations of the respective committee chairs, faculty, academic professional, and student members, and expressions of interest in committee service offered by faculty, academic professionals, and students. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees. Faculty/academic professional members shall furnish the full committee a slate of faculty/academic professional nominees, and student members shall furnish the full committee a slate of student nominees, for review and recommendations.

- to solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees, Standing committees, and Operations committees on which the senator is serving or has an interest in serving.
- to conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the University Senate and make a summary of this study available to the Senate.
- to request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific Standing committees and Operations committees.
- to forward annually to the president an alphabetical list of candidates for each of the committees of the Senate whose members are to be appointed by the president. The list shall contain more candidates than there are positions to fill for each committee.
- to review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- to submit an annual report to the Senate through the Senate Consultative Committee.

C. FINANCE

The Finance Committee provides a channel by which faculty/academic professional, student, and civil service staff ideas and concerns about programs, facilities, services, governance, faculty status, student affairs, and other matters may be voiced as biennial requests are formulated. It also serves as a consulting body to the Management Committee and to the vice president for finance.

Membership

The Finance Committee shall be composed of at least 13 members, 8 of whom shall be designated by the committees which they represent: one member of the faculty and one student from the Senate Consultative Committee; one member of the faculty/academic professionals from the Educational Policy Committee; one member of the faculty/academic professionals from the Physical Plant and Space Allocation Committee; one member of the faculty from the Faculty Affairs Committee; one member of the faculty/academic professionals, and one student from the Planning Committee; one member of the faculty/academic professionals from the Research Committee; at least 2 members at large from the faculty/academic professionals and 2 student members at large appointed by the Senate Consultative Committee with the approval of the Senate; and one civil service staff member appointed by the president in consultation with the Civil Service Committee. At least one faculty/academic professional member and one student member shall be from the coordinate campuses; thus, if the stipulated membership does not include such representation, an additional faculty/academic professional and/or student member from the coordinate campuses shall be added by the Senate Consultative Committee. The faculty representative from the Senate Consultative Committee shall serve as chair.

Duties and Responsibilities

- to participate in and share responsibility for developing criteria according to which budgeting requests are examined and ranked.

- to participate in and share responsibility for developing the rationale to support those elements of biennial requests which are of concern to the faculty and students.
- to test the consistency of the biennial requests with the priorities originally agreed upon and the evaluation criteria used for ranking requests.
- to review the operating budget in terms of the criteria stipulated in developing the budget request.
- to serve as a consulting body to the Management Committee (presently includes the president, the vice president for academic affairs, and vice president for finance and operations) and separately to the vice president for finance and operations.
- to submit an annual report to the Senate through the Senate Consultative Committee.

D. PHYSICAL PLANT AND SPACE ALLOCATION

The Physical Plant and Space Allocation Committee represents faculty, academic professional, student, and civil service staff interests in the development of principles, policies, and criteria for physical facilities planning.

Membership

The Physical Plant and Space Allocation Committee shall be composed of no more than 7 faculty/academic professional members, 3 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty/academic professional and student members shall be appointed by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- to participate in the development of principles, policies, and criteria related to physical facilities planning.
- to examine the rationale supporting items being considered for inclusion in the biennial capital request, and to advise the Finance Committee and the Senate Consultative Committee on these matters.
- to advise central administration on questions of space allocation not restricted to the internal concerns of individual colleges.
- to test the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- to submit an annual report to the Senate through the Senate Consultative Committee.

E. PLANNING

The Planning Committee represents faculty, academic professional, and student interests in the development of principles, policies, and criteria in University planning. It also serves as a consulting body to the central administrative officer responsible for planning.

Membership

The Planning Committee shall be composed of at least 6 faculty/academic professional members, 2 students, and ex officio representation as specified by the vote of the Senate. Members shall be appointed by the Senate Consultative Committee with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Senate policies with respect to planning.
- to serve as a consulting body to the central administrative officer responsible for planning.
- to submit an annual report to the Senate through the Senate Consultative Committee.

2. Committees Reporting to the University Senate through the Educational Policy Committee

A. EXTENSION AND COMMUNITY PROGRAMS

The Extension and Community Programs Committee represents faculty, academic professional, and student interests in how the University extends its research, teaching, and service resources to the people of the State of Minnesota at large.

Membership

The Extension and Community Programs Committee shall be composed of no more than 10 faculty/academic professional members, 5 students, one alumnus, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty, academic professional, and student members shall be appointed by the Committee on Committees with the approval of the Senate. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- to make recommendations to the Senate on policies relating to extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate through the Educational Policy Committee.

B. INTERNATIONAL EDUCATION

The International Education Committee seeks ways in which the international educational work of the University may be improved. Matters of particular concern shall include, but not be restricted to, furthering opportunities for students, academic professionals, and faculty in international aspects of education (including study abroad), funding and development of area studies programs and overseas programs, and the coordination of activities and information in international matters.

Membership

The International Education Committee shall be composed of 8 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Senate new policy as needed.
- to review and monitor the working of existing policy.
- to advise the administration with respect to these matters.
- to submit an annual report to the Senate through the Educational Policy Committee.

C. LIBRARY

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- to advise the directors and other heads of University libraries.
- to evaluate University-wide library facilities, services, and collections.
- to submit an annual report to the Senate through the Educational Policy Committee.

D. RESEARCH

The Research Committee represents faculty, academic professional, student, and civil service staff interests in research at the University and the institutional support for it.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Faculty/academic professional and student members shall be appointed by the Committee on Committees with the approval of the Senate; civil service staff members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- to recommend to the Senate policies with respect to research activities, facilities, and personnel, and with respect to patents.
- 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.
- to help publicize research activities with a view to educating the public on the importance of research and the necessity for support of it.
- to supply a coordinated voice of the faculty with regard to governmental, industrial, and foundation support of the research programs of the University.
- to advise the dean of the Graduate School on matters relating to research.
- to submit an annual report to the Senate through the Educational Policy Committee.

E. SUMMER SESSIONS

The Summer Sessions Committee represents faculty, academic professional, and student interests in the

summer session. It considers such concerns as the special needs of clientele served by the summer session, the role of the summer session as a part of the year-round academic schedule of the University, and Summer Session resources.

Membership

The Summer Sessions Committee shall be composed of 7 faculty/academic professional members, 5 students, and ex officio representation as specified by vote of the Senate. At least one of the faculty/academic professional members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to make recommendations to the Senate with respect to the summer session and its relationship to the total academic program of the University.
- to advise the director of Summer Session.
- to submit an annual report to the Senate through the Educational Policy Committee.

F. HONORS PROGRAMS

The Honors Programs Committee represents faculty, academic professional, and student interests in honors programs designed for students of especially high ability and achievement.

Membership

The Honors Programs Committee shall be composed of 7 faculty/academic professional members, 4 students (including participants in honors programs), and ex officio representation as specified by vote of the Senate. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to review, develop, and recommend policies concerning University of Minnesota programs offered for students of especially high ability and achievement.
- to submit an annual report to the Senate through the Educational Policy Committee.

3. Committees Reporting to the Faculty Senate through the Faculty Affairs Committee

A. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN

The Equal Employment Opportunity for Women Committee is established pursuant to and for the duration of the court decree in the case of *Rajender vs. University of Minnesota*.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty/academic professional members and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. Five of the faculty/academic professional members shall be appointed by the Committee on Committees with the approval of the Senate. The remaining 2 faculty/academic professional members, both of whom must hold full-time appointments and at least one of whom shall be a member of the regular faculty, shall be elected by the plaintiff class in *Rajender vs. University of Minnesota* pursuant to a procedure and for a term to be established by the Special Master in that case. Service on the

committee shall be treated as a positive contribution to the University and to the academic unit in which the committee member is employed. In connection with any decision involving the terms and conditions of employment where contributions to the University or the academic unit are relevant, the University will give the same weight to service on the committee as it does to service on any other committee of the University Senate.

Duties and Responsibilities

- to recommend policies which guarantee equal employment opportunity for women on the faculty and academic professional staff of the University.
- to review the University's progress in implementing the terms of the decree in *Rajender vs. University of Minnesota* and to consult with the University equal opportunity officer and president concerning any problem areas in this regard.
- to propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- to examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University administration or to the University Senate, through the Senate Committee on Faculty Affairs, if they do.
- to advise the University administration, although the committee itself does not have administrative authority.
- to submit an annual report to the Senate through the Faculty Affairs Committee.

B. TENURE

The Tenure Committee is concerned with matters relating to the Regulations Concerning Faculty Tenure.

Membership

The Tenure Committee shall be composed of 7 members of the faculty, 2 students (one graduate and one undergraduate), and ex officio representation as specified by vote of the Senate. Membership shall include tenured and nontenured faculty and at least one faculty member from a coordinate campus. At least one of the faculty members appointed each year shall be a senator at the time of appointment. Members shall be appointed by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- to recommend to the Faculty Senate additions to and modifications and interpretations of the Regulations Concerning Faculty Tenure.
- to submit an annual report to the Senate through the Faculty Affairs Committee.

C. FACULTY RETIREMENT PLAN

The Committee on the Faculty Retirement Plan represents interests of the participants in the faculty retirement plan.

Membership

The Committee on the Faculty Retirement Plan shall be composed of 3 regular faculty/academic professional members and ex officio representation as specified by vote of the Senate. Members shall be appointed by the Committee on Committees, in consultation with the chair of the Committee on Faculty Affairs, with the approval of the Senate.

Duties and Responsibilities

- to monitor the investment performance of the basic and optional faculty retirement plans with the assistance of the University's Investments Office.
- to review various investment alternatives offered on the basic and optional plans, and recommend changes in alternatives and investment objectives, policies, and procedures as necessary with the assistance of the University's Investments Office.
- to submit an investment status report to the Faculty Affairs Committee four times per year and ensure that this information is generally available to participants in the faculty retirement plan.
- to examine benefit options available for retiring faculty and suggest alternatives as necessary with the assistance of the Employee Benefits Department.
- to monitor the counseling of participants in the plan regarding available investment alternatives prior to and at retirement, and propose changes in counseling as necessary with the assistance of the Employee Benefits Department.
- to determine the ongoing adequacy of the reporting available to individuals in the plan and propose changes as necessary with the assistance of the Employee Benefits Department.
- to monitor, with the assistance of the Employee Benefits Department, any legislation that may affect the plan and ensure that all contracts governing the plan are current.
- to submit an annual report to the Faculty Senate through the Faculty Affairs Committee.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The University Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

Under the supervision of the Senate Consultative Committee, the Business and Rules Committee 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 Senate Consultative Committee, the clerk of the 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.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committee before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the

*As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate and its committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.

An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.

- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees, (2) Standing committees, and (3) Operations committees. The Senate may also create Special committees.

Senate, Standing, and Special committees are described in the Constitution and Bylaws. Their current ex officio members are listed below.

2. Ex officio members of Senate and Standing committees

One ex officio member shall be appointed from each of the offices listed below.

- Business and Rules—Clerk and Parliamentarian of the Senate
- Educational Policy—Office of Vice President, Academic Affairs
- Equal Employment Opportunity for Women—Office of Vice President, Academic Affairs; Office of Equal Opportunity and Affirmative Action
- Extension and Community Programs—Office of Vice President, Academic Affairs; Minnesota Extension Service; Continuing Education and Extension
- Faculty Affairs—Office of Vice President, Academic Affairs; chair (or designee) of retired University faculty
- Faculty Retirement Plan—Office of Vice President, Finance and Operations (one from Investments and Cash Management and one from Employee Benefits); representative of the Retirees Association; Office of Vice President, Academic Affairs
- Honors Programs—Office of Vice President, Academic Affairs
- International Education—Office of Vice President, Academic Affairs; Director of International Student Affairs Office
- Library—Office of Vice President, Academic Affairs; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Supervisor of Learning Resources, Waseca campus; Law Librarian

- Physical Plant and Space Allocation—Office of Vice President, Academic Affairs; Office of Vice President, Health Sciences; Office of Vice President, Finance and Operations
- Planning—Office of Vice President, Finance and Operations
- Research—Representation from the following units: Vice President, Academic Affairs; Vice President, Finance and Operations; Vice President, Health Sciences; Dean, Graduate School; Director, Agricultural Experiment Stations; Director, Mineral Resources and Research Center
- Social Concerns—Office of Vice President, Student Affairs; Office of Equal Opportunity and Affirmative Action; Office of Vice President, Finance and Operations
- Student Affairs—Office of Vice President, Student Affairs
- Summer Sessions—Office of Vice President, Academic Affairs; Director, Summer Session
- Tenure—Office of Vice President, Academic Affairs

3. Terms of Membership, Chairing of Committees, and Removal of Student Members for Neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). Continuing Education and Extension students must be registered for at least one course for three of the four quarters in the academic year. 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. No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member whose membership has been forfeited may appeal to the Student Committee on Committees for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term will be replaced for the term remaining. Replacement procedures will follow appointment procedures.

5. Committee Support and Service

Staff support and services are interpreted herein as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A secretary supplied to a committee shall not be considered an ex officio member. Committees of the Senate may request support from the budget subcommittee of the Senate Consultative Committee. Support for travel between campuses on business of the University Senate or of committees of the Senate is available to members; such support does not include travel within the Twin Cities campus.

The following committees of the Senate are related to a specific University office for staff support and service:

Business and Rules Committees	Senate Clerk
Consultative	Office of the President
Educational Policy	Office, Vice President, Academic Affairs
Equal Employment Opportunity for Women	Office, Vice President, Academic Affairs
Faculty Affairs	Office, Vice President, Academic Affairs; Office, Vice President, Finance and Operations
Faculty Retirement Plan	Office, Vice President, Finance and Operations (through the Office of Investments & Cash Management and the Employee Benefits Department); Office, Vice President & General Counsel (Office of the University Attorney)
Judicial	Office, Vice President, Academic Affairs
Research	Graduate School; Office, Research Administration
Social Concerns	Office, Vice President, Student Affairs; Office of Equal Opportunity and Affirmative Action
Student Academic Support Services	Office, Vice President, Student Affairs
Use of Human Subjects	Graduate School

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

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 chairs of the Faculty Consultative Committee and the Educational Policy Committee.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.

- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the president of the Senate. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.
- Subcommittees may be created and appointed by any committee of the Senate and shall exist at the discretion of the parent committee. Subcommittees must have some membership from the appointing committee, but they may also have noncommittee membership when the subcommittee requires the assistance of others. Subcommittees are responsible to and report only to the parent committee. In carrying out their duties, subcommittees shall observe the same principles of operation of *Robert's Rules of Order Newly Revised* that govern committees. The advisability of the continuance of subcommittees shall be raised annually in the parent committee.

ARTICLE IV. OPERATIONS COMMITTEES

An Operations committee is principally concerned with overseeing and implementing regulations and procedures or with advising administrative offices. Such committees shall report items of University Senate business to the Senate Consultative Committee (except the University College Assembly, which shall report to the Educational Policy Committee), which, in its steering capacity, shall bring such items directly to the University Senate or, if further consultation is required, assign them to Senate or Standing committees. Membership of all Operations committees and procedures for appointing members are described in the Rules of the Senate. Operations committees may be established or terminated at any time by a majority vote of the members of the University Senate present and voting upon resolution presented. Currently established Operations committees are described below:

1. Academic Freedom and Responsibility Appeals

This committee is the appellate body operating within existing policies and procedures of the Senate related to academic freedom and responsibility.

Membership

The committee shall be composed of 7 faculty/academic professional members, 4 students, and 2 civil service staff members. Faculty, academic professional, and student members shall be appointed by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- to make recommendations to the president on appeals relating to questions of academic freedom and responsibility that have been filed with the Office of the President and referred to the committee. The committee may designate faculty-student-civil service-academic professional panels drawn from its membership to consider particular appeals and to report their findings and recommendations to the committee for action.
- to determine the routing of appeals on academic freedom and responsibility for cases not covered by existing policies of the Senate.
- to review policies and practices relating to appeals procedures on academic freedom and responsibility and to recommend changes that may be indicated.
- to submit an annual report to the Senate through the Senate Consultative Committee.

2. All-University Honors

This committee solicits and reviews nominations for all-University honors.

Membership

The committee shall be composed of no more than 6 faculty/academic professional members, 3 students, 5 alumni, and ex officio representation from the following administrative units: vice president, academic affairs; University Relations; Alumni Relations; and University Development Office. Faculty/academic professional and student members shall be nominated by the Committee on Committees and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- to solicit campuses, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for Outstanding Achievement Awards.
- to screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- to keep all deliberations and votes confidential except where publication is necessary for official purposes.
- to submit an annual report to the Senate through the Senate Consultative Committee.

3. Animal Care

This committee has the general responsibilities of assuring that high and humane standards of animal housing, care, and use are met throughout the University, serving as a resource to University faculty in matters relating to animal availability, care, and use, and cooperating with the director of Research Animal Resources in achieving these goals. The committee meets at least quarterly and seeks, as needed, the consultation and advice of specialists in areas relevant to animal care and use.

Membership

The committee shall be composed of at least 14 members: 2 faculty/academic professional representatives of the Minneapolis Health Sciences; one faculty/academic professional 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 (either a member of the faculty, academic professional, or civil service staff), Duluth campus, Morris campus, a student, 2 (or 2 additional) civil service staff members, the director of Research Animal Resources, and one person who is not affiliated with the University. The primary concerns of at least one member must be in a discipline not utilizing live animals other than humans for research purposes; if the stipulated membership does not include such representation, an additional member shall be added. Members, except civil service members, shall be appointed by the president. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- to provide recommendations to the University Senate and the vice president for academic affairs on University policies and standards governing the procurement, housing, care, and use of animals employed in University teaching, research, and service functions.
- to educate the University faculty in the need for good care and humane use of animals, in the benefits of using quality animals, and in the kinds of services offered by the director and staff of Research Animal Resources.

- to consult with the director of Research Animal Resources regarding professional personnel needs of that unit.
- to inspect animal facilities and evaluate animal care and use programs of the University at regular intervals, as required by National Institutes of Health policy.
- to review and mediate complaints about animal care and use at the University, review and mediate appeals from decisions of the director of Research Animal Resources concerning animal use procedures causing pain or distress, and to review and mediate appeals from adverse evaluations by committee inspection teams, with recommendation to the vice president for academic affairs, for final decision, in cases that cannot be resolved through mediation.
- to submit an annual report to the Senate through the Senate Consultative Committee.

4. Educational Development

This committee represents faculty and student interests in the Educational Development Program.

Membership

The committee shall be composed of 7 faculty/academic professional members, 5 students, and ex officio representation from the office of the vice president, academic affairs. Members shall be appointed by the president.

Duties and Responsibilities

- to develop guidelines and operating procedures for the Educational Development Program, consistent with policy established by the Senate.
- to assist the vice president, academic affairs, in the review of departmental and collegiate recommendations concerning proposals for educational development projects.
- 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.
- to submit an annual report to the Senate through the Senate Consultative Committee on the status of and plans for the Educational Development Program.

5. Services for the Handicapped

This committee oversees University policies, procedures, and services concerning handicapped students and staff.

Membership

The committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), 2 civil service staff members, and ex officio representation from the office of the vice president, student affairs, and the chairs of the Physical Access Working Committee and the Program Access Working Committee on the Twin Cities campus, and on a rotating basis one of the chairs of the working committees on the coordinate campuses. Faculty/academic professional and student members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- to advise the president and administrative offices on University-wide issues relating to physical access, access to academic programs, and the structure of and provision for student services for handicapped.
- to review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting student needs, and to recommend changes.

- to educate the University community to the special concerns of its handicapped members.
- to consult with the administrative committees providing coordination of programs and services.
- to bring concerns to the Senate, as appropriate.
- to submit an annual report to the Senate through the Senate Consultative Committee.

6. Student Academic Support Services

This committee represents faculty and student interests in student academic services.

Membership

The committee shall be composed of 10 faculty/academic professional members, 5 students, and ex officio representation from the office of the vice president, student affairs, and the office of the vice president, academic affairs. Members shall be appointed by the president.

Duties and Responsibilities

- to advise administrative offices on University-wide issues in such student support areas as prospective student services, admissions, registration, academic records, and financial aid.
- to advise the Senate, when appropriate, on these concerns.
- to submit an annual report to the Senate through the Senate Consultative Committee.

7. Use of Human Subjects in Research

One of three committees reviews proposed research using human subjects in a given area and supervises approved projects to assure the fullest protection of the rights and welfare of the subjects. Two of the committees review research projects in health and biological sciences; one reviews social and behavioral sciences research projects.

Membership

Each of the three committees shall be composed of at least 12 members from the University community (faculty/academic professional, staff, and student body) and one member from the community at large.

- A. The members from the University community shall be drawn from the following categories:
- (1) Health and biological sciences.
 - (2) Social and behavioral sciences.
 - (3) 2 members from the University Hospital & Clinic administration.
 - (4) Other units of the University not included in (1), (2), or (3).

Each committee shall have no fewer than 12 members, at least 9 of whom shall be faculty/academic professional or staff and at least 2 of whom shall be students. Each committee shall include members from categories (1), (2), and (4) as the needs of the committees dictate. No committee shall consist entirely of men or of women or of members of one profession. Each committee shall include at least one member whose primary concerns are in areas not using live human subjects in research.

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

Selection of members; Chairs

- A. University Community: The members of the committees from the health and biological 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 to discuss the relevance of research to the common good. Members shall be appointed by the president. Members shall be assigned to specific committees by the administrative assistant.

The chairs of the committees shall be elected by a majority of the appointed members of each committee by mail ballot.

- B. Community at Large: The members from the community at large shall be appointed by the president upon submission of nominees by the administrative assistant and the committee chairs. Each community member shall serve one year and shall be eligible for reappointment.

Subcommittee on Policy

The committees shall also have one subcommittee on policy, which shall formulate committee policies. Members of the policy subcommittee shall be the chair of each committee, one student representative, one community representative, and other invited members of the committees who may have a special interest in the proposed agenda. The subcommittee chair shall be elected by a majority of the subcommittee members. New policies or changes in policy approved by the subcommittee shall be made known to all members of the committees by way of minutes of the subcommittee meeting and shall be voted on and approved by a majority of each committee at subsequent meetings of the committees.

Administrative Assistant

Staff support for the committees shall be provided by the Graduate School. The administrative assistant has an annual appointment in the Graduate School, subject to renewal for successive terms. He/she shall not be a voting member of the committees or subcommittee. The administrative assistant shall handle the administrative work of the committee.

Duties and Responsibilities

- to provide review of proposed research involving human subjects prior to its initiation.
- to provide continuing supervision and advice with respect to approved projects of research involving human subjects.
- to 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. These statements shall be binding on the committees and the subcommittee on policy, members of the faculty, academic professionals, 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.
- to submit an annual report to the Senate through the Senate Consultative Committee.

8. University College Assembly

The University College Assembly represents the interests of all University students and faculty members by providing opportunities and support for faculty and students to develop worthy programs in experimental, alternative, and cross-collegiate undergraduate education.

Membership, Chair

The University College Assembly shall include 12 faculty/academic professional members appointed by the

president, with the approval of the Senate, from a slate provided by the director of University College after consultation with the appropriate deans and provosts; one member must be from a coordinate campus. Three additional faculty/academic professional members may be appointed by the director of University College for a one-year term, with no more than two reappointments. One faculty/academic professional member from each policy board of permanent programs shall be elected for one-year terms in the manner defined by each program's bylaws. One faculty/academic professional member from each experimental program shall be elected by the program's advisory committee or appointed by the director of University College if no advisory committee exists.

The University College Assembly shall include the one student chosen at large from the University, appointed for a one-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 of University College shall nominate a student. Two students representing the Student Board and one student representative from each permanent or experimental program shall be appointed for one-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 of University College after consultation with administrators of University College programs.

The director of University College shall have ex officio voting membership, and one representative shall be elected from the academic staff and shall have all privileges except voting. One representative shall be elected from the civil service staff and shall have all privileges except voting.

The chair of the University College Assembly shall be elected by the Assembly from one of the 12 faculty members appointed by the president.

Duties and Responsibilities

- to be the legislative and policy-making body regarding all educational matters in University College.
- to approve all courses with a University College designation.
- to receive, review, and offer recommendations on all requests for housing permanent programs.
- to approve the membership of policy boards and the bylaws for permanent programs.
- to receive all proposals for educational experiments submitted to University College, direct them to the Experimental Programs Committee for review, and act on requests for University College support.
- through the University College Consultative Committee, to meet with the vice president for academic affairs to recommend policies and advise the vice president on decisions pertaining to intercollegiate and experimental education, including instructional and staff services, financial support, and reward structures for faculty members wishing to develop experimental education.
- to appoint committees and charge them with the responsibility for evaluating and reporting to the University Senate through the Educational Policy Committee on each experimental program as it reaches the end of its experimental phase and each permanent program at least every five years.

Relationship to the University Senate

Although University College is an academic unit, it is here listed as a special kind of Operations committee because its constitution, approved by the University Senate November 30, 1978, provides several important ties with the University Senate:

- the University College Assembly reports to the University Senate through the Educational Policy Committee.
- permanent undergraduate educational programs to be housed in University College must be formally approved by the University Senate.
- a review of University College, including its purposes and programmatic operations, is undertaken at least every seven years in consultation with the Educational Policy Committee.
- periodic evaluations of experimental and permanent programs are reported to the University Senate through the Educational Policy Committee.

UNIVERSITY SENATE CONSTITUTION, BYLAWS, & RULES, Amendments through October 29, 1987.

<u>Page</u>	<u>Article & Section</u>	<u>Constitution</u>
1	III.1	Student body presidents of all campuses serve as ex officio nonvoting members of the Senate
		<u>Bylaws</u>
5	I.7	Recognition for registered students who have died
6	II.6	Consultative Committee may close meetings after 2/3 vote; list of topics discussed available on request and in annual report
9	IV.1.A	Business & Rules Committee members appointed by Committee on Committees
9	IV.1.B	Committee on Committees members elected by faculty/academic professional senators must have served in Senate within last 5 years. Student membership shall be: 4 elected from Twin Cities campus and 3 from Crookston, Duluth, Morris, and Waseca on an alternating basis. If any student position is not filled by October 31, it can be filled by a student from any campus.
10	IV.1.B	Committee on Committees will nominate members of the All-University Honors Committee
10	IV.1.C	Finance Committee has one civil service member*; has one faculty/academic professional member from Planning Committee
10	IV.1.D	Physical Plant & Space Allocation Committee has 2 civil service members*
10	IV.1.E	Planning Committee serves as consulting body to central administrative planning officer and recommends planning policies to Senate
11	IV.2.D	Research Committee has one civil service member*
12	IV.2.F	Add Honors Programs Committee
12	IV.2.G	Add Computing & Information Systems Committee
12	IV.3.C	Add Faculty Retirement Plan Committee

Rules

14	III.2	Social Concerns Committee has ex officio representation from Office of Vice President for Finance
----	-------	---

- 15 IV.2 All-University Honors Committee members nominated by Committee on Committees
- 16 IV.3 Animal Care Committee has a least 14 members, including 2 civil service members* and one member in a discipline not using animals
- 16 IV.5 Services for the Handicapped Committee has 2 civil service members*, and chairs of Physical Access and Program Access Working Committees, with coordinate campus working committee chairs rotating membership
- 17 IV.7 Use of Human Subjects in Research Committee shall function as 3 committees with at least 12 members on each committee. The administrative assistant shall assign members to specific committees. Policy changes or new policies approved by the Policy Subcommittee shall be voted on an approved by a majority of each committee.

*Civil service members are appointed by President in consultation with the Civil Service Committee

UNIVERSITY SENATE CONSTITUTION, BYLAWS, & RULES, Amendments through
May 19, 1988

<u>Page</u>	<u>Article & Section</u>	<u>Constitution</u>
1	III.1	Student body presidents of all campuses serve as ex officio nonvoting members of the Senate
3	III.6.b	Chair duties: spokesperson for Student Senate, set agendas, chair Student Lobbying Advisory Committee, rep on Student Advisory Council
<u>Bylaws</u>		
5	I.7	Recognition for registered students who have died
6	II.6	Consultative Committee may close meetings after 2/3 vote; list of topics discussed available on request and in annual report
6	III.1.A	Chair of Student Senate is member of Student Senate Consultative Committee
9	IV.1.A	Business & Rules Committee members appointed by Committee on Committees
9	IV.1.B	Committee on Committees members elected by faculty/academic professional senators must have served in Senate within last 5 years. Student membership shall be: 4 elected from Twin Cities campus and 3 from Crookston, Duluth, Morris, and Waseca on an alternating basis. If any student position is not filled by October 31, it can be filled by a student from any campus.
10	IV.1.B	Committee on Committees will nominate members of the All-University Honors Committee
10	IV.1.C	Finance Committee has one civil service member*; has one faculty/academic professional member from Planning Committee
10	IV.1.D	Physical Plant & Space Allocation Committee has 2 civil service members*
10	IV.1.E	Planning Committee serves as consulting body to central administrative planning officer and recommends planning policies to Senate
11	IV.2.D	Research Committee has one civil service member*
12	IV.2.F	Add Honors Programs Committee
12	IV.2.G	Add Computing & Information Systems Committee
12	IV.3.C	Add Faculty Retirement Plan Committee

OVER

Rules

- | | | |
|----|-------|--|
| 14 | III.2 | Social Concerns Committee has ex officio representation from Office of Vice President for Finance |
| 15 | III.3 | Members of Senate committees forfeit membership by neglecting 3 consecutive committee meetings, with appeals to be made to Senate Committee on Committees |
| 15 | IV.2 | All-University Honors Committee members nominated by Committee on Committees |
| 16 | IV.3 | Animal Care Committee has a least 14 members, including 2 civil service members* and one member in a discipline not using animals |
| 16 | IV.5 | Services for the Handicapped Committee has 2 civil service members*, and chairs of Physical Access and Program Access Working Committees, with coordinate campus working committee chairs rotating membership, and ex officio, Vice President, Finance |
| 17 | IV.7 | Use of Human Subjects in Research Committee shall function as 3 committees with at least 12 members on each committee. The administrative assistant shall assign members to specific committees. Policy changes or new policies approved by the Policy Subcommittee shall be voted on an approved by a majority of each committee. |

*Civil service members are appointed by President in consultation with the Civil Service Committee

University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Effective July 1, 1989

revised printing June 1994

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

UNIVERSITY SENATE CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by the Board of Regents

Consistent with actions and policies by the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Membership

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty or academic professional representatives or properly designated faculty and academic professional alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, and Crookston student bodies, and the president of the Graduate and Professional Student Assembly, shall, if not otherwise elected, serve as ex officio nonvoting members.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the constitution and bylaws of the University Senate.

3. Allocation of Functions and Powers

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

- a. The elected representatives of the faculty and academic professionals [this refers to academic professionals as defined by the Board of Regents--"Academic professionals generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent judgment. These individuals are not engaged in full-time teaching and scholarly work, as are faculty, but rather are assigned to duties enhancing the research, teaching, and service functions of the University..."] to the University Senate shall be chosen by secret ballot by the

faculty and academic professionals of the several institutes, colleges, or schools of collegiate rank. The faculty and academic professionals of each of these collegiate units shall include professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and campus-based academic professionals holding continuous and probationary appointments. Also included are campus-based academic professionals with fixed term or annual appointments having completed five years of service at the University. [Academic professionals with fixed terms of two years or more in length and eligible to serve in the Senate prior to 1993 shall continue to be eligible.]

These faculty and academic professionals shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Regulations Concerning Faculty Tenure*. Academic professionals eligible to serve in the Senate shall be eligible to vote.

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the bylaws. There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris and Crookston there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency.

Any student who has twenty-four credits in residence at the University and at the time of voting is carrying at least nine credits in his or her institute, college, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine credits in residence at the University and are full-time students at the time of voting or are certified as the equivalent of full-time students by the Graduate School. Continuing Education and Extension students shall be eligible for election if they have earned twelve credits in residence during the previous five years and are carrying three credits at the time of voting. Full-time students in each institute, college, or school shall be eligible to vote. Each institute, college, or school shall establish its own procedures to determine qualification as a full-time student.

- c. Academic officers with class titles 9302-9329 shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- e. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school.

All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate.

All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms.

To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.

- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used.

A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. Removal for Neglect of Meetings

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. University Senate and Student Senate Officers

- a. The president of the University shall chair the University Senate. A vice chair shall be elected by the Senate at its first meeting in the spring of the academic year from among its current members for a term of one year and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.
- b. The officers of the Student Senate shall be a chair, a vice chair, a clerk, and a treasurer.

The chair and vice chair shall be elected by the Student Senate at its last regularly scheduled spring quarter meeting from the members of the Student Senate. The chair and the vice chair shall not be from the same campus. In the event that no one is nominated for the vice chair position from a separate campus, the position will be open to all qualified members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to organize and chair the Student Lobbying Advisory Committee; and (4) to serve as the University's representative on the Student Advisory Council. The duties of the vice chair are (1) to assume the duties of the chair in the event of an absence or incapacity of the chair, and (2) to assume responsibilities delegated by the chair.

The clerk and treasurer shall be appointed by the chair subject to the approval of the Student Senate. The duties of the clerk and treasurer shall be prescribed in the Senate Bylaws. The Student Consultative Committee shall periodically review these officer positions.

- c. The president of the University shall chair the Faculty Senate. A vice chair shall be elected by the Faculty Senate in the spring of the academic year for a term of one year and shall be eligible for re-election. [In the instance when a faculty member is elected vice chair of the University Senate, that individual shall also serve as vice chair of the Faculty Senate.] The president, with the consent of the Faculty Senate, shall appoint a clerk and a parliamentarian of the Faculty Senate (non-members of the Faculty Senate) whose duties shall be the same as those of the clerk and parliamentarian of the University Senate.

7. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. University Senate Meetings--Call--Quorum

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question.

At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Faculty Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote.

Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate committees. The Senate also may create Special committees.

1. Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

2. Subcommittees of Senate Committees

Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall have approximately the same ratio of faculty/academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Committee on Committees. The Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall appoint members to standing subcommittees. Civil service and alumni shall be represented on subcommittees where appropriate.

3. Special Committees

Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the University Senate, the special committee shall make interim and final reports to that committee. If the task assigned to the special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the special committee requires.

ARTICLE V. GOVERNMENT OF THE COLLEGES AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. Controversies Between the University Senate and Institutes, Colleges, and Schools

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least ten days

prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the Board of Regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the Board of Regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. Voting Units

For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES (1) Agricultural Experiment Station, (2) Agriculture, (3) Architecture and Landscape Architecture (4) Biological Sciences, (5) Continuing Education and Extension, (6) Dentistry, (7) Education, (8) General College, (9) Graduate School, (10) Human Ecology, (11) Law, (12) Liberal Arts, (13) Libraries, (14) Management, (15) Medical School, (16) Minnesota Extension Service, (17) Natural Resources, (18) Nursing, (19) Pharmacy, (20) Public Affairs, (21) Public Health, (22) Technology, (23) University College, (24) Veterinary Medicine

CROOKSTON (25)

DULUTH (26) Business and Economics, (27) Education and Human Service Professions, (28) Fine Arts, (29) Liberal Arts, (30) Medicine, (31) Other [includes non-collective bargaining faculty/academic professionals from UMD]; (32) Science and Engineering

MORRIS (33)

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. Faculty/Academic Professional Elections

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

- a. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
- b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

3. Student Elections

The elected representatives of the students shall be elected in accordance with the following procedures:

- a. Between March 1 and May 20 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

4. Vacancies

Faculty/academic professional and student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section 1, of these Bylaws.

6. Clerk

- a. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
- b. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the University Department of Employee Benefits or other official sources a complete list of (1) those active or retired faculty members, (2) those members of the academic professional staff, and (3) those members of the civil service staff who have died during the preceding interval.

The clerk of the Senate shall request the departments or units to prepare suitable memorial statements and send them to their respective administrative officers to be forwarded by the administrative officers to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

- c. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Registration and Records or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition of it.

7. Parliamentarian

The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or bylaws.

8. Treasurer of the Student Senate

The treasurer of the Student Senate shall be the chief budget officer of the Student Senate. The treasurer shall chair the budget subcommittee of the Student Senate.

ARTICLE II. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection. Portions of minutes that contain private data about individuals are accessible only to the subject of the data and to University employees whose work assignments reasonably require access to the information. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals. [Refer to *Guidelines for Senate Committee Minutes*.]
2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.
3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.
4. Faculty/academic professional appointments to committees of the Senate normally shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year (see Rules Article III, Section 3, for student eligibility rules).
5. Committees shall submit items for action simultaneously to the Senate Consultative Committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.

6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The chair of each committee shall keep a list of all topics discussed in its closed meetings, make the list available upon request, and include the list in the annual report to the Senate. Meetings shall normally be listed in the *Minnesota Daily*.

7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

ARTICLE III. SENATE COMMITTEES

1. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of no more than 6 faculty/academic professional members, 3 students, 5 alumni, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.
- b. To screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

2. COMMITTEE ON COMMITTEES

The Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate.

Membership

The Committee on Committees shall be composed of 9 elected faculty/academic professional members, 6 elected undergraduate students, and one Twin Cities graduate/professional student.

Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. Faculty/academic professional members must have served as senators within the last five years.

Of the undergraduate student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, and Morris campuses, all elected by the Student Senate members from these campuses for one-year terms. Any undergraduate student committee positions that cannot be filled by October 31 will become at-large positions and can be filled by an undergraduate student from any campus. The Twin Cities graduate/professional student shall be elected by the Student Senate members of the Graduate and Professional Student Assembly. Any graduate/professional student committee positions that cannot be filled by October 31 will become at-large positions and can be filled by any graduate or professional student.

In case of a faculty/academic professional, undergraduate student or graduate/professional student vacancy, the remaining faculty/academic professional, undergraduate student or graduate/professional student members respectively, by majority vote, shall fill the vacancy by interim appointment until the next general election.

The chair shall be elected by committee members from among their number for a one-year term of office. The chair is eligible for re-election to that position.

Duties and Responsibilities

a. To forward annually to the Senate for approval names of faculty members, academic professionals, undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws of the Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional, undergraduate student or graduate/professional student member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, academic professionals, undergraduate students and graduate/professional students. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.

Faculty/academic professional members shall furnish the full committee a slate of faculty/academic professional nominees, and student members shall furnish the full committee a slate of student nominees, for review and recommendations.

- b. To solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the Senate and make a summary of this study available to the Senate.
- d. To request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific committees.

- e. To review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- f. To select an additional voting representative from a non-eligible constituency of the University for placement on the appropriate committee for a term of one year, if the Senate Consultative Committee determines that a committee of the Senate will benefit from such representation.
- g. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Senate.

3. COMPUTING AND INFORMATION SYSTEMS COMMITTEE

The Computing and Information Systems Committee represents faculty, academic professional, and student interests in computing and information systems, including telecommunications, at the University.

Membership

The Computing and Information Systems Committee shall be composed of 8 faculty/academic professional members, 2 student members (one undergraduate and one graduate), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. Insofar as possible, members shall not rotate off the committee but shall serve at least until the continued existence of the committee is reviewed by the Senate in 1996-97.

Duties and Responsibilities

- a. To make recommendations to the Senate on matters concerned with policies and administration of computing, telecommunications, and information systems.
- b. To monitor the working of existing policies, advise the president and vice presidents, and propose new initiatives in these matters.
- c. To coordinate such matters with the appropriate Senate committees, especially the Library Committee and Research Committee.
- d. To prepare for the Senate Consultative Committee by the spring of 1992 a recommendation regarding the continued existence of the committee.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

4. CONSULTATIVE COMMITTEES

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting severally or together shall serve as consulting bodies to the president, as executive committees of their respective senates, and as steering committees of their respective senates. The Twin Cities representatives shall also serve as the Twin Cities Campus Assembly Steering Committee.

Senate Consultative Committee

Membership

The Senate Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. [The faculty representatives shall serve as the Faculty Consultative Committee; the 8 elected student representatives and the chair and vice chair of the Student Senate shall serve as the Student Consultative Committee; the 8 elected student representatives and the vice chair of the Student Senate shall comprise the 9 voting student members of the Senate Consultative Committee.]

Duties and Responsibilities

Consultative

- a. To meet with the president to discuss issues or policies of the University of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or vice presidents or from committees of the Senate.
- c. To consult with the president or vice presidents, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the president or vice presidents.

Steering

- a. To superintend and direct all committees of the Senate, which includes the authority to require that any committee of the Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.

- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- d. To convene on a regular basis the chairs of the major Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the Senate.
- f. To prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- g. To recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Senate up to date.

Executive

- a. To serve as a deliberative body of the Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the Senate when a decision is required prior to the next scheduled meeting of the Senate and when a decision is required when it would not be possible to convene a special meeting of the Senate in a timely fashion; such actions will be reported to the Senate at its next meeting and the Senate may then overrule the Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- g. To provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair, the chairs of the Faculty and Student Consultative Committees, and one faculty member and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The clerk of the Senate shall be an ex officio member of the subcommittee and shall provide staff assistance.
- h. To dispose of business which appears to be not germane to the purposes of the Senate.
- i. To submit an annual report to the Senate.

Faculty Consultative Committee

Membership

The faculty of the Twin Cities campus and those faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 8 members, and the faculties of the Crookston and Morris campuses shall each elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Council of Deans are not eligible for election.
- Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.
- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established by the Twin Cities Campus Assembly. [Note: When a faculty member from the Duluth campus is elected under this provision, that individual shall not be a member of the Twin Cities Campus Faculty Assembly Steering Committee or the Twin Cities Campus Assembly Steering Committee.]
- Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

The vice chair of the Faculty Senate shall serve as an ex officio voting member of the Faculty Consultative Committee. The chairs of the Educational Policy, Faculty Affairs, and Finance and Planning Committees shall be ex officio nonvoting members of the committee. If a non-faculty member is appointed as chair of one of the three committees, then the faculty members of that committee shall elect from among themselves a representative to the Faculty Consultative Committee.

There shall also be one ex officio, nonvoting member of the committee who shall represent the faculty on the Duluth campus eligible to vote in Senate elections. This representative shall be elected in accord with procedures established by the eligible Duluth faculty.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.

- b. To serve as the executive committee and steering committee of the Faculty Senate.

Student Consultative Committee

Membership

The Student Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus
- one student from the Morris campus
- five students from the Twin Cities campus, as follows:
 - 1993-94 4 undergraduates, 1 graduate/professional
 - 1994-95 3 undergraduates, 2 graduate/professionals
 - 1995-96 4 undergraduates, 1 graduate/professional
 - 1996-97 3 undergraduates, 2 graduate/professionals
 - 1997-98 4 undergraduates, 1 graduate/professional
- the chair and vice chair of the Student Senate

Student members shall be elected in accordance with procedures determined by the respective campuses' student constituencies, subject to the following provisions:

- At the time of their election, students shall be members of the University Senate (except for Crookston).
- Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The chair of the Student Senate shall serve as an ex officio, nonvoting member of the Senate Consultative Committee if not otherwise elected in his or her own right. The vice chair of the Student Senate shall serve as a voting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To serve as the nucleus of an executive and steering committee of the Student Senate.
- c. To provide for a budget subcommittee of the Student Senate. The budget subcommittee shall be chaired by the treasurer of the Student Senate. Three members shall be appointed by the chair of the Student Senate with one member from each of the following committees: Student Senate Consultative Committee, Student Committee on Committees, Student Lobby Advisory Committee. These appointments are subject to the approval of the Student Senate.

Chairs: The chairs 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. Chairs shall be eligible for re-election to that position. The chair of the Faculty Consultative

Committee shall serve as chair of the Senate Consultative Committee.

The Student Consultative Committee shall have a chair and a vice chair who shall be from separate campuses. The vice chair shall assume the duties of the chair in the event of an absence or incapacity of the chair and shall assume responsibilities delegated by the chair.

5. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee oversees University policies, procedures, and services concerning disabled faculty/academic professionals, students, and staff.

Membership

The Disabilities Issues Committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty, academic professional, and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- a. To advise the president and administrative offices on University-wide issues relating to physical access, access to academic programs, and the structure of and provision for student services for the disabled.
- b. To review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting student needs, and to recommend changes.
- c. To educate the University community to the special concerns of its disabled members.
- d. To consult with the administrative committees providing coordination of programs and services.
- e. To bring concerns to the Senate, as appropriate.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

6. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 10 faculty/academic professional members, 5 students (including one from a coordinate campus), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. The chair of the committee shall serve as an ex officio, nonvoting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To consult with and advise the president and vice presidents on all matters of educational policy and to recommend to the Senate such policies on educational issues as it deems appropriate and necessary.
- b. To recommend to the Senate policies on the extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large and to advise the president and vice presidents with respect to these matters.
- c. To formulate policies governing calendars.
- d. To develop policies concerning special and continuing cultural activities in cooperation with appropriate academic units and campus organizations and to foster heightened cultural awareness on campus through such activities and events as it deems appropriate.
- e. To consult with the vice president for academic affairs on all matters of educational development and on all proposals related thereto.
- f. To recommend to the Senate and the president and vice presidents policies concerning University programs offered for students of especially high ability and achievement.
- g. To recommend to the Senate policies on international education and to advise the president and vice presidents on the operation of international education policies.
- h. To make recommendations to the Senate with respect to Continuing Education and Extension and its relationship to the total academic program of the University and to advise the dean of Continuing Education and Extension.
- i. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- j. To receive reports on the quality and effectiveness of undergraduate education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.

- k. To advise the vice president for academic affairs on the ROTC program and relations between the University and the Department of Defense and to recommend to the Senate policies on University-ROTC relationships.
- l. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- m. To maintain contact with the coordinate campuses through the exchange of minutes.
- n. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- o. To submit an annual report to the Senate.

7. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE

The Equal Employment Opportunity for Women Committee was established pursuant to and for the duration of the court decree in the case of *Rajender v. University of Minnesota*. Upon expiration of the decree (January 1, 1991), the committee continues in accordance with the "*Women Academic Employees Policy Statement*" of the Board of Regents.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty members, 2 members of the academic professional staff, and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. The faculty members shall be nominated by the Committee on Committees with the approval of the Senate. The academic professional staff members shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate.

Duties and Responsibilities

- a. To promote compliance with the "*Women Academic Employees Policy Statement*" approved by the University Senate on April 19, 1990 and adopted by the Board of Regents on July 13, 1990.
- b. To recommend policies that guarantee equal employment opportunity for all women faculty and academic staff of the University.
- c. To propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- d. To encourage active measures to expand and strengthen the diversity of the academic community in accordance with the Regents' "*Women Academic Employees Policy Statement*."
- e. To examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University president or vice presidents or to the University Senate if they do.

- f. To work with the University's Equal Opportunity Officer to implement the Regents' policy statement on women academic employees.
- g. To advise the University president and vice presidents.
- h. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- i. To submit an annual report to the Senate.

8. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty and academic professional staff.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one member of the academic professional staff, one graduate assistant and one undergraduate student, and ex officio representation as specified by vote of the Senate. The academic professional staff member shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate. All other members shall be nominated by the Committee on Committees with the approval of the Senate. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Faculty Consultative Committee.

Duties and Responsibilities

- a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty and academic professional staff, and to recommend improvements in the design and implementation of faculty and academic professional personnel policies.
- b. To recommend to the Faculty Senate additions to and modifications and interpretations of the *Regulations Concerning Faculty Tenure*.
- c. To examine and propose University policies and programs associated with faculty and academic professional staff development.
- d. To examine benefit options and benefit option counseling available for current and retired faculty and academic professionals (with the assistance of the Employee Benefits Department) and suggest alternatives when appropriate.
- e. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Assets Management Office and an independent consultant retained by the Faculty Senate, and recommend appropriate changes.

- f. To monitor any legislation and other policies affecting faculty and academic professional welfare including such matters as tenure and promotion, salary and benefits, and faculty and academic professional staff development.
- g. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Faculty Senate.

9. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and vice presidents on all major issues of budget and planning, including the capital request.

It shall have a permanent subcommittee on facilities management composed of 6 faculty/academic professional members (at least one of whom shall be an academic professional), 2 students, one civil service staff member, and ex officio representation from the Office of the Senior Vice President, Academic Affairs; Office of the Senior Vice President, Finance and Operations (2 representatives); Office of the Vice President, Student Affairs (Scheduling Office); and Office of the Vice President, Health Sciences. At least two of the members of the Facilities Management Subcommittee, one of whom shall be the chair, shall serve as voting members of the Finance and Planning Committee.

Membership

The Finance and Planning Committee shall be composed of 8 faculty/academic professional members, 4 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years. The chair (or his/her designee) of the Research Committee shall serve as an ex officio, nonvoting member of the committee. (The representatives from the Facilities Management Subcommittee may be included in the preceding numbers in this paragraph, or may be appointed to the committee in addition to those individuals.)

Duties and Responsibilities

- a. To consult with and advise the president and vice presidents on the development of the biennial request and the annual budget and to review the implementation of the annual budget.
- b. To consult with and advise the president and vice presidents on the financial aspects of all major proposals and policy initiatives.
- c. To consult with and advise the president and vice presidents on planning.
- d. To participate in the development and review of all physical facilities planning.

- e. To advise the president and vice presidents on questions of space allocation not restricted to the internal concerns of individual colleges and to monitor the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

10. JUDICIAL COMMITTEE

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. Members shall be nominated by the Faculty Committee on Committees with the approval of the Faculty Senate.

Duties and Responsibilities

- a. The powers, duties, and procedures of the Judicial Committee are set forth in *Regulations Concerning Faculty Tenure*, as printed July 1, 1985, and in the Judicial Committee's *Statement of Procedural Principles and Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to the Tenure Code in the areas of: personnel (promotion) decisions concerning tenured faculty; personnel decisions concerning probationary faculty; improper refusal of a new appointment to a non-regular faculty member; unrequested leave of absence from disability; termination or suspension of a faculty appointment for cause; termination or suspension in instances of fiscal emergency. Faculty members may bring these types of cases directly to the Judicial Committee without first going through other grievance procedures.
- c. To hear complaints of faculty members arising within the context of a case properly before the Judicial Committee as described in Section (b) above.
- d. To cooperate with the University Grievance Officer and the University Grievance Committee regarding the routing of appeals relating to academic freedom and responsibility and other grievances and to make recommendations regarding them.
- e. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Senate.

11. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- a. To make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- b. To advise the directors and other heads of University libraries.
- c. To evaluate University-wide library facilities, services, and collections.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

12. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service staff member shall be appointed by the president in consultation with the Civil Service Committee. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Finance and Planning Committee.

Duties and Responsibilities

- a. To recommend to the Senate Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
- b. To consult with and advise the president and vice presidents on the stimulation of and support for research activities.

- c. To assist in the evaluation of research programs within the University.
- d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.
- e. To advise the dean of the Graduate School on matters relating to research.
- f. To appoint one of its members to serve on any administrative committee appointed to deal with animal care and one of its members to serve on any administrative committee appointed to deal with the use of human subjects in research. These representatives shall ensure that policy questions generated by these committees shall be referred to the Senate through the Research Committee.
- g. To submit an annual report to the Senate, including a review of the work of any administrative committee appointed to deal with animal care or the use of human subjects in research.

13. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 civil service staff members, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service members shall be appointed by the president in consultation with the Civil Service Committee. The alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To make recommendations to the Senate for the University's response to social problems and to advise the president and vice presidents with respect to these matters.
- b. To initiate on a regular basis campus fora on current controversial issues.
- c. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Senate.

14. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues dealing with the social welfare of students at the University of Minnesota, including services such as the operation of student/staff health service facilities, and special needs pertaining to international students.

Membership

The Student Affairs Committee shall be composed of 6 faculty/academic professional members, 9 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Senate. Student members shall exceed by at least one the total of other voting members. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service member shall be appointed by the president in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To formulate and recommend to the Senate policies pertaining to all student affairs and all University-registered student organizations that are not within the control or supervision of any other committee of the Senate.
- b. To provide supervision over the financial affairs and regular publications of all University-registered student organizations, and to require all registered student organizations to provide an annual report and, upon request, a report within 30 days of notice.
- c. To be concerned with the general welfare of international students and the services and affairs that pertain to them.
- d. To provide a link between Health Service staffs and the University community and to address problems in providing effective and efficient health care.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

15. UNIVERSITY COLLEGE ASSEMBLY

The University College Assembly represents the interests of all University students and faculty members by providing opportunities and support for faculty and students to develop worthy programs in experimental, alternative, and cross-collegiate undergraduate education.

Membership

The University College Assembly shall include 12 faculty/academic professional members nominated by the president with the approval of the Senate, from a slate provided by the director of University College after consultation with the appropriate deans and chancellors; one member must be from a

coordinate campus. Three additional faculty/academic professional members may be appointed by the director of University College for a one-year term, with no more than two reappointments. One faculty/academic professional member from each policy board of permanent programs shall be elected for one-year terms in the manner defined by each program's bylaws. One faculty/academic professional member from each experimental program shall be elected by the program's advisory committee or appointed by the director of University College if no advisory committee exists.

The University College Assembly shall include the one student chosen at large from the University, nominated for a one-year term by the president, subject to confirmation by the Senate, from a slate provided by the Student Committee on Committees; if no nomination comes forward, the director of University College shall nominate a student. Two students representing the Student Board and one student representative from each permanent or experimental program shall be appointed for one-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 of University College after consultation with administrators of University College programs.

The director of University College shall have ex officio voting membership, and one representative shall be elected from the academic staff and shall have all privileges except voting.

One representative shall be elected from the civil service staff and shall have all privileges except voting.

The chair of the University College Assembly shall be elected by the Assembly from one of the 12 faculty members nominated by the president.

Duties and Responsibilities

- a. To be the legislative and policy-making body regarding all educational matters in University College.
- b. To approve all courses with a University College designation.
- c. To receive, review, and offer recommendations on all requests for housing permanent programs.
- d. To approve the membership of policy boards and the bylaws for permanent programs.
- e. To receive all proposals for educational experiments submitted to University College, direct them to the Experimental Programs Committee for review, and act on requests for University College support.
- f. Through the University College Consultative Committee, to meet with the vice president for academic affairs to recommend policies and advise the vice president on decisions pertaining to intercollegiate and experimental education, including instructional and staff services, financial support, and reward structures for faculty members wishing to develop experimental education.
- g. To appoint committees and charge them with the responsibility for evaluating and reporting to the Senate through the Educational Policy Committee on each experimental program as it reaches the end of its experimental phase and each permanent program at least every five years.

Relationship to the Senate

Although University College is an academic unit, it is here listed as a special kind of committee because its constitution, approved by the Senate November 30, 1978, provides several important ties with the Senate:

1. The University College Assembly submits an annual report to the Senate.
2. Permanent undergraduate educational programs to be housed in University College must be formally approved by the Senate.
3. A review of University College, including its purposes and programmatic operations, is undertaken at least every seven years in consultation with the Educational Policy Committee.
4. Periodic evaluations of experimental and permanent programs are reported to the Senate.
5. The University College Assembly recommends to the Senate Consultative Committee such actions or policies as it deems appropriate.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The Senate Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

*As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

3. Agenda

The Senate Consultative Committee 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 Senate Consultative Committee, the clerk of the 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.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committees before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

- The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.
- No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.
- An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.
- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate Committees. The Senate may also create Special committees. Senate committees, Subcommittees of Senate Committees, and Special committees are described in the Constitution and Bylaws.

2. Ex Officio Members of Senate Committees

Ex officio members shall be appointed from each of the offices listed below and are non-voting positions unless otherwise noted.

- All-University Honors--Office of Senior Vice President, Academic Affairs; Alumni Relations; University Development Office; University Relations
- Computing & Information Systems--Office of Senior Vice President, Academic Affairs; Office of Senior Vice President, Finance and Operations
- Disabilities Issues--Office of Vice President, Student Affairs; Office of Senior Vice President, Finance and Operations (Special Employment Programs Supervisor)
- Educational Policy--Office of Senior Vice President, Academic Affairs
- Equal Employment Opportunity for Women--Office of Senior Vice President, Academic Affairs; Office of Equal Opportunity and Affirmative Action
- Faculty Affairs--Office of Senior Vice President, Academic Affairs; Office of Senior Vice President, Finance and Operations (one from Asset Management and one from Employee Benefits); representative of the Retirees Association
- Faculty Consultative--Vice chair of the Faculty Senate (voting); Chairs of the Educational Policy, Faculty Affairs, and Finance and Planning Committees (if a non-faculty member is appointed as chair of one of the three committees, then the faculty members of that committee shall elect from among themselves a representative); elected representative from the Duluth faculty eligible to vote in Senate elections
- Finance and Planning--Office of Senior Vice President, Finance and Operations (2); Office of Senior Vice President, Academic Affairs; Office of President (Management Planning and Information Services); Chair (or his/her designee) of the Research Committee
- Library--Office of Senior Vice President, Academic Affairs; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Law Librarian
- Research--Office of Senior Vice President, Academic Affairs; Office of Senior Vice President, Finance and Operations; Office of Vice President, Health Sciences; Dean, Graduate School; Director, Agricultural Experiment Stations
- Senate Consultative--Vice chair of the University Senate (voting); Chairs of the Finance and Planning and Educational Policy Committees; elected representative from the Duluth faculty eligible to vote in Senate elections; Chair of the Student Senate
- Social Concerns--Office of Vice President, Student Affairs; Office of Senior Vice President, Finance and Operations; Office of Equal Opportunity and Affirmative Action
- Student Affairs--Office of Vice President, Student Affairs

3. Terms of Membership, Chairing of Committees, and Removal of Members for Neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote in Senate elections may serve on all committees that report to the Senate except the Consultative Committee. Faculty/academic professionals with administrative appointments (class titles 9302-9329) of 50 percent or more time are ineligible to serve on Senate committees, except ex officio. Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). Continuing Education and Extension students must be registered for at least one course for three of the four quarters in the academic year. 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. No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A member of a committee of the Senate shall be said to have neglected a meeting if the member does not attend and does not notify the chair of the impending absence. A non-student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member of a committee of the Senate shall forfeit membership by neglecting two meetings of the committee for which notification was given. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term shall be replaced for the term remaining. Replacement procedures shall follow appointment procedures.

5. Committee Support and Service

Staff support shall be funded by the Senate through funds administered by the Senate Budget Subcommittee. Staff support and services are interpreted as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A staff support person shall not be considered an ex officio member.

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

Central administration should fund released time for the faculty chairs of the Consultative, Judicial, Educational Policy, Finance and Planning, and Faculty Affairs Committees and initially it should be equivalent to one course of teaching each year (except for the Consultative Committee, which is currently by arrangement). If the chair is a student, the student should receive compensation.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the administrative office which they represent. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

UNIVERSITY SENATE

elected faculty/academic professional and student representatives from the TC, UMC, UMD, and UMM campuses

SENATE CONSULTATIVE COMMITTEE (SCC)

executive committee of the Senate

FACULTY CONSULTATIVE COMMITTEE
faculty members of SCC

STUDENT CONSULTATIVE COMMITTEE
student members of SCC

All committees report to the Senate through the Consultative Committee

- ALL-UNIVERSITY HONORS COMMITTEE
- COMMITTEE ON COMMITTEES
- COMPUTING & INFORMATION SYSTEMS COMMITTEE
- DISABILITIES ISSUES COMMITTEE
- EDUCATIONAL POLICY COMMITTEE
- EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE
- FACULTY AFFAIRS COMMITTEES
- FINANCE & PLANNING COMMITTEE
 - FACILITIES MANAGEMENT SUBCOMMITTEE
- JUDICIAL COMMITTEE
- LIBRARY COMMITTEE
- RESEARCH COMMITTEE
- SOCIAL CONCERNS COMMITTEE
- STUDENT AFFAIRS COMMITTEE
- UNIVERSITY COLLEGE ASSEMBLY

TWIN CITIES CAMPUS ASSEMBLY

TC representatives of the University Senate serve as the Twin Cities Campus Assembly

ASSEMBLY STEERING COMMITTEE (ASC)

executive committee of the Assembly - - TC members of SCC serve as the ASC

FACULTY ASSEMBLY STEERING COMMITTEE
faculty members of ASC

STUDENT ASSEMBLY STEERING COMMITTEE
student members of ASC

All committees report to the Assembly through the Steering Committee

- COMMITTEE ON COMMITTEES (TC members of the Senate Committee on Committees)
- COUNCIL ON LIBERAL EDUCATION
- EDUCATIONAL POLICY COMMITTEE (TC members of Senate Educational Policy committee)
- INTERCOLLEGIATE ATHLETICS COMMITTEE
- STUDENT BEHAVIOR COMMITTEE
- SUPORT SERVICES COMMITTEE

University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Effective July 1, 1989

revised printing July 1996

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

UNIVERSITY SENATE CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by the Board of Regents

Consistent with actions and policies by the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Membership

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty or academic professional representatives or properly designated faculty and academic professional alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, and Crookston student bodies, and the president of the Graduate and Professional Student Assembly, shall, if not otherwise elected, serve as ex officio nonvoting members.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the constitution and bylaws of the University Senate.

3. Allocation of Functions and Powers

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

- a. The elected representatives of the faculty and academic professionals [this refers to academic professionals as defined by the Board of Regents--"Academic professionals generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent judgment. These individuals are not engaged in full-

time teaching and scholarly work, as are faculty, but rather are assigned to duties enhancing the research, teaching, and service functions of the University..." to the University Senate shall be chosen by secret ballot by the faculty and academic professionals of the several institutes, colleges, or schools of collegiate rank. The faculty and academic professionals of each of these collegiate units shall include professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and campus-based academic professionals holding continuous and probationary appointments. Also included are campus-based academic professionals with fixed term or annual appointments having completed five years of service at the University. [Academic professionals with fixed terms of two years or more in length and eligible to serve in the Senate prior to 1993 shall continue to be eligible.]

These faculty and academic professionals shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Regulations Concerning Faculty Tenure*. Academic professionals eligible to serve in the Senate shall be eligible to vote.

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the bylaws. There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris and Crookston there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency.

Any student who has twenty-four credits in residence at the University and at the time of voting is carrying at least nine credits in his or her institute, college, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine credits in residence at the University and are full-time students at the time of voting or are certified as the equivalent of full-time students by the Graduate School. Continuing Education and Extension students shall be eligible for election if they have earned twelve credits in residence during the previous five years and are carrying three credits at the time of voting. Full-time students in each institute, college, or school shall be eligible to vote. Each institute, college, or school shall establish its own procedures to determine qualification as a full-time student.

- c. Academic officers with class titles 9302-9329 shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving

as a representative in the Senate.

- e. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school.

All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate.

All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms.

To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.

- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used.

A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. Removal for Neglect of Meetings

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws

of the body.

- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. University Senate and Student Senate Officers

- a. The president of the University shall chair the University Senate. A vice chair shall be elected by the Senate at its first meeting in the spring of the academic year from among its current members for a term of one year and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.

- b. The officers of the Student Senate shall be a chair and a vice chair.

The chair and vice chair shall be elected at a special spring quarter session of the Student Senate attended only by student senators elected for the following year. The outgoing chair shall preside over the election. Non-senators and outgoing student senators may not be candidates for these positions. The chair and vice chair shall not be from the same campus. In the event that no one is nominated for the vice chair position from a separate campus, the position will be open to all qualified members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve on the board of the Coalition/UMCHE, the University's student lobbying organization; and (4) to serve as the University's representative on the Student Advisory Council; (5) to serve on one central University advisory committee and to delegate student members for other advisory committees; (6) to serve as the chair of the Student Consultative Committee.

The duties of the vice chair are (1) to assume the duties of the chair in the event of an absence or incapacity of the chair; (2) to assume responsibilities delegated by the chair; (3) to submit to the Senate Office an annual budget request for the Student Senate and Student Consultative Committee, to be approved by the Student Senate during its fall quarter meeting; (4) to organize an annual orientation for members of the Student Senate; (5) to monitor Student Senate attendance and ensure that the Student Senate Handbook is updated and distributed; (6) to serve on a central advisory committee that is not attended by the Student Senate chair if there is more than one such committee active; (7) to serve as the vice chair of the Student Senate Consultative Committee.

- c. The president of the University shall chair the Faculty Senate. A vice chair shall be elected by the Faculty Senate in the spring of the academic year for a term of one year and shall be eligible for re-election. [In the instance when a faculty member is elected vice chair of the University Senate, that individual shall also serve as vice chair of the Faculty Senate.] The president, with the consent of the Faculty Senate, shall appoint a clerk and a parliamentarian of the Faculty Senate (non-members of the Faculty Senate) whose duties shall be the same as those of the clerk and parliamentarian of the University Senate.

7. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. University Senate Meetings—Call—Quorum

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question.

At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Regulations Concerning Faculty Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote.

Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate committees. The Senate also may create Special committees.

1. Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

2. Subcommittees of Senate Committees

Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall have approximately the same ratio of faculty/academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio

representation as appropriate. If an exception is necessary, the parent committee shall consult with the Committee on Committees. The Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall appoint members to standing subcommittees. Civil service and alumni shall be represented on subcommittees where appropriate.

3. Special Committees

Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the University Senate, the special committee shall make interim and final reports to that committee. If the task assigned to the special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the special committee requires.

ARTICLE V. GOVERNMENT OF THE COLLEGES AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. Controversies Between the University Senate and Institutes, Colleges, and Schools

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least ten days prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the Board of Regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the Board of Regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. Voting Units

For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES (1) Agricultural Experiment Station, (2) Agriculture, (3) Architecture and Landscape Architecture (4) Biological Sciences, (5) Continuing Education and Extension, (6) Dentistry, (7) Education, (8) General College, (9) Graduate School, (10) Human Ecology, (11) Law, (12) Liberal Arts, (13) Libraries, (14) Management, (15) Medical School, (16) Minnesota Extension Service, (17) Natural Resources, (18) Nursing, (19) Pharmacy, (20) Public Affairs, (21) Public Health, (22) Technology, (23) University College, (24) Veterinary Medicine

CROOKSTON (25)

DULUTH (26) Business and Economics, (27) Education and Human Service Professions, (28) Fine Arts, (29) Liberal Arts, (30) Medicine, (31) Other [includes non-collective bargaining faculty/academic professionals from UMD]; (32) Science and Engineering

MORRIS (33)

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. Faculty/Academic Professional Elections

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

- a. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
- b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

3. Student Elections

The elected representatives of the students shall be elected in accordance with the following procedures:

- a. Between March 1 and May 20 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

4. Vacancies

Faculty/academic professional and student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section 1, of these Bylaws.

6. Clerk

- a. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
- b. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the University Department of Employee Benefits or other official sources a complete list of (1) those active or retired faculty members, (2) those members of the academic professional staff, and (3) those members of the civil service staff who have died during the preceding interval.

The clerk of the Senate shall request the departments or units to prepare suitable memorial statements and send them to their respective administrative officers to be forwarded by the administrative officers to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

- c. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Registration and Records or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition of it.

7. Parliamentarian

The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or bylaws.

ARTICLE II. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection. Portions of minutes that contain private data about individuals are accessible only to the subject of the data and to University employees whose work assignments reasonably require access to the information. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals. [Refer to *Guidelines for Senate Committee Minutes*.]

2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.

3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.

4. Faculty/academic professional appointments to committees of the Senate normally shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year (see Rules Article III, Section 3, for student eligibility rules).

5. Committees shall submit items for action simultaneously to the Senate Consultative Committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.

6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The chair of each committee shall keep a list of all topics discussed in its closed meetings, make the list available upon request, and include the list in the annual report to the Senate. Meetings shall normally be listed in the *Minnesota Daily*.

7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

ARTICLE III. SENATE COMMITTEES

1. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of no more than 6 faculty/academic professional members, 3 students, 5 alumni, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.
- b. To screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

2. COMMITTEE ON COMMITTEES

The Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate.

Membership

The Committee on Committees shall be composed of 9 elected faculty/academic professional members, 6 elected undergraduate students, and one Twin Cities graduate/professional student.

Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses.

Faculty/academic professional members must have served as senators within the last five years.

Of the undergraduate student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, and Morris campuses, all elected by the Student Senate members from these campuses for one-year terms. Any undergraduate student committee positions that cannot be filled by October 31 will become at-large positions and can be filled by an undergraduate student from any campus. The Twin Cities graduate/professional student shall be elected by the Student Senate members of the Graduate and Professional Student Assembly. Any graduate/professional student committee positions that cannot be filled by October 31 will become at-large positions and can be filled by any graduate or professional student.

In case of a faculty/academic professional, undergraduate student or graduate/professional student vacancy, the remaining faculty/academic professional, undergraduate student or graduate/professional student members respectively, by majority vote, shall fill the vacancy by interim appointment until the next general election.

The chair shall be elected by committee members from among their number for a one-year term of office. The chair is eligible for re-election to that position.

Duties and Responsibilities

- a. To forward annually to the Senate for approval names of faculty members, academic professionals, undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws of the Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional, undergraduate student or graduate/professional student member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, academic professionals, undergraduate students and graduate/professional students. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.

Faculty/academic professional members shall furnish the full committee a slate of faculty/academic professional nominees, and student members shall furnish the full committee a slate of student nominees, for review and recommendations.

- b. To solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the Senate and make a summary of this study available to the Senate.
- d. To request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific committees.

- e. To review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- f. To select an additional voting representative from a non-eligible constituency of the University for placement on the appropriate committee for a term of one year, if the Senate Consultative Committee determines that a committee of the Senate will benefit from such representation.
- g. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Senate.

3. COMPUTING AND INFORMATION SYSTEMS COMMITTEE

The Computing and Information Systems Committee represents faculty, academic professional, and student interests in computing and information systems, including telecommunications, at the University.

Membership

The Computing and Information Systems Committee shall be composed of 8 faculty/academic professional members, 2 student members (one undergraduate and one graduate), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. Insofar as possible, members shall not rotate off the committee but shall serve at least until the continued existence of the committee is reviewed by the Senate in 1996-97.

Duties and Responsibilities

- a. To make recommendations to the Senate on matters concerned with policies and administration of computing, telecommunications, and information systems.
- b. To monitor the working of existing policies, advise the president and vice presidents, and propose new initiatives in these matters.
- c. To coordinate such matters with the appropriate Senate committees, especially the Library Committee and Research Committee.
- d. To prepare for the Senate Consultative Committee by the spring of 1992 a recommendation regarding the continued existence of the committee.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

4. CONSULTATIVE COMMITTEES

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting severally or together shall serve as consulting bodies to the president, as executive committees of their respective senates, and as steering committees of their respective senates. The Twin Cities representatives shall also serve as the Twin Cities Campus Assembly Steering Committee.

Senate Consultative Committee

Membership

The Senate Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. [The faculty representatives shall serve as the Faculty Consultative Committee; the 8 elected student representatives and the chair and vice chair of the Student Senate shall serve as the Student Consultative Committee; the 8 elected student representatives and the vice chair of the Student Senate shall constitute the 9 voting student members of the Senate Consultative Committee.]

Duties and Responsibilities

Consultative

- a. To meet with the president to discuss issues or policies of the University of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or vice presidents or from committees of the Senate.
- c. To consult with the president or vice presidents, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the president or vice presidents.

Steering

- a. To superintend and direct all committees of the Senate, which includes the authority to require that any committee of the Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.

- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- d. To convene on a regular basis the chairs of the major Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the Senate.
- f. To prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- g. To recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Senate up to date.

Executive

- a. To serve as a deliberative body of the Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the Senate when a decision is required prior to the next scheduled meeting of the Senate and when a decision is required when it would not be possible to convene a special meeting of the Senate in a timely fashion; such actions will be reported to the Senate at its next meeting and the Senate may then overrule the Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- g. To provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair, the chairs of the Faculty and Student Consultative Committees, and one faculty member and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The Clerk of the Senate shall be an ex officio member of the subcommittee and shall provide staff assistance.
- h. To dispose of business which appears to be not germane to the purposes of the Senate.
- i. To submit an annual report to the Senate.

Faculty Consultative Committee

Membership

The faculty of the Twin Cities campus and those faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 8 members, and the faculties of the Crookston and Morris campuses shall each elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Council of Deans are not eligible for election.
- Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.
- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established by the Twin Cities Campus Assembly. [Note: When a faculty member from the Duluth campus is elected under this provision, that individual shall not be a member of the Twin Cities Campus Faculty Assembly Steering Committee or the Twin Cities Campus Assembly Steering Committee.]
- Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

The vice chair of the Faculty Senate shall serve as an ex officio voting member of the Faculty Consultative Committee. The chairs of the Educational Policy, Faculty Affairs, and Finance and Planning Committees shall be ex officio nonvoting members of the committee. If a non-faculty member is appointed as chair of one of the three committees, then the faculty members of that committee shall elect from among themselves a representative to the Faculty Consultative Committee.

There shall also be one ex officio, nonvoting member of the committee who shall represent the faculty on the Duluth campus eligible to vote in Senate elections. This representative shall be elected in accord with procedures established by the eligible Duluth faculty.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.
- b. To serve as the executive committee and steering committee of the Faculty Senate.
- c. To act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.

Student Consultative Committee

Membership

The Student Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus
- one student from the Morris campus
- five students from the Twin Cities campus, as follows:

1993-94	4 undergraduates, 1 graduate/professional
1994-95	3 undergraduates, 2 graduate/professionals
1995-96	4 undergraduates, 1 graduate/professional
1996-97	3 undergraduates, 2 graduate/professionals
1997-98	4 undergraduates, 1 graduate/professional
- the chair and vice chair of the Student Senate

Student members except for the vice chair shall be elected in accordance with procedures determined by the respective campuses' student constituencies, subject to the following provisions:

- At the time of their election, students shall be members of the University Senate (except for Crookston).
- Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The vice chair of the Student Senate shall also serve as the vice chair of the Student Senate Consultative Committee. If the vice chair has already been elected to the Student Senate Consultative Committee as a regular member, he or she must concede his or her prior position to another student, to be chosen as soon as possible by the appropriate student constituency. The chair and vice chair shall serve no more than two consecutive terms. The chair of the Student Senate shall serve as an ex officio, nonvoting member of the Senate Consultative Committee. The vice chair of the Student Senate shall serve as a voting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To serve as the executive and steering committee of the Student Senate.
- c. To act on behalf of the Student Senate when a decision is required prior to the next scheduled meeting of the Student Senate and when a decision is required when it would not be possible to convene a special meeting of the Student Senate in a timely fashion; such actions will be reported to the Student Senate at its next meeting and the Student Senate may then overrule the Student Senate Consultative Committee.

Chairs: The chairs 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. Chairs shall be eligible for re-election to that position. The vice chair of the Student Senate Consultative Committee shall be elected by the Student Senate in accordance with Article III, Section 6b, of the Senate Constitution. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

5. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee oversees University policies, procedures, and services concerning disabled faculty/academic professionals, students, and staff.

Membership

The Disabilities Issues Committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty, academic professional, and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- a. To advise the president and administrative offices on University-wide issues relating to physical access, access to academic programs, and the structure of and provision for student services for the disabled.
- b. To review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting student needs, and to recommend changes.
- c. To educate the University community to the special concerns of its disabled members.
- d. To consult with the administrative committees providing coordination of programs and services.
- e. To bring concerns to the Senate, as appropriate.

- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

6. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 10 faculty/academic professional members, 5 students (including one from a coordinate campus), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. The chair of the committee shall serve as an ex officio, nonvoting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To consult with and advise the president and vice presidents on all matters of educational policy and to recommend to the Senate such policies on educational issues as it deems appropriate and necessary.
- b. To recommend to the Senate policies on the extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large and to advise the president and vice presidents with respect to these matters.
- c. To formulate policies governing calendars.
- d. To develop policies concerning special and continuing cultural activities in cooperation with appropriate academic units and campus organizations and to foster heightened cultural awareness on campus through such activities and events as it deems appropriate.
- e. To consult with the vice president for academic affairs on all matters of educational development and on all proposals related thereto.
- f. To recommend to the Senate and the president and vice presidents policies concerning University programs offered for students of especially high ability and achievement.
- g. To recommend to the Senate policies on international education and to advise the president and vice presidents on the operation of international education policies.
- h. To make recommendations to the Senate with respect to Continuing Education and Extension and its relationship to the total academic program of the University and to advise the dean of Continuing Education and Extension.

- i. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- j. To receive reports on the quality and effectiveness of undergraduate education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.
- k. To advise the vice president for academic affairs on the ROTC program and relations between the University and the Department of Defense and to recommend to the Senate policies on University-ROTC relationships.
- l. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- m. To maintain contact with the coordinate campuses through the exchange of minutes.
- n. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- o. To submit an annual report to the Senate.

7. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE

The Equal Employment Opportunity for Women Committee was established pursuant to and for the duration of the court decree in the case of *Rajender v. University of Minnesota*. Upon expiration of the decree (January 1, 1991), the committee continues in accordance with the "*Women Academic Employees Policy Statement*" of the Board of Regents.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty members, 2 members of the academic professional staff, and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. The faculty members shall be nominated by the Committee on Committees with the approval of the Senate. The academic professional staff members shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate.

Duties and Responsibilities

- a. To promote compliance with the "*Women Academic Employees Policy Statement*" approved by the University Senate on April 19, 1990 and adopted by the Board of Regents on July 13, 1990.
- b. To recommend policies that guarantee equal employment opportunity for all women faculty and academic staff of the University.

- c. To propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- d. To encourage active measures to expand and strengthen the diversity of the academic community in accordance with the Regents' *"Women Academic Employees Policy Statement."*
- e. To examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University president or vice presidents or to the University Senate if they do.
- f. To work with the University's Equal Opportunity Officer to implement the Regents' policy statement on women academic employees.
- g. To advise the University president and vice presidents.
- h. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- i. To submit an annual report to the Senate.

8. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty and academic professional staff.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one member of the academic professional staff, one graduate assistant and one undergraduate student, and ex officio representation as specified by vote of the Senate. The academic professional staff member shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate. All other members shall be nominated by the Committee on Committees with the approval of the Senate. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Faculty Consultative Committee.

Duties and Responsibilities

- a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty and academic professional staff, and to recommend improvements in the design and implementation of faculty and academic professional personnel policies.
- b. To recommend to the Faculty Senate additions to and modifications and interpretations of the *Regulations Concerning Faculty Tenure*.
- c. To examine and propose University policies and programs associated with faculty and academic professional staff development.

- d. To examine benefit options and benefit option counseling available for current and retired faculty and academic professionals (with the assistance of the Employee Benefits Department) and suggest alternatives when appropriate.
- e. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Assets Management Office and an independent consultant retained by the Faculty Senate, and recommend appropriate changes.
- f. To monitor any legislation and other policies affecting faculty and academic professional welfare including such matters as tenure and promotion, salary and benefits, and faculty and academic professional staff development.
- g. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Faculty Senate.

9. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and vice presidents on all major issues of budget and planning, including the capital request.

It shall have a permanent subcommittee on facilities management composed of 6 faculty/academic professional members (at least one of whom shall be an academic professional), 2 students, one civil service staff member, and ex officio representation from the Office of the Senior Vice President, Academic Affairs; Office of the Senior Vice President, Finance and Operations (2 representatives); Office of the Vice President, Academic Affairs (Scheduling Office); and Office of the Provost, Academic Health Center. At least two of the members of the Facilities Management Subcommittee, one of whom shall be the chair, shall serve as voting members of the Finance and Planning Committee.

Membership

The Finance and Planning Committee shall be composed of 8 faculty/academic professional members, 4 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years. The chair (or his/her designee) of the Research Committee shall serve as an ex officio, nonvoting member of the committee. (The representatives from the Facilities Management Subcommittee may be included in the preceding numbers in this paragraph, or may be appointed to the committee in addition to those individuals.)

Duties and Responsibilities

- a. To consult with and advise the president and vice presidents on the development of the biennial request and the annual budget and to review the implementation of the annual budget.
- b. To consult with and advise the president and vice presidents on the financial aspects of all major proposals and policy initiatives.

- c. To consult with and advise the president and vice presidents on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the president and vice presidents on questions of space allocation not restricted to the internal concerns of individual colleges and to monitor the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

10. JUDICIAL COMMITTEE

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. Members shall be nominated by the Faculty Committee on Committees with the approval of the Faculty Senate.

Duties and Responsibilities

- a. The powers, duties, and procedures of the Judicial Committee are set forth in *Regulations Concerning Faculty Tenure*, as printed July 1, 1985, and in the Judicial Committee's *Statement of Procedural Principles and Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to the Tenure Code in the areas of: personnel (promotion) decisions concerning tenured faculty; personnel decisions concerning probationary faculty; improper refusal of a new appointment to a non-regular faculty member; unrequested leave of absence from disability; termination or suspension of a faculty appointment for cause; termination or suspension in instances of fiscal emergency. Faculty members may bring these types of cases directly to the Judicial Committee without first going through other grievance procedures.
- c. To hear complaints of faculty members arising within the context of a case properly before the Judicial Committee as described in Section (b) above.
- d. To cooperate with the University Grievance Officer and the University Grievance Committee regarding the routing of appeals relating to academic freedom and responsibility and other grievances and to make recommendations regarding them.
- e. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Senate.

11. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- a. To make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- b. To advise the directors and other heads of University libraries.
- c. To evaluate University-wide library facilities, services, and collections.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

12. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service staff member shall be appointed by the president in consultation with the Civil Service Committee. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Finance and Planning Committee.

Duties and Responsibilities

- a. To recommend to the Senate Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
- b. To consult with and advise the president and vice presidents on the stimulation of and support for research activities.
- c. To assist in the evaluation of research programs within the University.

- d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.
- e. To advise the dean of the Graduate School on matters relating to research.
- f. To appoint one of its members to serve on any administrative committee appointed to deal with animal care and one of its members to serve on any administrative committee appointed to deal with the use of human subjects in research. These representatives shall ensure that policy questions generated by these committees shall be referred to the Senate through the Research Committee.
- g. To submit an annual report to the Senate, including a review of the work of any administrative committee appointed to deal with animal care or the use of human subjects in research.

13. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 civil service staff members, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service members shall be appointed by the president in consultation with the Civil Service Committee. The alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To make recommendations to the Senate for the University's response to social problems and to advise the president and vice presidents with respect to these matters.
- b. To initiate on a regular basis campus fora on current controversial issues.
- c. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Senate.

14. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues dealing with the social welfare of students at the University of Minnesota, including services such as the operation of student/staff health service facilities, and special needs pertaining to international students.

Membership

The Student Affairs Committee shall be composed of 6 faculty/academic professional members, 9 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Senate. Student members shall exceed by at least one the total of other voting members. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service member shall be appointed by the president in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To formulate and recommend to the Senate policies pertaining to all student affairs and all University-registered student organizations that are not within the control or supervision of any other committee of the Senate.
- b. To provide supervision over the financial affairs and regular publications of all University-registered student organizations, and to require all registered student organizations to provide an annual report and, upon request, a report within 30 days of notice.
- c. To be concerned with the general welfare of international students and the services and affairs that pertain to them.
- d. To provide a link between Health Service staffs and the University community and to address problems in providing effective and efficient health care.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

15. UNIVERSITY COLLEGE ASSEMBLY

The University College Assembly represents the interests of all University students and faculty members by providing opportunities and support for faculty and students to develop worthy programs in experimental, alternative, and cross-collegiate undergraduate education.

Membership

The University College Assembly shall include 12 faculty/academic professional members nominated by the president with the approval of the Senate, from a slate provided by the director of University College after consultation with the appropriate deans and chancellors; one member must be from a

coordinate campus. Three additional faculty/academic professional members may be appointed by the director of University College for a one-year term, with no more than two reappointments. One faculty/academic professional member from each policy board of permanent programs shall be elected for one-year terms in the manner defined by each program's bylaws. One faculty/academic professional member from each experimental program shall be elected by the program's advisory committee or appointed by the director of University College if no advisory committee exists.

The University College Assembly shall include the one student chosen at large from the University, nominated for a one-year term by the president, subject to confirmation by the Senate, from a slate provided by the Student Committee on Committees; if no nomination comes forward, the director of University College shall nominate a student. Two students representing the Student Board and one student representative from each permanent or experimental program shall be appointed for one-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 of University College after consultation with administrators of University College programs.

The director of University College shall have ex officio voting membership, and one representative shall be elected from the academic staff and shall have all privileges except voting.

One representative shall be elected from the civil service staff and shall have all privileges except voting.

The chair of the University College Assembly shall be elected by the Assembly from one of the 12 faculty members nominated by the president.

Duties and Responsibilities

- a. To be the legislative and policy-making body regarding all educational matters in University College.
- b. To approve all courses with a University College designation.
- c. To receive, review, and offer recommendations on all requests for housing permanent programs.
- d. To approve the membership of policy boards and the bylaws for permanent programs.
- e. To receive all proposals for educational experiments submitted to University College, direct them to the Experimental Programs Committee for review, and act on requests for University College support.
- f. Through the University College Consultative Committee, to meet with the vice president for academic affairs to recommend policies and advise the vice president on decisions pertaining to intercollegiate and experimental education, including instructional and staff services, financial support, and reward structures for faculty members wishing to develop experimental education.
- g. To appoint committees and charge them with the responsibility for evaluating and reporting to the Senate through the Educational Policy Committee on each experimental program as it reaches the end of its experimental phase and each permanent program at least every five years.

Relationship to the Senate

Although University College is an academic unit, it is here listed as a special kind of committee because its constitution, approved by the Senate November 30, 1978, provides several important ties with the Senate:

1. The University College Assembly submits an annual report to the Senate.
2. Permanent undergraduate educational programs to be housed in University College must be formally approved by the Senate.
3. A review of University College, including its purposes and programmatic operations, is undertaken at least every seven years in consultation with the Educational Policy Committee.
4. Periodic evaluations of experimental and permanent programs are reported to the Senate.
5. The University College Assembly recommends to the Senate Consultative Committee such actions or policies as it deems appropriate.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The Senate Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

*As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

3. Agenda

The Senate Consultative Committee 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 Senate Consultative Committee, the clerk of the 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.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committees before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

- The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.
- No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.
- An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.
- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate Committees. The Senate may also create Special committees. Senate committees, Subcommittees of Senate Committees, and Special committees are described in the Constitution and Bylaws.

2. Ex Officio Members of Senate Committees

Ex officio members shall be appointed from each of the offices listed below and are non-voting positions unless otherwise noted.

- All-University Honors--Office of the Senior Vice President, Academic Affairs; Alumni Relations; University Development Office; University Relations
- Computing & Information Systems--Office of the Senior Vice President, Academic Affairs; Office of Senior Vice President, Finance and Operations
- Disabilities Issues--Office of the Vice President, Academic Affairs (Disability Services Office); Office of the Senior Vice President, Finance and Operations (Special Employment Programs Supervisor)
- Educational Policy--Office of the Senior Vice President, Academic Affairs; Office of the Provost, Arts, Sciences, and Engineering; Dean, Graduate School
- Equal Employment Opportunity for Women--Office of the Senior Vice President, Academic Affairs; Office of Equal Opportunity and Affirmative Action
- Faculty Affairs--Office of the Senior Vice President, Academic Affairs; Office of the Senior Vice President, Finance and Operations (one from Asset Management and one from Employee Benefits); Chair (or his/her designee) of the Equal Employment Opportunity for Women Committee; representative of the Retirees Association
- Faculty Consultative--Vice chair of the Faculty Senate (voting); Chairs of the Educational Policy, Faculty Affairs, and Finance and Planning Committees (if a non-faculty member is appointed as chair of one of the three committees, then the faculty members of that committee shall elect from among themselves a representative); elected representative from the Duluth faculty eligible to vote in Senate elections
- Finance and Planning--Office of the Senior Vice President, Finance and Operations (two representatives); Office of the Senior Vice President, Academic Affairs (two representatives, including one from the Office of Planning and Information Services); Chair (or his/her designee) of the Research Committee
- Library--Office of the Senior Vice President, Academic Affairs; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Law Librarian
- Research--Office of the Senior Vice President, Academic Affairs; Office of the Senior Vice President, Finance and Operations; Office of the Provost, Academic Health Center; Dean, Graduate School; Director, Agricultural Experiment Stations
- Senate Consultative--Vice chair of the University Senate (voting); Chairs of the Finance and Planning and Educational Policy Committees; elected representative from the Duluth faculty eligible to vote in Senate elections; Chair of the Student Senate
- Social Concerns--Office of the Vice President, Student Development and Athletics; Office of the Senior Vice President, Finance and Operations; Office of Equal Opportunity and Affirmative Action

3. Terms of Membership, Chairing of Committees, and Removal of Members for Neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote in Senate elections may serve on all committees that report to the Senate except the Consultative Committee. Faculty/academic professionals with administrative appointments (class titles 9302-9329) of 50 percent or more time are ineligible to serve on Senate committees, except ex officio. Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). Continuing Education and Extension students must be registered for at least one course for three of the four quarters in the academic year. 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. No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A member of a committee of the Senate shall be said to have neglected a meeting if the member does not attend and does not notify the chair of the impending absence. A non-student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member of a committee of the Senate shall forfeit membership by neglecting two meetings of the committee for which notification was given. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term shall be replaced for the term remaining. Replacement procedures shall follow appointment procedures.

5. Committee Support and Service

Staff support shall be funded by the Senate through funds administered by the Senate Budget Subcommittee. Staff support and services are interpreted as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A staff support person shall not be considered an ex officio member.

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

Central administration should fund released time for the faculty chairs of the Consultative, Judicial, Educational Policy, Finance and Planning, and Faculty Affairs Committees and initially it should be equivalent to one course of teaching each year (except for the Consultative Committee, which is currently by arrangement). If the chair is a student, the student should receive compensation.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the administrative office which they represent. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

UNIVERSITY SENATE

elected faculty/academic professional and student representatives from the TC, UMC, UMD, and UMM campuses

SENATE CONSULTATIVE COMMITTEE (SCC)

executive committee of the Senate

FACULTY CONSULTATIVE COMMITTEE
faculty members of SCC

STUDENT CONSULTATIVE COMMITTEE
student members of SCC

All committees report to the Senate through the Consultative Committee

- ALL-UNIVERSITY HONORS COMMITTEE
- COMMITTEE ON COMMITTEES
- COMPUTING & INFORMATION SYSTEMS COMMITTEE
- DISABILITIES ISSUES COMMITTEE
- EDUCATIONAL POLICY COMMITTEE
- EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE
- FACULTY AFFAIRS COMMITTEE
- FINANCE & PLANNING COMMITTEE
-FACILITIES MANAGEMENT SUBCOMMITTEE
- JUDICIAL COMMITTEE
- LIBRARY COMMITTEE
- RESEARCH COMMITTEE
- SOCIAL CONCERNS COMMITTEE
- STUDENT AFFAIRS COMMITTEE
- UNIVERSITY COLLEGE ASSEMBLY

TWIN CITIES CAMPUS ASSEMBLY

TC representatives of the University Senate serve as the Twin Cities Campus Assembly

ASSEMBLY STEERING COMMITTEE (ASC)

executive committee of the Assembly — TC members of SCC serve as the ASC

FACULTY ASSEMBLY COMMITTEE
faculty members of ASC

STUDENT ASSEMBLY COMMITTEE
student members of ASC

All committees report to the Assembly through the Steering Committee

- ACADEMIC HEALTH CENTER PROVOSTAL FACULTY CONSULTATIVE COMMITTEE
- ACADEMIC HEALTH CENTER PROVOSTAL STUDENT CONSULTATIVE COMMITTEE
- ARTS, SCIENCES AND ENGINEERING PROVOSTAL FACULTY CONSULTATIVE COMMITTEE
- ARTS, SCIENCES AND ENGINEERING PROVOSTAL STUDENT CONSULTATIVE COMMITTEE
- COMMITTEE ON COMMITTEES
(TC members of Senate Committee on Committees)
- COUNCIL ON LIBERAL EDUCATION
- EDUCATIONAL POLICY COMMITTEE
(TC members of Senate Educational Policy committee)
- INTERCOLLEGIATE ATHLETICS COMMITTEE
- PROFESSIONAL STUDIES PROVOSTAL FACULTY CONSULTATIVE COMMITTEE
- PROFESSIONAL STUDIES PROVOSTAL STUDENT CONSULTATIVE COMMITTEE
- STUDENT BEHAVIOR COMMITTEE
- SUPPORT SERVICES COMMITTEE

University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Effective July 1, 1989

revised printing September 1997

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

UNIVERSITY SENATE CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by the Board of Regents

Consistent with actions and policies by the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Membership

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty or academic professional representatives or properly designated faculty and academic professional alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, and Crookston student bodies, and the president of the Graduate and Professional Student Assembly, shall, if not otherwise elected, serve as ex officio nonvoting members.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The

minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the constitution and bylaws of the University Senate.

3. Allocation of Functions and Powers

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

- a. The elected representatives of the faculty and academic professionals [this refers to academic professionals as defined by the Board of Regents--"Academic professionals generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent judgment. These individuals are not engaged in full-time teaching and scholarly work, as are faculty, but rather are assigned to duties enhancing the research, teaching, and service functions of the University..."] to the University Senate shall be chosen by secret ballot by the faculty and academic professionals of the several institutes, colleges, or schools of collegiate rank. The faculty and academic professionals of each of these collegiate units shall include professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and campus-based academic professionals holding continuous and probationary appointments. Also included are campus-based academic professionals with fixed term or annual appointments having completed five years

of service at the University. [Academic professionals with fixed terms of two years or more in length and eligible to serve in the Senate prior to 1993 shall continue to be eligible.]

These faculty and academic professionals shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Faculty Tenure Code*. Academic professionals eligible to serve in the Senate shall be eligible to vote.

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the bylaws. There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris and Crookston there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency.

Any student who has twenty-four credits in residence at the University and at the time of voting is carrying at least nine credits in his or her institute, college, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine credits in residence at the University and are full-time students at the time of voting or are certified as the equivalent of full-time students by the Graduate School. Continuing Education and Extension students shall be eligible for election if they have earned twelve credits in residence during the previous five years and are carrying three credits at the time of voting. Full-time students in each institute, college, or school shall be eligible to vote. Each institute, college, or school shall establish its own procedures to determine qualification as a full-time student.

- c. Academic officers with class titles 9302-9329 shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- e. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school.

All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate.

All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms.

To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.

- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used.

A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. Removal for Neglect of Meetings

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. University Senate and Student Senate Officers

- a. The president of the University shall chair the University Senate. A vice chair shall be elected by the Senate at its first meeting in the spring of the academic year from among its current members for a term of one year and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.
- b. The officers of the Student Senate shall be a chair and a vice chair.

The chair and vice chair shall be elected at a special spring quarter session of the Student Senate attended only by student senators elected for the following year. The outgoing chair shall preside over the election. Non-senators and outgoing student senators may not be candidates for these positions. The chair and vice chair shall not be from the same campus. In the event that no one is nominated for the vice chair position from a separate campus, the position will be open to all qualified members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve on the board of the Student Legislative Coalition, the University's student lobbying organization; and (4) to serve as the University's representative on the Student Advisory Council; (5) to serve on one central University advisory committee and to delegate student members for other advisory committees.

The duties of the vice chair are (1) to assume the duties of the chair in the event of an absence or incapacity of the chair; (2) to assume responsibilities delegated by the chair; (3) to submit to the Senate Office an annual budget request for the Student Senate and Student Consultative Committee, to be approved by the Student Senate during its fall quarter meeting; (4) to organize an annual orientation for members of the Student Senate; (5) to monitor Student Senate attendance and ensure that the Student Senate Handbook is updated and distributed; (6) to serve on a central advisory committee that is not attended by the Student Senate chair if there is more than one such committee active; (7) to serve as the vice chair of the Student Senate Consultative Committee.

- c. The president of the University shall chair the Faculty Senate. A vice chair shall be elected by the Faculty Senate in the spring of the academic year for a term of one year and shall be eligible for re-election. [In the instance when a faculty member is elected vice chair of the University Senate, that individual shall also serve as vice chair of the Faculty Senate.] The president, with the consent of the Faculty Senate, shall appoint a clerk and a parliamentarian of the Faculty Senate (non-members of the Faculty Senate) whose duties shall be the same as those of the clerk and parliamentarian of the University Senate.

7. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. University Senate Meetings--Call--Quorum

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question.

At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate

Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Faculty Tenure Code* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote.

Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate committees. The Senate also may create special committees.

1. Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

2. Subcommittees of Senate Committees

Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall have approximately the same ratio of faculty/academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Committee on Committees. The Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall appoint members to standing subcommittees. Civil service and alumni shall be represented on subcommittees where appropriate.

3. Special Committees

Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the University Senate, the special committee shall make interim and final reports to that committee. If the task assigned to the special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the special committee requires.

ARTICLE V. GOVERNMENT OF THE COLLEGES AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. Controversies Between the University Senate and Institutes, Colleges, and Schools

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least ten days prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the Board of Regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the Board of Regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. Voting Units

For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES (1) Agricultural Experiment Station, (2) Agricultural, Food, & Environmental Sciences, (3) Architecture and Landscape Architecture (4) Biological Sciences, (5) Dentistry, (6) Education & Human Development, (7) General College, (8) Graduate School, (9) Human Ecology, (10) Law, (11) Liberal Arts, (12) Libraries, (13) Management, (14) Medical School, (15) University of Minnesota Extension Service, (16) Natural Resources, (17) Nursing, (18) Pharmacy, (19) Public Affairs, (20) Public Health, (21) Technology, (22) University College, (23) Veterinary Medicine

CROOKSTON (24)

DULUTH (25) Business and Economics, (26) Education and Human Service Professions, (27) Fine Arts, (28) Liberal Arts, (29) Medicine, (30) Other [includes non-collective bargaining faculty/academic professionals from UMD]; (31) Science and Engineering

MORRIS (32)

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. Faculty/Academic Professional Elections

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

- a. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
- b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

3. Student Elections

The elected representatives of the students shall be elected in accordance with the following procedures:

- a. Between March 1 and May 20 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

4. Vacancies

Faculty/academic professional and student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section 1, of these Bylaws.

6. Clerk

- a. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
- b. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Human Resources or other official sources a complete list of (1) those active or retired faculty members, (2) those members of the academic professional staff, and (3) those members of the civil service staff who have died during the preceding interval.

The clerk of the Senate shall request the departments or units to prepare suitable memorial statements and send them to their respective administrative officers to be forwarded by the administrative officers to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

- c. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of the Registrar or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition of it.

7. Parliamentarian

The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or bylaws.

ARTICLE II. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection. Portions of minutes that contain private data about individuals are accessible only to the subject of the data and to University employees whose work assignments reasonably require access to the information. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals. [Refer to *Guidelines for Senate Committee Minutes*.]

2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.

3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.

4. Faculty/academic professional appointments to committees of the Senate normally shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year (see Rules Article III, Section 3, for student eligibility rules).

5. Committees shall submit items for action simultaneously to the Senate Consultative Committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.

6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The chair of each committee shall keep a list of all topics discussed in its closed meetings, make the list available upon request, and include the list in the annual report to the Senate. Meetings shall normally be listed in the *Minnesota Daily*.

7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

ARTICLE III. SENATE COMMITTEES

1. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of no more than 6 faculty/academic professional members, 3 students, 5 alumni, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.
- b. To screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

2. COMMITTEE ON COMMITTEES

The Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate.

Membership

The Committee on Committees shall be composed of 9 elected faculty/academic professional members, 6 elected undergraduate students, and one Twin Cities graduate/professional student.

Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. Faculty/academic professional members must have served as senators within the last five years.

Of the undergraduate student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, and Morris campuses, all elected by the Student Senate members from these campuses for one-year terms. Any undergraduate student committee positions that cannot be filled by October 31 will become at-large positions and can be filled by an undergraduate student from any campus. The Twin Cities graduate/professional student shall be elected by the Student Senate members of the Graduate and Professional Student Assembly. Any

graduate/professional student committee positions that cannot be filled by October 31 will become at-large positions and can be filled by any graduate or professional student.

In case of a faculty/academic professional, undergraduate student or graduate/professional student vacancy, the remaining faculty/academic professional, undergraduate student or graduate/professional student members respectively, by majority vote, shall fill the vacancy by interim appointment until the next general election.

The chair shall be elected by committee members from among their number for a one-year term of office. The chair is eligible for re-election to that position.

Duties and Responsibilities

- a. To forward annually to the Senate for approval names of faculty members, academic professionals, undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws of the Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional, undergraduate student or graduate/professional student member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, academic professionals, undergraduate students and graduate/professional students. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.

Faculty/academic professional members shall furnish the full committee a slate of faculty/academic professional nominees, and student members shall furnish the full committee a slate of student nominees, for review and recommendations.

- b. To solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the Senate and make a summary of this study available to the Senate.
- d. To request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific committees.
- e. To review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- f. To select an additional voting representative from a non-eligible constituency of the University for placement on the appropriate committee for a term of one year, if the Senate Consultative Committee determines that a committee of the Senate will benefit from such representation.
- g. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Senate.

3. COMPUTING AND INFORMATION SYSTEMS COMMITTEE

The Computing and Information Systems Committee represents faculty, academic professional, and student interests in computing and information systems, including telecommunications, at the University.

Membership

The Computing and Information Systems Committee shall be composed of 8 faculty/academic professional members, 2 student members (one undergraduate and one graduate), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. Insofar as possible, members shall not rotate off the committee but shall serve at least until the continued existence of the committee is reviewed by the Senate in 1996-97.

Duties and Responsibilities

- a. To make recommendations to the Senate on matters concerned with policies and administration of computing, telecommunications, and information systems.
- b. To monitor the working of existing policies, advise the president and senior academic officers, and propose new initiatives in these matters.
- c. To coordinate such matters with the appropriate Senate committees, especially the Library Committee and Research Committee.
- d. To prepare for the Senate Consultative Committee by the spring of 1992 a recommendation regarding the continued existence of the committee.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

4. CONSULTATIVE COMMITTEES

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting severally or together shall serve as consulting bodies to the president, as executive committees of their respective Senates, and as steering committees of their respective Senates. The Twin Cities representatives shall also serve as the Twin Cities Campus Assembly Steering Committee.

Senate Consultative Committee

Membership

The Senate Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. [The faculty representatives shall serve as the Faculty Consultative Committee; the 8 elected student representatives and the chair and

vice chair of the Student Senate shall serve as the Student Consultative Committee; the 8 elected student representatives and the vice chair of the Student Senate shall constitute the 9 voting student members of the Senate Consultative Committee.]

Duties and Responsibilities

Consultative

- a. To meet with the president to discuss issues or policies of the University of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the Senate, which includes the authority to require that any committee of the Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- d. To convene on a regular basis the chairs of the major Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the Senate.
- f. To prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- g. To recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Senate up to date.

Executive

- a. To serve as a deliberative body of the Senate on all major items it deems necessary and appropriate.

- b. To act on behalf of the Senate when a decision is required prior to the next scheduled meeting of the Senate and when a decision is required when it would not be possible to convene a special meeting of the Senate in a timely fashion; such actions will be reported to the Senate at its next meeting and the Senate may then overrule the Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- g. To provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair, the chairs of the Faculty and Student Consultative Committees, and one faculty member and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The Clerk of the Senate shall be an ex officio member of the subcommittee and shall provide staff assistance.
- h. To dispose of business which appears to be not germane to the purposes of the Senate.
- i. To submit an annual report to the Senate.

Faculty Consultative Committee

Membership

The faculty of the Twin Cities campus and those faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 8 members, and the faculties of the Crookston and Morris campuses shall each elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Deans' Council are not eligible for election.
- Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.
- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established by the Twin Cities Campus Assembly. [Note: When a faculty

member from the Duluth campus is elected under this provision, that individual shall not be a member of the Twin Cities Campus Faculty Assembly Steering Committee or the Twin Cities Campus Assembly Steering Committee.]

- Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

The vice chair of the Faculty Senate shall serve as an ex officio voting member of the Faculty Consultative Committee. The chairs of the Educational Policy, Faculty Affairs, and Finance and Planning Committees shall be ex officio nonvoting members of the committee. If a non-faculty member is appointed as chair of one of the three committees, then the faculty members of that committee shall elect from among themselves a representative to the Faculty Consultative Committee.

There shall also be one ex officio, nonvoting member of the committee who shall represent the faculty on the Duluth campus eligible to vote in Senate elections. This representative shall be elected in accord with procedures established by the eligible Duluth faculty.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.
- b. To serve as the executive committee and steering committee of the Faculty Senate.
- c. To act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.

Student Consultative Committee

Membership

The Student Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus
- one student from the Morris campus
- five students from the Twin Cities campus, as follows:

1993-94	4 undergraduates, 1 graduate/professional
1994-95	3 undergraduates, 2 graduate/professionals
1995-96	4 undergraduates, 1 graduate/professional
1996-97	3 undergraduates, 2 graduate/professionals
1997-98	4 undergraduates, 1 graduate/professional
- the chair and vice chair of the Student Senate

Student members, except for the vice chair, shall be elected in accordance with procedures determined by the respective campuses' student constituencies, subject to the following provisions:

- At the time of their election, students shall be members of the University Senate (except for Crookston).

- Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The vice chair of the Student Senate shall also serve as the vice chair of the Student Senate Consultative Committee. If the vice chair has already been elected to the Student Senate Consultative Committee as a regular member, he or she must concede his or her prior position to another student, to be chosen as soon as possible by the appropriate student constituency. The chair and vice chair shall serve no more than two consecutive terms. The chair of the Student Senate shall serve as an ex officio, nonvoting member of the Senate Consultative Committee. The vice chair of the Student Senate shall serve as a voting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To serve as the executive and steering committee of the Student Senate.
- c. To act on behalf of the Student Senate when a decision is required prior to the next scheduled meeting of the Student Senate and when a decision is required when it would not be possible to convene a special meeting of the Student Senate in a timely fashion; such actions will be reported to the Student Senate at its next meeting and the Student Senate may then overrule the Student Senate Consultative Committee.

Chairs: The chairs 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. Chairs shall be eligible for re-election to that position. The vice chair of the Student Senate Consultative Committee shall be elected by the Student Senate in accordance with Article III, Section 6b, of the Senate Constitution. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

5. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee oversees University policies, procedures, and services concerning disabled faculty/academic professionals, students, and staff.

Membership

The Disabilities Issues Committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty, academic professional, and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- a. To advise the president and administrative offices on University-wide issues relating to physical access, access to academic programs, and the structure of and provision for student services for the disabled.
- b. To review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting student needs, and to recommend changes.
- c. To educate the University community to the special concerns of its disabled members.
- d. To consult with the administrative committees providing coordination of programs and services.
- e. To bring concerns to the Senate, as appropriate.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

6. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 10 faculty/academic professional members, 5 students (including one from a coordinate campus), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. The chair of the committee shall serve as an ex officio, nonvoting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To consult with and advise the president and senior officers it determines appropriate on all matters of educational policy and to recommend to the Senate such policies on educational issues as it deems appropriate and necessary.
- b. To recommend to the Senate policies on the extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large and to advise the president and senior academic officers with respect to these matters.
- c. To formulate policies governing calendars, and to set the calendar of the University with the approval of the Senate.
- d. To develop policies concerning special and continuing cultural activities in cooperation with appropriate academic units and campus organizations and to foster heightened cultural awareness on campus through such activities and events as it deems appropriate.
- e. To consult with the executive vice president for academic affairs on all matters of educational development and on all proposals related thereto.

- f. To recommend to the Senate and the president and senior academic officers policies concerning University programs offered for students of especially high ability and achievement.
- g. To recommend to the Senate policies on international education and to advise the president and senior academic officers on the operation of international education policies.
- h. To make recommendations to the Senate with respect to University College and its relationship to the total academic program of the University and to advise the dean of University College.
- i. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- j. To receive reports on the quality and effectiveness of undergraduate education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.
- k. To advise the executive vice president for academic affairs and provost on the ROTC program and relations between the University and the Department of Defense and to recommend to the Senate policies on University-ROTC relationships.
- l. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- m. To maintain contact with the coordinate campuses through the exchange of minutes.
- n. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- o. To submit an annual report to the Senate.

7. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE

The Equal Employment Opportunity for Women Committee was established pursuant to and for the duration of the court decree in the case of *Rajender v. University of Minnesota*. Upon expiration of the decree (January 1, 1991), the committee continues in accordance with the "*Women Academic Employees Policy Statement*" of the Board of Regents.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty members, 2 members of the academic professional staff, and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. The faculty members shall be nominated by the Committee on Committees with the approval of the Senate. The academic professional staff members shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate.

Duties and Responsibilities

- a. To promote compliance with the "*Women Academic Employees Policy Statement*" approved by the University Senate on April 19, 1990 and adopted by the Board of Regents on July 13, 1990.
- b. To recommend policies that guarantee equal employment opportunity for all women faculty and academic staff of the University.
- c. To propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- d. To encourage active measures to expand and strengthen the diversity of the academic community in accordance with the Regents' "*Women Academic Employees Policy Statement.*"
- e. To examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University president or senior academic officers or to the University Senate if they do.
- f. To work with the University's Equal Opportunity Officer to implement the Regents' policy statement on women academic employees.
- g. To advise the University president and senior academic officers.
- h. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- i. To submit an annual report to the Senate.

8. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty and academic professional staff.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one member of the academic professional staff, one graduate assistant and one undergraduate student, and ex officio representation as specified by vote of the Senate. The academic professional staff member shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate. All other members shall be nominated by the Committee on Committees with the approval of the Senate. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Faculty Consultative Committee.

Duties and Responsibilities

- a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty and academic professional staff, and to recommend improvements in the design and implementation of faculty and academic professional personnel policies.
- b. To recommend to the Faculty Senate additions to and modifications and interpretations of the *Faculty Tenure Code*.

- c. To examine and propose University policies and programs associated with faculty and academic professional staff development.
- d. To examine benefit options and benefit option counseling available for current and retired faculty and academic professionals (with the assistance of the Employee Benefits Department) and suggest alternatives when appropriate.
- e. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Office of Asset Management and an independent consultant retained by the Faculty Senate, and recommend appropriate changes.
- f. To monitor any legislation and other policies affecting faculty and academic professional welfare including such matters as tenure and promotion, salary and benefits, and faculty and academic professional staff development.
- g. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Faculty Senate.

9. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior academic officers on all major issues of budget and planning, including the capital request.

It shall have a permanent subcommittee on facilities management composed of 6 faculty/academic professional members (at least one of whom shall be an academic professional), 2 students, one civil service staff member, and ex officio representation from the Office of the Executive Vice President, Academic Affairs (two representatives, including one from the Scheduling Office); Office of the Senior Vice President, Finance and Operations (two representatives); and Office of the Senior Vice President, Health Sciences. At least two of the members of the Facilities Management Subcommittee, one of whom shall be the chair, shall serve as voting members of the Finance and Planning Committee.

Membership

The Finance and Planning Committee shall be composed of 8 faculty/academic professional members, 4 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years. The chair (or his/her designee) of the Research Committee shall serve as an ex officio, nonvoting member of the committee. (The representatives from the Facilities Management Subcommittee may be included in the preceding numbers in this paragraph, or may be appointed to the committee in addition to those individuals.)

Duties and Responsibilities

- a. To consult with and advise the president and senior academic officers on the development of the biennial request and the annual budget and to review the implementation of the annual budget.

- b. To consult with and advise the president and senior academic officers on the financial aspects of all major proposals and policy initiatives.
- c. To consult with and advise the president and senior academic officers on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the president and senior academic officers on questions of space allocation not restricted to the internal concerns of individual colleges and to monitor the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

10. JUDICIAL COMMITTEE

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. Members shall be nominated by the Faculty Committee on Committees with the approval of the Faculty Senate.

Duties and Responsibilities

- a. The powers, duties, and procedures of the Judicial Committee are set forth in the *Faculty Tenure Code* and in the Judicial Committee's *Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to the Tenure Code in the areas of: personnel (promotion) decisions concerning tenured faculty; personnel decisions concerning probationary faculty; improper refusal of a new appointment to a non-regular faculty member; unrequested leave of absence from disability; termination or suspension of a faculty appointment for cause; termination or suspension in instances of fiscal emergency. Faculty members may bring these types of cases directly to the Judicial Committee without first going through other grievance procedures.
- c. To hear complaints of faculty members arising within the context of a case properly before the Judicial Committee as described in Section (b) above.
- d. To cooperate with the University Grievance Officer and the University Grievance Committee regarding the routing of appeals relating to academic freedom and responsibility and other grievances and to make recommendations regarding them.
- e. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Senate.

11. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- a. To make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- b. To advise the directors and other heads of University libraries.
- c. To evaluate University-wide library facilities, services, and collections.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

12. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service staff member shall be appointed by the president in consultation with the Civil Service Committee. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Finance and Planning Committee.

Duties and Responsibilities

- a. To recommend to the Senate Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
- b. To consult with and advise the president and senior academic officers on the stimulation of and support for research activities.
- c. To assist in the evaluation of research programs within the University.
- d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.
- e. To advise the dean of the Graduate School on matters relating to research.

- f. To appoint one of its members to serve on any administrative committee appointed to deal with animal care and one of its members to serve on any administrative committee appointed to deal with the use of human subjects in research. These representatives shall ensure that policy questions generated by these committees shall be referred to the Senate through the Research Committee.
- g. To submit an annual report to the Senate, including a review of the work of any administrative committee appointed to deal with animal care or the use of human subjects in research.

13. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 civil service staff members, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service members shall be appointed by the president in consultation with the Civil Service Committee. The alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To make recommendations to the Senate for the University's response to social problems and to advise the president and senior academic officers with respect to these matters.
- b. To initiate on a regular basis campus fora on current controversial issues.
- c. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Senate.

14. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues dealing with the social welfare of students at the University of Minnesota, including services such as the operation of student/staff health service facilities, and special needs pertaining to international students.

Membership

The Student Affairs Committee shall be composed of 6 faculty/academic professional members, 9 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Senate. Student members shall exceed by at least one the total of other voting members. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service member shall be

appointed by the president in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To formulate and recommend to the Senate policies pertaining to all student affairs and all University-registered student organizations that are not within the control or supervision of any other committee of the Senate.
- b. To provide supervision over the financial affairs and regular publications of all University-registered student organizations, and to require all registered student organizations to provide an annual report and, upon request, a report within 30 days of notice.
- c. To be concerned with the general welfare of international students and the services and affairs that pertain to them.
- d. To provide a link between Health Service staffs and the University community and to address problems in providing effective and efficient health care.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The Senate Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

The Senate Consultative Committee 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 Senate Consultative Committee, the clerk of the 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.

* As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committees before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

- The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

- No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.
- An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.
- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate Committees. The Senate may also create special committees. Senate committees, subcommittees of Senate committees, and special committees are described in the Constitution and Bylaws.

2. Ex Officio Members of Senate Committees

Ex officio members shall be appointed from each of the offices listed below and are non-voting positions unless otherwise noted.

- All-University Honors--Office of the Executive Vice President, Academic Affairs; Alumni Relations; University Development Office; University Relations
- Computing & Information Systems--Office of the Executive Vice President, Academic Affairs; Office of Senior Vice President, Finance and Operations
- Disabilities Issues--Office of the Executive Vice President, Academic Affairs (Disability Services Office); Office of the Senior Vice President, Finance and Operations
- Educational Policy--Office of the Executive Vice President, Academic Affairs and Provost of the Twin Cities Campus (two representatives, including the Vice Provost for Undergraduate Education); Dean, Graduate School
- Equal Employment Opportunity for Women--Office of the Executive Vice President, Academic Affairs; Office of Equal Opportunity and Affirmative Action
- Faculty Affairs--Office of the Executive Vice President, Academic Affairs; Office of the Senior Vice President, Finance and Operations (one from Asset Management and one from

Employee Benefits); Chair (or his/her designee) of the Equal Employment Opportunity for Women Committee; representative of the Retirees Association

- Faculty Consultative--Vice chair of the Faculty Senate (voting); Chairs of the Educational Policy, Faculty Affairs, and Finance and Planning Committees (if a non-faculty member is appointed as chair of one of the three committees, then the faculty members of that committee shall elect from among themselves a representative); elected representative from the Duluth faculty eligible to vote in Senate elections
- Finance and Planning--Office of the Senior Vice President, Finance and Operations (two representatives); Office of the Executive Vice President, Academic Affairs (two representatives, including one from the Office of Planning and Analysis); Chair (or his/her designee) of the Research Committee
- Library--Office of the Executive Vice President, Academic Affairs; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Law Librarian
- Research--Office of the Executive Vice President, Academic Affairs; Office of the Senior Vice President, Finance and Operations; Office of the Senior Vice President, Health Sciences; Dean, Graduate School; Director, Agricultural Experiment Stations
- Senate Consultative--Vice chair of the University Senate (voting); Chairs of the Finance and Planning and Educational Policy Committees; elected representative from the Duluth faculty eligible to vote in Senate elections; Chair of the Student Senate
- Social Concerns--Office of the Vice President, Student Development and Athletics; Office of the Senior Vice President, Finance and Operations; Office of Equal Opportunity and Affirmative Action
- Student Affairs--Office of the Vice President, Student Development and Athletics

3. Terms of Membership, Chairing of Committees, and Removal of Members for Neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote in Senate elections may serve on all committees that report to the Senate except the Consultative Committee. Faculty/academic professionals with administrative appointments (class titles 9302-9329) of 50 percent or more time are ineligible to serve on Senate committees, except ex officio.

Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). University College students must be registered for at least one course for three of the four quarters in the academic year. 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.

No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-

year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A member of a committee of the Senate shall be said to have neglected a meeting if the member does not attend and does not notify the chair of the impending absence. A non-student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member of a committee of the Senate shall forfeit membership by neglecting two meetings of the committee for which notification was given. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term shall be replaced for the term remaining. Replacement procedures shall follow appointment procedures.

5. Committee Support and Service

Staff support shall be funded by the Senate through funds administered by the Senate Budget Subcommittee. Staff support and services are interpreted as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A staff support person shall not be considered an ex officio member.

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

Central administration should fund released time for the faculty chairs of the Consultative, Judicial, Educational Policy, Finance and Planning, and Faculty Affairs Committees and initially it should be equivalent to one course of teaching each year (except for the Consultative Committee, which is currently by arrangement). If the chair is a student, the student should receive compensation.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the administrative office which they represent. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

UNIVERSITY OF MINNESOTA

BOARD OF REGENTS

PRESIDENT

UNIVERSITY SENATE
elected faculty/academic professional and student representatives from the TC, UMC, UMD, and UMM campuses

TWIN CITIES CAMPUS ASSEMBLY
the TC representatives of the University Senate serve as the Twin Cities Campus Assembly

FACULTY SENATE
faculty/aca prof reps of the University Senate

STUDENT SENATE
student representatives of the University Senate

FACULTY ASSEMBLY
faculty representatives of the TC Campus Assembly

MINNESOTA STUDENT ASSOCIATION/GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY

FACULTY CONSULTATIVE COMMITTEE (FCC)
executive committee of the Faculty Senate - faculty reps of SCC

SENATE CONSULTATIVE COMMITTEE (SCC)
executive committee of the U Senate - elected faculty and students

STUDENT CONSULTATIVE COMMITTEE (SSCC)
executive committee of the Student Senate - student reps of SCC

FACULTY ASSEMBLY STEERING COMMITTEE
executive committee of the Faculty Assembly - faculty reps of ASC

ASSEMBLY STEERING COMMITTEE (ASC)
executive committee of the Assembly - TC members of SCC serve as ASC

STUDENT ASSEMBLY STEERING COMMITTEE
executive committee of the Student Assembly - student reps of ASC

Committees that report to the Faculty Senate through the FCC

- Faculty Affairs
- Judicial

Committees that report to the Senate through the SCC

- All-University Honors
- Committee on Committees
- Computing & Information Systems
- Disabilities Issues
- Educational Policy
- Equal Employment Opportunity for Women
- Finance & Planning
 - Facilities Management Subcommittee
- Library
- Research
- Social Concerns
- Student Affairs

Committees that report to the Assembly through the Faculty ASC

- Academic Health Center Provostal Faculty Consultative Committee
- Arts, Sciences and Engineering Provostal Faculty Consultative Committee
- Professional Studies Provostal Faculty Consultative Committee

Committees that report to the Assembly through the ASC

- Committee on Committees (TC members of Senate Committee on Committees)
- Council on Liberal Education
- Educational Policy (TC members of Senate Educational Policy Committee)
- Intercollegiate Athletics
- Student Behavior
- Support Services

Committees that report to the Assembly through the Student ASC

- Academic Health Center Provostal Student Consultative Committee
- Arts, Sciences and Engineering Provostal Student Consultative Committee
- Professional Studies Provostal Student Consultative Committee

University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Effective July 1, 1989

revised printing November 1997

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

UNIVERSITY SENATE CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by the Board of Regents

Consistent with actions and policies by the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Membership

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty or academic professional representatives or properly designated faculty and academic professional alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, and Crookston student bodies, and the president of the Graduate and Professional Student Assembly, shall, if not otherwise elected, serve as ex officio nonvoting members.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The

minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic professionals; and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the constitution and bylaws of the University Senate.

3. Allocation of Functions and Powers

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

- a. The elected representatives of the faculty and academic professionals [this refers to academic professionals as defined by the Board of Regents--"Academic professionals generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent judgment. These individuals are not engaged in full-time teaching and scholarly work, as are faculty, but rather are assigned to duties enhancing the research, teaching, and service functions of the University..."] to the University Senate shall be chosen by secret ballot by the faculty and academic professionals of the several institutes, colleges, or schools of collegiate rank. The faculty and academic professionals of each of these collegiate units shall include professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and campus-based academic professionals holding continuous and probationary appointments. Also included are campus-based academic professionals with fixed term or annual appointments having completed five years

of service at the University. [Academic professionals with fixed terms of two years or more in length and eligible to serve in the Senate prior to 1993 shall continue to be eligible.]

These faculty and academic professionals shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Faculty Tenure Code*. Academic professionals eligible to serve in the Senate shall be eligible to vote.

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the bylaws. There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris and Crookston there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency.

Any student who has twenty-four credits in residence at the University and at the time of voting is carrying at least nine credits in his or her institute, college, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine credits in residence at the University and are full-time students at the time of voting or are certified as the equivalent of full-time students by the Graduate School. Continuing Education and Extension students shall be eligible for election if they have earned twelve credits in residence during the previous five years and are carrying three credits at the time of voting. Full-time students in each institute, college, or school shall be eligible to vote. Each institute, college, or school shall establish its own procedures to determine qualification as a full-time student.

- c. Academic officers with class titles 9302-9329 shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- e. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school.

All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate.

All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms.

To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.

- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used.

A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. Removal for Neglect of Meetings

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. University Senate and Student Senate Officers

- a. The president of the University shall chair the University Senate. A vice chair shall be elected by the Senate at its first meeting in the spring of the academic year from among its current members for a term of one year and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.
- b. The officers of the Student Senate shall be a chair and a vice chair.

The chair and vice chair shall be elected at a special spring quarter session of the Student Senate attended only by student senators elected for the following year. The outgoing chair shall preside over the election. Non-senators and outgoing student senators may not be candidates for these positions. The chair and vice chair shall not be from the same campus. In the event that no one is nominated for the vice chair position from a separate campus, the position will be open to all qualified members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve on the board of the Student Legislative Coalition, the University's student lobbying organization; and (4) to serve as the University's representative on the Student Advisory Council; (5) to serve on one central University advisory committee and to delegate student members for other advisory committees.

The duties of the vice chair are (1) to assume the duties of the chair in the event of an absence or incapacity of the chair; (2) to assume responsibilities delegated by the chair; (3) to submit to the Senate Office an annual budget request for the Student Senate and Student Consultative Committee, to be approved by the Student Senate during its fall quarter meeting; (4) to organize an annual orientation for members of the Student Senate; (5) to monitor Student Senate attendance and ensure that the Student Senate Handbook is updated and distributed; (6) to serve on a central advisory committee that is not attended by the Student Senate chair if there is more than one such committee active; (7) to serve as the vice chair of the Student Senate Consultative Committee.

- c. The president of the University shall chair the Faculty Senate. A vice chair shall be elected by the Faculty Senate in the spring of the academic year for a term of one year and shall be eligible for re-election. [In the instance when a faculty member is elected vice chair of the University Senate, that individual shall also serve as vice chair of the Faculty Senate.] The president, with the consent of the Faculty Senate, shall appoint a clerk and a parliamentarian of the Faculty Senate (non-members of the Faculty Senate) whose duties shall be the same as those of the clerk and parliamentarian of the University Senate.

7. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. University Senate Meetings--Call--Quorum

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question.

At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate

Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Faculty Tenure Code* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote.

Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate committees. The Senate also may create special committees.

1. Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

2. Subcommittees of Senate Committees

Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall have approximately the same ratio of faculty/academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Committee on Committees. The Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall appoint members to standing subcommittees. Civil service and alumni shall be represented on subcommittees where appropriate.

3. Special Committees

Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the University Senate, the special committee shall make interim and final reports to that committee. If the task assigned to the special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the special committee requires.

ARTICLE V. GOVERNMENT OF THE COLLEGES AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. Controversies Between the University Senate and Institutes, Colleges, and Schools

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least ten days prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the Board of Regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the Board of Regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. Voting Units

For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES (1) Agricultural Experiment Station, (2) Agricultural, Food, & Environmental Sciences, (3) Architecture and Landscape Architecture (4) Biological Sciences, (5) Dentistry, (6) Education & Human Development, (7) General College, (8) Graduate School, (9) Human Ecology, (10) Law, (11) Liberal Arts, (12) Libraries, (13) Management, (14) Medical School, (15) University of Minnesota Extension Service, (16) Natural Resources, (17) Nursing, (18) Pharmacy, (19) Public Affairs, (20) Public Health, (21) Technology, (22) University College, (23) Veterinary Medicine

CROOKSTON (24)

DULUTH (25) Business and Economics, (26) Education and Human Service Professions, (27) Fine Arts, (28) Liberal Arts, (29) Medicine, (30) Other [includes non-collective bargaining faculty/academic professionals from UMD]; (31) Science and Engineering

MORRIS (32)

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. Faculty/Academic Professional Elections

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

- a. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
- b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

3. Student Elections

The elected representatives of the students shall be elected in accordance with the following procedures:

- a. Between March 1 and May 20 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

4. Vacancies

Faculty/academic professional and student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section 1, of these Bylaws.

6. Clerk

- a. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
- b. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Human Resources or other official sources a complete list of (1) those active or retired faculty members, (2) those members of the academic professional staff, and (3) those members of the civil service staff who have died during the preceding interval.

The clerk of the Senate shall request the departments or units to prepare suitable memorial statements and send them to their respective administrative officers to be forwarded by the administrative officers to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

- c. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of the Registrar or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition of it.

7. Parliamentarian

The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or bylaws.

ARTICLE II. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection. Portions of minutes that contain private data about individuals are accessible only to the subject of the data and to University employees whose work assignments reasonably require access to the information. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals. [Refer to *Guidelines for Senate Committee Minutes*.]

2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.

3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.

4. Faculty/academic professional appointments to committees of the Senate normally shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year (see Rules Article III, Section 3, for student eligibility rules).

5. Committees shall submit items for action simultaneously to the Senate Consultative Committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.

6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The chair of each committee shall keep a list of all topics discussed in its closed meetings, make the list available upon request, and include the list in the annual report to the Senate. Meetings shall normally be listed in the *Minnesota Daily*.

7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

ARTICLE III. SENATE COMMITTEES

1. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of no more than 6 faculty/academic professional members, 3 students, 5 alumni, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.
- b. To screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

2. COMMITTEE ON COMMITTEES

The Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate.

Membership

The Committee on Committees shall be composed of 9 elected faculty/academic professional members, 6 elected undergraduate students, and one Twin Cities graduate/professional student.

Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. Faculty/academic professional members must have served as senators within the last five years.

Of the undergraduate student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, and Morris campuses, all elected by the Student Senate members from these campuses for one-year terms. Any undergraduate student committee positions that cannot be filled by October 31 will become at-large positions and can be filled by an undergraduate student from any campus. The Twin Cities graduate/professional student shall be elected by the Student Senate members of the Graduate and Professional Student Assembly. Any

graduate/professional student committee positions that cannot be filled by October 31 will become at-large positions and can be filled by any graduate or professional student.

In case of a faculty/academic professional, undergraduate student or graduate/professional student vacancy, the remaining faculty/academic professional, undergraduate student or graduate/professional student members respectively, by majority vote, shall fill the vacancy by interim appointment until the next general election.

The chair shall be elected by committee members from among their number for a one-year term of office. The chair is eligible for re-election to that position.

Duties and Responsibilities

- a. To forward annually to the Senate for approval names of faculty members, academic professionals, undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws of the Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional, undergraduate student or graduate/professional student member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, academic professionals, undergraduate students and graduate/professional students. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.

Faculty/academic professional members shall furnish the full committee a slate of faculty/academic professional nominees, and student members shall furnish the full committee a slate of student nominees, for review and recommendations.

- b. To solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the Senate and make a summary of this study available to the Senate.
- d. To request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific committees.
- e. To review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- f. To select an additional voting representative from a non-eligible constituency of the University for placement on the appropriate committee for a term of one year, if the Senate Consultative Committee determines that a committee of the Senate will benefit from such representation.
- g. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Senate.

3. CONSULTATIVE COMMITTEES

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting severally or together shall serve as consulting bodies to the president, as executive committees of their respective Senates, and as steering committees of their respective Senates. The Twin Cities representatives shall also serve as the Twin Cities Campus Assembly Steering Committee.

Senate Consultative Committee

Membership

The Senate Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. [The faculty representatives shall serve as the Faculty Consultative Committee; the 8 elected student representatives and the chair and vice chair of the Student Senate shall serve as the Student Consultative Committee; the 8 elected student representatives and the vice chair of the Student Senate shall constitute the 9 voting student members of the Senate Consultative Committee.]

Duties and Responsibilities

Consultative

- a. To meet with the president to discuss issues or policies of the University of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the Senate, which includes the authority to require that any committee of the Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Senate.

- d. To convene on a regular basis the chairs of the major Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the Senate.
- f. To prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- g. To recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Senate up to date.

Executive

- a. To serve as a deliberative body of the Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the Senate when a decision is required prior to the next scheduled meeting of the Senate and when a decision is required when it would not be possible to convene a special meeting of the Senate in a timely fashion; such actions will be reported to the Senate at its next meeting and the Senate may then overrule the Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- g. To provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair, the chairs of the Faculty and Student Consultative Committees, and one faculty member and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The Clerk of the Senate shall be an ex officio member of the subcommittee and shall provide staff assistance.
- h. To dispose of business which appears to be not germane to the purposes of the Senate.
- i. To submit an annual report to the Senate.

Faculty Consultative Committee

Membership

The faculty of the Twin Cities campus and those faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 8 members, and the faculties of the Crookston and Morris campuses shall each elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Deans' Council are not eligible for election.
- Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.
- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established by the Twin Cities Campus Assembly. [Note: When a faculty member from the Duluth campus is elected under this provision, that individual shall not be a member of the Twin Cities Campus Faculty Assembly Steering Committee or the Twin Cities Campus Assembly Steering Committee.]
- Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

The vice chair of the Faculty Senate shall serve as an ex officio voting member of the Faculty Consultative Committee. The chairs of the Educational Policy, Faculty Affairs, and Finance and Planning Committees shall be ex officio nonvoting members of the committee. If a non-faculty member is appointed as chair of one of the three committees, then the faculty members of that committee shall elect from among themselves a representative to the Faculty Consultative Committee.

There shall also be one ex officio, nonvoting member of the committee who shall represent the faculty on the Duluth campus eligible to vote in Senate elections. This representative shall be elected in accord with procedures established by the eligible Duluth faculty.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.
- b. To serve as the executive committee and steering committee of the Faculty Senate.
- c. To act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.

Student Consultative Committee

Membership

The Student Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus
- one student from the Morris campus
- five students from the Twin Cities campus, as follows:

1993-94	4 undergraduates, 1 graduate/professional
1994-95	3 undergraduates, 2 graduate/professionals
1995-96	4 undergraduates, 1 graduate/professional
1996-97	3 undergraduates, 2 graduate/professionals
1997-98	4 undergraduates, 1 graduate/professional
- the chair and vice chair of the Student Senate

Student members, except for the vice chair, shall be elected in accordance with procedures determined by the respective campuses' student constituencies, subject to the following provisions:

- At the time of their election, students shall be members of the University Senate (except for Crookston).
- Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The vice chair of the Student Senate shall also serve as the vice chair of the Student Senate Consultative Committee. If the vice chair has already been elected to the Student Senate Consultative Committee as a regular member, he or she must concede his or her prior position to another student, to be chosen as soon as possible by the appropriate student constituency. The chair and vice chair shall serve no more than two consecutive terms. The chair of the Student Senate shall serve as an ex officio, nonvoting member of the Senate Consultative Committee. The vice chair of the Student Senate shall serve as a voting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To serve as the executive and steering committee of the Student Senate.
- c. To act on behalf of the Student Senate when a decision is required prior to the next scheduled meeting of the Student Senate and when a decision is required when it would not be possible to convene a special meeting of the Student Senate in a timely fashion; such actions will be reported to the Student Senate at its next meeting and the Student Senate may then overrule the Student Senate Consultative Committee.

Chairs: The chairs 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. Chairs shall be eligible for re-election to that position. The vice chair of the Student Senate Consultative Committee shall be elected by the Student Senate in accordance with Article

III, Section 6b, of the Senate Constitution. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

4. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee oversees University policies, procedures, and services concerning disabled faculty/academic professionals, students, and staff.

Membership

The Disabilities Issues Committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty, academic professional, and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- a. To advise the president and administrative offices on University-wide issues relating to physical access, access to academic programs, and the structure of and provision for student services for the disabled.
- b. To review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting student needs, and to recommend changes.
- c. To educate the University community to the special concerns of its disabled members.
- d. To consult with the administrative committees providing coordination of programs and services.
- e. To bring concerns to the Senate, as appropriate.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

5. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 10 faculty/academic professional members, 5 students (including one from a coordinate campus), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. The chair of the committee shall serve as an ex officio, nonvoting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To consult with and advise the president and senior officers it determines appropriate on all matters of educational policy and to recommend to the Senate such policies on educational issues as it deems appropriate and necessary.
- b. To recommend to the Senate policies on the extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large and to advise the president and senior academic officers with respect to these matters.
- c. To formulate policies governing calendars, and to set the calendar of the University with the approval of the Senate.
- d. To develop policies concerning special and continuing cultural activities in cooperation with appropriate academic units and campus organizations and to foster heightened cultural awareness on campus through such activities and events as it deems appropriate.
- e. To consult with the executive vice president for academic affairs on all matters of educational development and on all proposals related thereto.
- f. To recommend to the Senate and the president and senior academic officers policies concerning University programs offered for students of especially high ability and achievement.
- g. To recommend to the Senate policies on international education and to advise the president and senior academic officers on the operation of international education policies.
- h. To make recommendations to the Senate with respect to University College and its relationship to the total academic program of the University and to advise the dean of University College.
- i. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- j. To receive reports on the quality and effectiveness of undergraduate education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.
- k. To advise the executive vice president for academic affairs and provost on the ROTC program and relations between the University and the Department of Defense and to recommend to the Senate policies on University-ROTC relationships.
- l. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- m. To maintain contact with the coordinate campuses through the exchange of minutes.
- n. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- o. To submit an annual report to the Senate.

6. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE

The Equal Employment Opportunity for Women Committee was established pursuant to and for the duration of the court decree in the case of *Rajender v. University of Minnesota*. Upon expiration of the decree (January 1, 1991), the committee continues in accordance with the "*Women Academic Employees Policy Statement*" of the Board of Regents.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty members, 2 members of the academic professional staff, and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. The faculty members shall be nominated by the Committee on Committees with the approval of the Senate. The academic professional staff members shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate.

Duties and Responsibilities

- a. To promote compliance with the "*Women Academic Employees Policy Statement*" approved by the University Senate on April 19, 1990 and adopted by the Board of Regents on July 13, 1990.
- b. To recommend policies that guarantee equal employment opportunity for all women faculty and academic staff of the University.
- c. To propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- d. To encourage active measures to expand and strengthen the diversity of the academic community in accordance with the Regents' "*Women Academic Employees Policy Statement*."
- e. To examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University president or senior academic officers or to the University Senate if they do.
- f. To work with the University's Equal Opportunity Officer to implement the Regents' policy statement on women academic employees.
- g. To advise the University president and senior academic officers.
- h. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- i. To submit an annual report to the Senate.

7. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty and academic professional staff.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one member of the academic professional staff, one graduate assistant and one undergraduate student, and ex officio representation as specified by vote of the Senate. The academic professional staff member shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate. All other members shall be nominated by the Committee on Committees with the approval of the Senate. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Faculty Consultative Committee.

Duties and Responsibilities

- a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty and academic professional staff, and to recommend improvements in the design and implementation of faculty and academic professional personnel policies.
- b. To recommend to the Faculty Senate additions to and modifications and interpretations of the *Faculty Tenure Code*.
- c. To examine and propose University policies and programs associated with faculty and academic professional staff development.
- d. To examine benefit options and benefit option counseling available for current and retired faculty and academic professionals (with the assistance of the Employee Benefits Department) and suggest alternatives when appropriate.
- e. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Office of Asset Management and an independent consultant retained by the Faculty Senate, and recommend appropriate changes.
- f. To monitor any legislation and other policies affecting faculty and academic professional welfare including such matters as tenure and promotion, salary and benefits, and faculty and academic professional staff development.
- g. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Faculty Senate.

8. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior academic officers on all major issues of budget and planning, including the capital request.

It shall have a permanent subcommittee on facilities management composed of 6 faculty/academic professional members (at least one of whom shall be an academic professional), 2 students, one civil service staff member, and ex officio representation from the Office of the Executive Vice President, Academic Affairs (two representatives, including one from the Scheduling Office);

Office of the Senior Vice President, Finance and Operations (two representatives); and Office of the Senior Vice President, Health Sciences. At least two of the members of the Facilities Management Subcommittee, one of whom shall be the chair, shall serve as voting members of the Finance and Planning Committee.

Membership

The Finance and Planning Committee shall be composed of 8 faculty/academic professional members, 4 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years. The chair (or his/her designee) of the Research Committee shall serve as an ex officio, nonvoting member of the committee. (The representatives from the Facilities Management Subcommittee may be included in the preceding numbers in this paragraph, or may be appointed to the committee in addition to those individuals.)

Duties and Responsibilities

- a. To consult with and advise the president and senior academic officers on the development of the biennial request and the annual budget and to review the implementation of the annual budget.
- b. To consult with and advise the president and senior academic officers on the financial aspects of all major proposals and policy initiatives.
- c. To consult with and advise the president and senior academic officers on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the president and senior academic officers on questions of space allocation not restricted to the internal concerns of individual colleges and to monitor the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

9. INFORMATION TECHNOLOGIES COMMITTEE

The Information Technologies Committee represents faculty, academic professional and student interests in the development, implementation, and distribution of information technologies at the University. Information technologies include information systems (including their associated hardware and software) and the electronic exchange of information among faculty, staff and students.

Membership

The Information Technologies Committee shall be composed of 10 faculty/academic professional members (with at least 7 of these members being regular teaching/research faculty) and 3 student members (with at least one undergraduate and one graduate student). The membership shall be selected to represent the University broadly, including the colleges, coordinate campuses or

research institutes. The Chief Information Officer, or his/her designate, shall serve in an ex-officio capacity. Other designated representatives of University departments or agencies with strong information technology interests are also encouraged to participate. These include equivalent committees at the college or campus level, the University Librarian, and the directors of distance education and administrative systems. Members shall be nominated by the Committee on Committees with the approval of the Senate. The terms of members shall be staggered so as to provide continuity in the activities of the committee.

Duties and Responsibilities

- a. To make recommendations to the Senate on matters concerned with policies and administration of information technologies.
- b. To monitor the working of existing policies, advise the president, vice presidents and chief information officer, review major initiatives and propose new initiatives for the deployment and advancement of information technologies.
- c. To coordinate recommendations with the appropriate Senate and non-Senate committees, especially the Distance Education Council, the High Performance Computing Committee and the Senate Library, Faculty Affairs and Educational Policy Committees.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate

10. JUDICIAL COMMITTEE

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. Members shall be nominated by the Faculty Committee on Committees with the approval of the Faculty Senate.

Duties and Responsibilities

- a. The powers, duties, and procedures of the Judicial Committee are set forth in the *Faculty Tenure Code* and in the *Judicial Committee's Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to the Tenure Code in the areas of: personnel (promotion) decisions concerning tenured faculty; personnel decisions concerning probationary faculty; improper refusal of a new appointment to a non-regular faculty member; unrequested leave of absence from disability; termination or suspension of a faculty appointment for cause; termination or suspension in instances of fiscal emergency. Faculty members may bring these types of cases directly to the Judicial Committee without first going through other grievance procedures.
- c. To hear complaints of faculty members arising within the context of a case properly before the Judicial Committee as described in Section (b) above.
- d. To cooperate with the University Grievance Officer and the University Grievance Committee regarding the routing of appeals relating to academic freedom and responsibility and other grievances and to make recommendations regarding them.

- e. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Senate.

11. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- a. To make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- b. To advise the directors and other heads of University libraries.
- c. To evaluate University-wide library facilities, services, and collections.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

12. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service staff member shall be appointed by the president in consultation with the Civil Service Committee. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Finance and Planning Committee.

Duties and Responsibilities

- a. To recommend to the Senate Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
- b. To consult with and advise the president and senior academic officers on the stimulation of and support for research activities.

- c. To assist in the evaluation of research programs within the University.
- d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.
- e. To advise the dean of the Graduate School on matters relating to research.
- f. To appoint one of its members to serve on any administrative committee appointed to deal with animal care and one of its members to serve on any administrative committee appointed to deal with the use of human subjects in research. These representatives shall ensure that policy questions generated by these committees shall be referred to the Senate through the Research Committee.
- g. To submit an annual report to the Senate, including a review of the work of any administrative committee appointed to deal with animal care or the use of human subjects in research.

13. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 civil service staff members, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service members shall be appointed by the president in consultation with the Civil Service Committee. The alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To make recommendations to the Senate for the University's response to social problems and to advise the president and senior academic officers with respect to these matters.
- b. To initiate on a regular basis campus fora on current controversial issues.
- c. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Senate.

14. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues dealing with the social welfare of students at the University of Minnesota, including services such as the operation of student/staff health service facilities, and special needs pertaining to international students.

Membership

The Student Affairs Committee shall be composed of 6 faculty/academic professional members, 9 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Senate. Student members shall exceed by at least one the total of other voting members. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service member shall be appointed by the president in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To formulate and recommend to the Senate policies pertaining to all student affairs and all University-registered student organizations that are not within the control or supervision of any other committee of the Senate.
- b. To provide supervision over the financial affairs and regular publications of all University-registered student organizations, and to require all registered student organizations to provide an annual report and, upon request, a report within 30 days of notice.
- c. To be concerned with the general welfare of international students and the services and affairs that pertain to them.
- d. To provide a link between Health Service staffs and the University community and to address problems in providing effective and efficient health care.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The Senate Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

The Senate Consultative Committee 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 Senate Consultative Committee, the clerk of the 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.

* As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committees before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

- The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

- No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.
- An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.
- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate Committees. The Senate may also create special committees. Senate committees, subcommittees of Senate committees, and special committees are described in the Constitution and Bylaws.

2. Ex Officio Members of Senate Committees

Ex officio members shall be appointed from each of the offices listed below and are non-voting positions unless otherwise noted.

- All-University Honors--Office of the Executive Vice President, Academic Affairs; Alumni Relations; University Development Office; University Relations
- Disabilities Issues--Office of the Executive Vice President, Academic Affairs (Disability Services Office); Office of the Senior Vice President, Finance and Operations
- Educational Policy--Office of the Executive Vice President, Academic Affairs and Provost of the Twin Cities Campus (two representatives, including the Vice Provost for Undergraduate Education); Dean, Graduate School
- Equal Employment Opportunity for Women--Office of the Executive Vice President, Academic Affairs; Office of Equal Opportunity and Affirmative Action
- Faculty Affairs--Office of the Executive Vice President, Academic Affairs; Office of the Senior Vice President, Finance and Operations (one from Asset Management and one from Employee Benefits); Chair (or his/her designee) of the Equal Employment Opportunity for Women Committee; representative of the Retirees Association

- Faculty Consultative--Vice chair of the Faculty Senate (voting); Chairs of the Educational Policy, Faculty Affairs, and Finance and Planning Committees (if a non-faculty member is appointed as chair of one of the three committees, then the faculty members of that committee shall elect from among themselves a representative); elected representative from the Duluth faculty eligible to vote in Senate elections
- Finance and Planning--Office of the Senior Vice President, Finance and Operations (two representatives); Office of the Executive Vice President, Academic Affairs (two representatives, including one from the Office of Planning and Analysis); Chair (or his/her designee) of the Research Committee
- Information Technologies--Office of the Executive Vice President, Academic Affairs; Office of Senior Vice President, Finance and Operations
- Library--Office of the Executive Vice President, Academic Affairs; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Law Librarian
- Research--Office of the Executive Vice President, Academic Affairs; Office of the Senior Vice President, Finance and Operations; Office of the Senior Vice President, Health Sciences; Dean, Graduate School; Director, Agricultural Experiment Stations
- Senate Consultative--Vice chair of the University Senate (voting); Chairs of the Finance and Planning and Educational Policy Committees; elected representative from the Duluth faculty eligible to vote in Senate elections; Chair of the Student Senate
- Social Concerns--Office of the Vice President, Student Development and Athletics; Office of the Senior Vice President, Finance and Operations; Office of Equal Opportunity and Affirmative Action
- Student Affairs--Office of the Vice President, Student Development and Athletics

3. Terms of Membership, Chairing of Committees, and Removal of Members for Neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote in Senate elections may serve on all committees that report to the Senate except the Consultative Committee. Faculty/academic professionals with administrative appointments (class titles 9302-9329) of 50 percent or more time are ineligible to serve on Senate committees, except ex officio.

Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). University College students must be registered for at least one course for three of the four quarters in the academic year. 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.

No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-

year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A member of a committee of the Senate shall be said to have neglected a meeting if the member does not attend and does not notify the chair of the impending absence. A non-student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member of a committee of the Senate shall forfeit membership by neglecting two meetings of the committee for which notification was given. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term shall be replaced for the term remaining. Replacement procedures shall follow appointment procedures.

5. Committee Support and Service

Staff support shall be funded by the Senate through funds administered by the Senate Budget Subcommittee. Staff support and services are interpreted as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A staff support person shall not be considered an ex officio member.

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

Central administration should fund released time for the faculty chairs of the Consultative, Judicial, Educational Policy, Finance and Planning, and Faculty Affairs Committees and initially it should be equivalent to one course of teaching each year (except for the Consultative Committee, which is currently by arrangement). If the chair is a student, the student should receive compensation.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the administrative office which they represent. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

UNIVERSITY OF MINNESOTA

BOARD OF REGENTS

PRESIDENT

UNIVERSITY SENATE

elected faculty/academic professional and student representatives from the TC, UMC, UMD, and UMM campuses

TWIN CITIES CAMPUS ASSEMBLY

the TC representatives of the University Senate serve as the Twin Cities Campus Assembly

FACULTY SENATE
faculty/aca prof reps of the University Senate

STUDENT SENATE
student representatives of the University Senate

FACULTY ASSEMBLY
faculty representatives of the TC Campus Assembly

MINNESOTA STUDENT ASSOCIATION/GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY

FACULTY CONSULTATIVE COMMITTEE (FCC)
executive committee of the Faculty Senate - faculty reps of SCC

SENATE CONSULTATIVE COMMITTEE (SCC)
executive committee of the U Senate - elected faculty and students

STUDENT CONSULTATIVE COMMITTEE (SSCC)
executive committee of the Student Senate - student reps of SCC

FACULTY ASSEMBLY STEERING COMMITTEE
executive committee of the Faculty Assembly - faculty reps of ASC

ASSEMBLY STEERING COMMITTEE (ASC)
executive committee of the Assembly - TC members of SCC serve as ASC

STUDENT ASSEMBLY STEERING COMMITTEE
executive committee of the Student Assembly - student reps of ASC

Committees that report to the Faculty Senate through the FCC

- Faculty Affairs
- Judicial

Committees that report to the Senate through the SCC

- All-University Honors
- Committee on Committees
- Disabilities Issues
- Educational Policy
- Equal Employment Opportunity for Women
- Finance & Planning
 - Facilities Management Subcommittee
- Information Technologies
- Library
- Research
- Social Concerns
- Student Affairs

Committees that report to the Assembly through the Faculty ASC

- Academic Health Center Provostal Faculty Consultative Committee
- Arts, Sciences and Engineering Provostal Faculty Consultative Committee
- Professional Studies Provostal Faculty Consultative Committee

Committees that report to the Assembly through the ASC

- Committee on Committees (TC members of Senate Committee on Committees)
- Council on Liberal Education
- Educational Policy (TC members of Senate Educational Policy Committee)
- Intercollegiate Athletics
- Student Behavior
- Support Services

Committees that report to the Assembly through the Student ASC

- Academic Health Center Provostal Student Consultative Committee
- Arts, Sciences and Engineering Provostal Student Consultative Committee
- Professional Studies Provostal Student Consultative Committee

University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Effective July 1, 1989

revised printing August 1998

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

UNIVERSITY SENATE CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by the Board of Regents

Consistent with actions and policies by the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Membership

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty or academic professional representatives or properly designated faculty and academic professional alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, and Crookston student bodies, and the president of the Graduate and Professional Student Assembly, shall, if not otherwise elected, serve as ex officio nonvoting members.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the

University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the constitution and bylaws of the University Senate.

3. Allocation of Functions and Powers

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

- a. The elected representatives of the faculty and academic professionals [this refers to academic professionals as defined by the Board of Regents--"Academic professionals generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent judgment. These individuals are not engaged in full-time teaching and scholarly work, as are faculty, but rather are assigned to duties enhancing the research, teaching, and service functions of the University..."] to the University Senate shall be chosen by secret ballot by the faculty and academic professionals of the several institutes, colleges, or schools of collegiate rank. The faculty and academic professionals of each of these collegiate units shall include professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and campus-based academic professionals holding continuous and probationary appointments. Also included are campus-based academic

professionals with fixed term or annual appointments having completed five years of service at the University.

These faculty and academic professionals shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Faculty Tenure Code*. Academic professionals eligible to serve in the Senate shall be eligible to vote.

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the bylaws. There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris and Crookston there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency.

Any student who has twenty-four credits in residence at the University and at the time of voting is carrying at least nine credits in his or her institute, college, or school shall be eligible for election as a student representative to the University Senate. Graduate School students shall be eligible for election if they have nine credits in residence at the University and are full-time students at the time of voting or are certified as the equivalent of full-time students by the Graduate School. Continuing Education and Extension students shall be eligible for election if they have earned twelve credits in residence during the previous five years and are carrying three credits at the time of voting. Full-time students in each institute, college, or school shall be eligible to vote. Each institute, college, or school shall establish its own procedures to determine qualification as a full-time student.

- c. Academic officers with class titles 9302-9329 shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- e. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school.

All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate.

All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms.

To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.

- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used.

A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. Removal for Neglect of Meetings

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. University Senate and Student Senate Officers

- a. The president of the University shall chair the University Senate. A vice chair shall be elected by the Senate at its first meeting in the spring of the academic year from among its current members for a term of one year and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.

- b. The officers of the Student Senate shall be a chair and a vice chair.

The chair and vice chair shall be elected at a special spring quarter session of the Student Senate attended only by student senators elected for the following year. The outgoing chair shall preside over the election. Non-senators and outgoing student senators may not be candidates for these positions. The chair and vice chair shall not be from the same campus. In the event that no one is nominated for the vice chair position from a separate campus, the position will be open to all qualified members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve on the board of the Student Legislative Coalition, the University's student lobbying organization; and (4) to serve as the University's representative on the Student Advisory Council; (5) to serve on one central University advisory committee and to delegate student members for other advisory committees.

The duties of the vice chair are (1) to assume the duties of the chair in the event of an absence or incapacity of the chair; (2) to assume responsibilities delegated by the chair; (3) to submit to the Senate Office an annual budget request for the Student Senate and Student Consultative Committee, to be approved by the Student Senate during its fall quarter meeting; (4) to organize an annual orientation for members of the Student Senate; (5) to monitor Student Senate attendance and ensure that the Student Senate Handbook is updated and distributed; (6) to serve on a central advisory committee that is not attended by the Student Senate chair if there is more than one such committee active; (7) to serve as the vice chair of the Student Senate Consultative Committee.

- c. The president of the University shall chair the Faculty Senate. A vice chair shall be elected by the Faculty Senate in the spring of the academic year for a term of one year and shall be eligible for re-election. [In the instance when a faculty member is elected vice chair of the University Senate, that individual shall also serve as vice chair of the Faculty Senate.] The president, with the consent of the Faculty Senate, shall appoint a clerk and a parliamentarian of the Faculty Senate (non-members of the Faculty Senate) whose duties shall be the same as those of the clerk and parliamentarian of the University Senate.

7. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. University Senate Meetings--Call--Quorum

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question.

At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for

senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Faculty Tenure Code* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote.

Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate committees. The Senate also may create special committees.

1. Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

2. Subcommittees of Senate Committees

Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall have approximately the same ratio of faculty/academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Committee on Committees. The Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall appoint members to standing subcommittees. Civil service and alumni shall be represented on subcommittees where appropriate.

3. Special Committees

Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the University Senate, the special committee shall make interim and final reports to that committee. If the task assigned to the special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the special committee requires.

ARTICLE V. GOVERNMENT OF THE COLLEGES AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. Controversies Between the University Senate and Institutes, Colleges, and Schools

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least

ten days prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the Board of Regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the Board of Regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. Voting Units

For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES (1) Agricultural Experiment Station, (2) Agricultural, Food, & Environmental Sciences, (3) Architecture and Landscape Architecture (4) Biological Sciences, (5) Dentistry, (6) Education & Human Development, (7) General College, (8) Graduate School, (9) Human Ecology, (10) Law, (11) Liberal Arts, (12) Libraries, (13) Management, (14) Medical School, (15) University of Minnesota Extension Service, (16) Natural Resources, (17) Nursing, (18) Pharmacy, (19) Public Affairs, (20) Public Health, (21) Technology, (22) University College, (23) Veterinary Medicine

CROOKSTON (24)

DULUTH (25) Business and Economics, (26) Education and Human Service Professions, (27) Fine Arts, (28) Liberal Arts, (29) Medicine, (30) Other [includes non-collective bargaining faculty/academic professionals from UMD]; (31) Science and Engineering

MORRIS (32)

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. Faculty/Academic Professional Elections

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

- a. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
- b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

3. Student Elections

The elected representatives of the students shall be elected in accordance with the following procedures:

- a. Between March 1 and May 20 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

4. Vacancies

Faculty/academic professional and student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section 1, of these Bylaws.

6. Clerk

- a. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
- b. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Human Resources or other official sources a complete list of (1) those active or retired faculty members, (2) those members of the academic professional staff, and (3) those members of the civil service staff who have died during the preceding interval.

The clerk of the Senate shall request the departments or units to prepare suitable memorial statements and send them to their respective administrative officers to be forwarded by the administrative officers to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

- c. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of the Registrar or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition of it.

7. Parliamentarian

The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or bylaws.

ARTICLE II. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection. Portions of minutes that contain private data about individuals are accessible only to the subject of the data and to University employees whose work assignments reasonably require access to the information. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals. [Refer to *Guidelines for Senate Committee Minutes*.]
2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.
3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.
4. Faculty/academic professional appointments to committees of the Senate normally shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year (see Rules Article III, Section 3, for student eligibility rules).
5. Committees shall submit items for action simultaneously to the Senate Consultative Committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.
6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The chair of each committee shall keep a list of all topics discussed in its closed meetings, make the list available upon request, and include the list in the annual report to the Senate. Meetings shall normally be listed in the *Minnesota Daily*.
7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

ARTICLE III. SENATE COMMITTEES

1. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of no more than 6 faculty/academic professional members, 3 students, 5 alumni, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.
- b. To screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

2. COMMITTEE ON COMMITTEES

Senate Committee on Committees

The Senate Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate. The faculty/academic professional representatives shall serve as the Faculty Senate Committee on Committees and the student representatives shall serve as the Student Senate Committee on Committees.

Membership

The Senate Committee on Committees shall be composed of 9 elected faculty/academic professional members, 6 elected undergraduate students, and one elected graduate/professional student.

Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. Faculty/academic professional members must have served as senators within the last ten years. In case of a faculty/academic professional vacancy, the remaining faculty/academic professional

members, by majority vote, shall fill the vacancy by interim appointment until the next general election.

Of the undergraduate student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, and Morris campuses, all elected by the undergraduate Student Senate members from the respective campuses from among their number. The graduate/professional student shall be elected by the graduate and professional Student Senate members from among their number. Elections shall be held during spring quarter. Terms of membership shall be for one year. Any student committee position that cannot be filled by October 31 will become a Student Senate at-large position and may be filled by the Student Senate Consultative Committee on an interim basis until the next general election.

The chair of the Faculty Senate Committee on Committees shall serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

- a. To forward annually to the Senate for approval names of faculty members, academic professionals, undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws of the Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional, undergraduate student or graduate/professional student member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, academic professionals, undergraduate students and graduate/professional students. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.
- b. To review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- c. To submit an annual report to the Senate.

Faculty Senate Committee on Committees

The Faculty Senate Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair is eligible for re-election to that position. The chair shall also serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

- a. To furnish the full committee a slate of faculty/academic professional committee nominees for review and recommendations.
- b. To solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the Senate and make a summary of this study available to the Senate.

- d. To request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific committees.
- e. To select an additional voting representative from a non-eligible constituency of the University for placement on the appropriate committee for a term of one year, if the Senate Consultative Committee determines that a committee of the Senate will benefit from such representation.
- g. To recommend to the Student Senate Committee on Committees and the Senate Consultative Committee such actions or policies as it deems appropriate.

Student Senate Committee on Committees

The Student Senate Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair shall be eligible for re-election to that position.

Duties and Responsibilities

- a. To furnish the full committee a slate of student committee nominees for review and recommendations. Consideration shall be given to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the undergraduate student or graduate/professional student member currently is serving; 3) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members, and the presidents of the respective student associations; and 4) expressions of interest in committee service offered by undergraduate students and graduate/professional students. In addition, the committee shall select student senators for committee membership when appropriate to encourage communication between the Student Senate and the committees and shall strive to assure full and adequate representation by race, gender, and class rank in constituting committees.
- b. To solicit annually from each newly elected member of the Student Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To request annually from student association presidents a list of students whom they believe have the requisite interest and experience to serve on specific committees.
- d. To recommend to the Faculty Senate Committee on Committees and the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit to the Clerk of the Senate an annual budget request for the Student Committee on Committees.

3. CONSULTATIVE COMMITTEES

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting separately or together shall serve as consulting bodies to the president, as executive committees of their respective Senates, and as steering committees of their

respective Senates. The Twin Cities representatives shall also serve as the Twin Cities Campus Assembly Steering Committee.

Senate Consultative Committee

Membership

The Senate Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. [The faculty representatives shall serve as the Faculty Consultative Committee; the 8 elected student representatives and the chair and vice chair of the Student Senate shall serve as the Student Consultative Committee; the 8 elected student representatives and the vice chair of the Student Senate shall constitute the 9 voting student members of the Senate Consultative Committee.]

Duties and Responsibilities

Consultative

- a. To meet with the president to discuss issues or policies of the University of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the Senate, which includes the authority to require that any committee of the Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- d. To convene on a regular basis the chairs of the major Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the Senate.
- f. To prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.

- g. To recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Senate up to date.

Executive

- a. To serve as a deliberative body of the Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the Senate when a decision is required prior to the next scheduled meeting of the Senate and when a decision is required when it would not be possible to convene a special meeting of the Senate in a timely fashion; such actions will be reported to the Senate at its next meeting and the Senate may then overrule the Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- g. To provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair, the chairs of the Faculty and Student Consultative Committees, and one faculty member and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The Clerk of the Senate shall be an ex officio member of the subcommittee and shall provide staff assistance.
- h. To dispose of business which appears to be not germane to the purposes of the Senate.
- i. To submit an annual report to the Senate.

Faculty Consultative Committee

Membership

The faculty of the Twin Cities campus and those faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 8 members, and the faculties of the Crookston and Morris campuses shall each elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Deans' Council are not eligible for election.
- Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular

meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.

- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established by the Twin Cities Campus Assembly. [Note: When a faculty member from the Duluth campus is elected under this provision, that individual shall not be a member of the Twin Cities Campus Faculty Assembly Steering Committee or the Twin Cities Campus Assembly Steering Committee.]
- Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

The vice chair of the Faculty Senate shall serve as an ex officio voting member of the Faculty Consultative Committee. The chairs of the Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees shall be ex officio nonvoting members of the committee. If a non-faculty member is appointed as chair of one of the four committees, then the faculty members of that committee shall elect from among themselves a representative to the Faculty Consultative Committee.

There shall also be one ex officio, nonvoting member of the committee who shall represent the faculty on the Duluth campus eligible to vote in Senate elections. This representative shall be elected in accord with procedures established by the eligible Duluth faculty.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.
- b. To serve as the executive committee and steering committee of the Faculty Senate.
- c. To act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.

Student Consultative Committee

Membership

The Student Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus
- one student from the Morris campus

- five students from the Twin Cities campus, as follows:

1996-97	3 undergraduates, 2 graduate/professionals
1997-98	4 undergraduates, 1 graduate/professional
1998-99	3 undergraduates, 2 graduate/professionals
1999-00	4 undergraduates, 1 graduate/professional
2000-01	3 undergraduates, 2 graduate/professionals
- the chair and vice chair of the Student Senate

Student members, except for the vice chair, shall be elected in accordance with procedures determined by the respective campuses' student constituencies, subject to the following provisions:

- At the time of their election, students shall be members of the University Senate (except for Crookston).
- Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The vice chair of the Student Senate shall also serve as the vice chair of the Student Senate Consultative Committee. If the vice chair has already been elected to the Student Senate Consultative Committee as a regular member, he or she must concede his or her prior position to another student, to be chosen as soon as possible by the appropriate student constituency. The chair and vice chair shall serve no more than two consecutive terms. The chair of the Student Senate shall serve as an ex officio, nonvoting member of the Senate Consultative Committee. The vice chair of the Student Senate shall serve as a voting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To serve as the executive and steering committee of the Student Senate.
- c. To act on behalf of the Student Senate when a decision is required prior to the next scheduled meeting of the Student Senate and when a decision is required when it would not be possible to convene a special meeting of the Student Senate in a timely fashion; such actions will be reported to the Student Senate at its next meeting and the Student Senate may then overrule the Student Senate Consultative Committee.

Chairs: The chairs 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. Chairs shall be eligible for re-election to that position. The vice chair of the Student Senate Consultative Committee shall be elected by the Student Senate in accordance with Article III, Section 6b, of the Senate Constitution. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

4. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee recommends University policies, procedures, and services concerning faculty/academic professionals, students, and staff with disabilities.

Membership

The Disabilities Issues Committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty, academic professional, and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- a. To advise the president and administrative offices, including the Disability Services Office and the University ADA Coordinator, on policies, programs, and services for students and employees.
- b. To promote compliance with laws relating to students and staff with disabilities.
- c. To review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting the needs of the University community, and to recommend changes.
- d. To inform the University community to the special concerns of its members with disabilities and of the available resources.
- e. To bring concerns to the Senate, as appropriate.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

5. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 10 faculty/academic professional members, 5 students (including one from a coordinate campus), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. The chair of the committee shall serve as an ex officio, nonvoting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To consult with and advise the president and senior officers it determines appropriate on all matters of educational policy and to recommend to the Senate such policies on educational issues as it deems appropriate and necessary.
- b. To recommend to the Senate policies on the extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large and to advise the president and senior academic officers with respect to these matters.
- c. To formulate policies governing calendars, and to set the calendar of the University with the approval of the Senate.
- d. To develop policies concerning special and continuing cultural activities in cooperation with appropriate academic units and campus organizations and to foster heightened cultural awareness on campus through such activities and events as it deems appropriate.
- e. To consult with the executive vice president and provost on all matters of educational development and on all proposals related thereto.
- f. To recommend to the Senate and the president and senior academic officers policies concerning University programs offered for students of especially high ability and achievement.
- g. To recommend to the Senate policies on international education and to advise the president and senior academic officers on the operation of international education policies.
- h. To make recommendations to the Senate with respect to University College and its relationship to the total academic program of the University and to advise the dean of University College.
- i. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- j. To receive reports on the quality and effectiveness of undergraduate education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.
- k. To advise the executive vice president and provost on the ROTC program and relations between the University and the Department of Defense and to recommend to the Senate policies on University-ROTC relationships.
- l. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- m. To maintain contact with the coordinate campuses through the exchange of minutes.
- n. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- o. To submit an annual report to the Senate.

6. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE

The Equal Employment Opportunity for Women Committee was established pursuant to and for the duration of the court decree in the case of *Rajender v. University of Minnesota*. Upon expiration of the decree (January 1, 1991), the committee continues in accordance with the "*Women Academic Employees Policy Statement*" of the Board of Regents.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty members, 2 members of the academic professional staff, and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. The faculty members shall be nominated by the Committee on Committees with the approval of the Senate. The academic professional staff members shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate.

Duties and Responsibilities

- a. To promote compliance with the "*Women Academic Employees Policy Statement*" approved by the University Senate on April 19, 1990 and adopted by the Board of Regents on July 13, 1990.
- b. To recommend policies that guarantee equal employment opportunity for all women faculty and academic staff of the University.
- c. To propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- d. To encourage active measures to expand and strengthen the diversity of the academic community in accordance with the Regents' "*Women Academic Employees Policy Statement*."
- e. To examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University president or senior academic officers or to the University Senate if they do.
- f. To work with the University's Equal Opportunity Officer to implement the Regents' policy statement on women academic employees.
- g. To advise the University president and senior academic officers.
- h. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- i. To submit an annual report to the Senate.

7. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty and academic professional staff.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one member of the academic professional staff, one graduate assistant and one undergraduate student, and ex officio representation as specified by vote of the Senate. The academic professional staff member shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate. All other members shall be nominated by the Committee on Committees with the approval of the Senate. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Faculty Consultative Committee.

Duties and Responsibilities

- a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty and academic professional staff, and to recommend improvements in the design and implementation of faculty and academic professional personnel policies.
- b. To recommend to the Faculty Senate additions to and modifications and interpretations of the *Faculty Tenure Code*.
- c. To examine and propose University policies and programs associated with faculty and academic professional staff development.
- d. To examine benefit options and benefit option counseling available for current and retired faculty and academic professionals (with the assistance of the Employee Benefits Department) and suggest alternatives when appropriate.
- e. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Office of Asset Management and an independent consultant retained by the Faculty Senate, and recommend appropriate changes.
- f. To monitor any legislation and other policies affecting faculty and academic professional welfare including such matters as tenure and promotion, salary and benefits, and faculty and academic professional staff development.
- g. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Faculty Senate.

8. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior academic officers on all major issues of budget and planning, including the capital request.

It shall have a permanent subcommittee on facilities management composed of 6 faculty/academic professional members (at least one of whom shall be an academic professional), 2 students, one civil service staff member, and ex officio representation from the Office of the Executive Vice

President and Provost (two representatives, including one from the Scheduling Office); Office of the Senior Vice President, Finance and Operations (two representatives); and Office of the Senior Vice President, Health Sciences. At least two of the members of the Facilities Management Subcommittee, one of whom shall be the chair, shall serve as voting members of the Finance and Planning Committee.

Membership

The Finance and Planning Committee shall be composed of 8 faculty/academic professional members, 4 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years. (The representatives from the Facilities Management Subcommittee may be included in the preceding numbers in this paragraph, or may be appointed to the committee in addition to those individuals.)

Duties and Responsibilities

- a. To consult with and advise the president and senior academic officers on the development of the biennial request and the annual budget and to review the implementation of the annual budget.
- b. To consult with and advise the president and senior academic officers on the financial aspects of all major proposals and policy initiatives.
- c. To consult with and advise the president and senior academic officers on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the president and senior academic officers on questions of space allocation not restricted to the internal concerns of individual colleges and to monitor the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

9. INFORMATION TECHNOLOGIES COMMITTEE

The Information Technologies Committee represents faculty, academic professional and student interests in the development, implementation, and distribution of information technologies at the University. Information technologies include information systems (including their associated hardware and software) and the electronic exchange of information among faculty, staff and students.

Membership

The Information Technologies Committee shall be composed of 10 faculty/academic professional members (with at least 7 of these members being regular teaching/research faculty) and 3 student

members (with at least one undergraduate and one graduate student). The membership shall be selected to represent the University broadly, including the colleges, coordinate campuses or research institutes. The Chief Information Officer, or his/her designate, shall serve in an ex-officio capacity. Other designated representatives of University departments or agencies with strong information technology interests are also encouraged to participate. These include equivalent committees at the college or campus level, the University Librarian, and the directors of distance education and administrative systems. Members shall be nominated by the Committee on Committees with the approval of the Senate. The terms of members shall be staggered so as to provide continuity in the activities of the committee.

Duties and Responsibilities

- a. To make recommendations to the Senate on matters concerned with policies and administration of information technologies.
- b. To monitor the working of existing policies, advise the president, vice presidents and chief information officer, review major initiatives and propose new initiatives for the deployment and advancement of information technologies.
- c. To coordinate recommendations with the appropriate Senate and non-Senate committees, and the Senate Library, Faculty Affairs and Educational Policy Committees.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate

10. JUDICIAL COMMITTEE

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. Members shall be nominated by the Faculty Committee on Committees with the approval of the Faculty Senate.

Duties and Responsibilities

- a. The powers, duties, and procedures of the Judicial Committee are set forth in the *Faculty Tenure Code* and in the Judicial Committee's *Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to the Tenure Code in the areas of: personnel (promotion) decisions concerning tenured faculty; personnel decisions concerning probationary faculty; improper refusal of a new appointment to a non-regular faculty member; unrequested leave of absence from disability; termination or suspension of a faculty appointment for cause; termination or suspension in instances of fiscal emergency. Faculty members may bring these types of cases directly to the Judicial Committee without first going through other grievance procedures.
- c. To hear complaints of faculty members arising within the context of a case properly before the Judicial Committee as described in Section (b) above.
- d. To cooperate with the University Grievance Officer and the University Grievance Committee regarding the routing of appeals relating to academic freedom and responsibility and other grievances and to make recommendations regarding them.

- e. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Senate.

11. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- a. To make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- b. To advise the directors and other heads of University libraries.
- c. To evaluate University-wide library facilities, services, and collections.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

12. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service staff member shall be appointed by the president in consultation with the Civil Service Committee. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Finance and Planning Committee.

Duties and Responsibilities

- a. To recommend to the Senate Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
- b. To consult with and advise the president and senior academic officers on the stimulation of and support for research activities.

- c. To assist in the evaluation of research programs within the University.
- d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.
- e. To advise the dean of the Graduate School on matters relating to research.
- f. To appoint one of its members to serve on any administrative committee appointed to deal with animal care and one of its members to serve on any administrative committee appointed to deal with the use of human subjects in research. These representatives shall ensure that policy questions generated by these committees shall be referred to the Senate through the Research Committee.
- g. To submit an annual report to the Senate, including a review of the work of any administrative committee appointed to deal with animal care or the use of human subjects in research.

13. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 civil service staff members, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service members shall be appointed by the president in consultation with the Civil Service Committee. The alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To make recommendations to the Senate for the University's response to social problems and to advise the president and senior academic officers with respect to these matters.
- b. To initiate on a regular basis campus fora on current controversial issues.
- c. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Senate.

14. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues dealing with the social welfare of students at the University of Minnesota, including services such as the operation of student/staff health service facilities, and special needs pertaining to international students.

Membership

The Student Affairs Committee shall be composed of 6 faculty/academic professional members, 9 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Senate. Student members shall exceed by at least one the total of other voting members. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service member shall be appointed by the president in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To formulate and recommend to the Senate policies pertaining to all student affairs and all University-registered student organizations that are not within the control or supervision of any other committee of the Senate.
- b. To provide a comprehensive link between the University and all University student organizations in accordance with the defined relationship between the student organization and the University as described in the Policy on Registration and Classification of Student Groups for the Twin Cities campus and as defined by coordinate campuses.
- c. To be concerned with the general welfare of international students and the services and affairs that pertain to them.
- d. To provide a link between Health Service staffs and the University community and to address problems in providing effective and efficient health care.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The Senate Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

The Senate Consultative Committee 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 Senate Consultative Committee, the clerk of the 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.

* As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committees before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

- The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

- No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.
- An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.
- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate Committees. The Senate may also create special committees. Senate committees, subcommittees of Senate committees, and special committees are described in the Constitution and Bylaws.

2. Ex Officio Members of Senate Committees

Ex officio members shall be appointed from each of the offices listed below and are non-voting positions unless otherwise noted.

- All-University Honors--Office of the Executive Vice President and Provost; Alumni Relations; University Development Office; University Relations
- Disabilities Issues--Office of the Executive Vice President and Provost (one from the Disability Services Office and the University ADA coordinator)
- Educational Policy--Office of the Executive Vice President and Provost (two representatives, including the Vice Provost for Undergraduate Education); Dean, Graduate School
- Equal Employment Opportunity for Women--Office of the Executive Vice President and Provost; Office of Equal Opportunity and Affirmative Action
- Faculty Affairs--Office of the Executive Vice President and Provost; Office of the Senior Vice President, Finance and Operations (one from Asset Management and one from Employee Benefits); Chair (or his/her designee) of the Equal Employment Opportunity for Women Committee; representative of the Retirees Association

- Faculty Consultative--Vice chair of the Faculty Senate (voting); Chairs of the Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees (if a non-faculty member is appointed as chair of one of the four committees, then the faculty members of that committee shall elect from among themselves a representative); elected representative from the Duluth faculty eligible to vote in Senate elections
- Finance and Planning--Office of the Senior Vice President, Finance and Operations (two representatives); Office of the Executive Vice President and Provost (two representatives, including one from the Office of Planning and Analysis)
- Information Technologies--Office of the Executive Vice President and Provost; Office of Senior Vice President, Finance and Operations
- Library--Office of the Executive Vice President and Provost; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Law Librarian
- Research--Office of the Executive Vice President and Provost; Office of the Senior Vice President, Finance and Operations; Office of the Senior Vice President, Health Sciences; Dean, Graduate School; Director, Agricultural Experiment Stations
- Senate Consultative--Vice chair of the University Senate (voting); Chairs of the Finance and Planning and Educational Policy Committees; elected representative from the Duluth faculty eligible to vote in Senate elections; Chair of the Student Senate
- Social Concerns--Office of the Vice President, Student Development and Athletics; Office of the Senior Vice President, Finance and Operations; Office of Equal Opportunity and Affirmative Action
- Student Affairs--Office of the Vice President, Student Development and Athletics

3. Terms of Membership, Chairing of Committees, and Removal of Members for neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote in Senate elections may serve on all committees that report to the Senate except the Consultative Committee. Faculty/academic professionals with administrative appointments (class titles 9302-9329) of 50 percent or more time are ineligible to serve on Senate committees, except ex officio.

Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). University College students must be registered for at least one course for three of the four quarters in the academic year. 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.

No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-

year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A member of a committee of the Senate shall be said to have neglected a meeting if the member does not attend and does not notify the chair of the impending absence. A non-student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member of a committee of the Senate shall forfeit membership by neglecting two meetings of the committee for which notification was given. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term shall be replaced for the term remaining. Replacement procedures shall follow appointment procedures.

5. Committee Support and Service

Staff support shall be funded by the Senate through funds administered by the Senate Budget Subcommittee. Staff support and services are interpreted as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A staff support person shall not be considered an ex officio member.

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

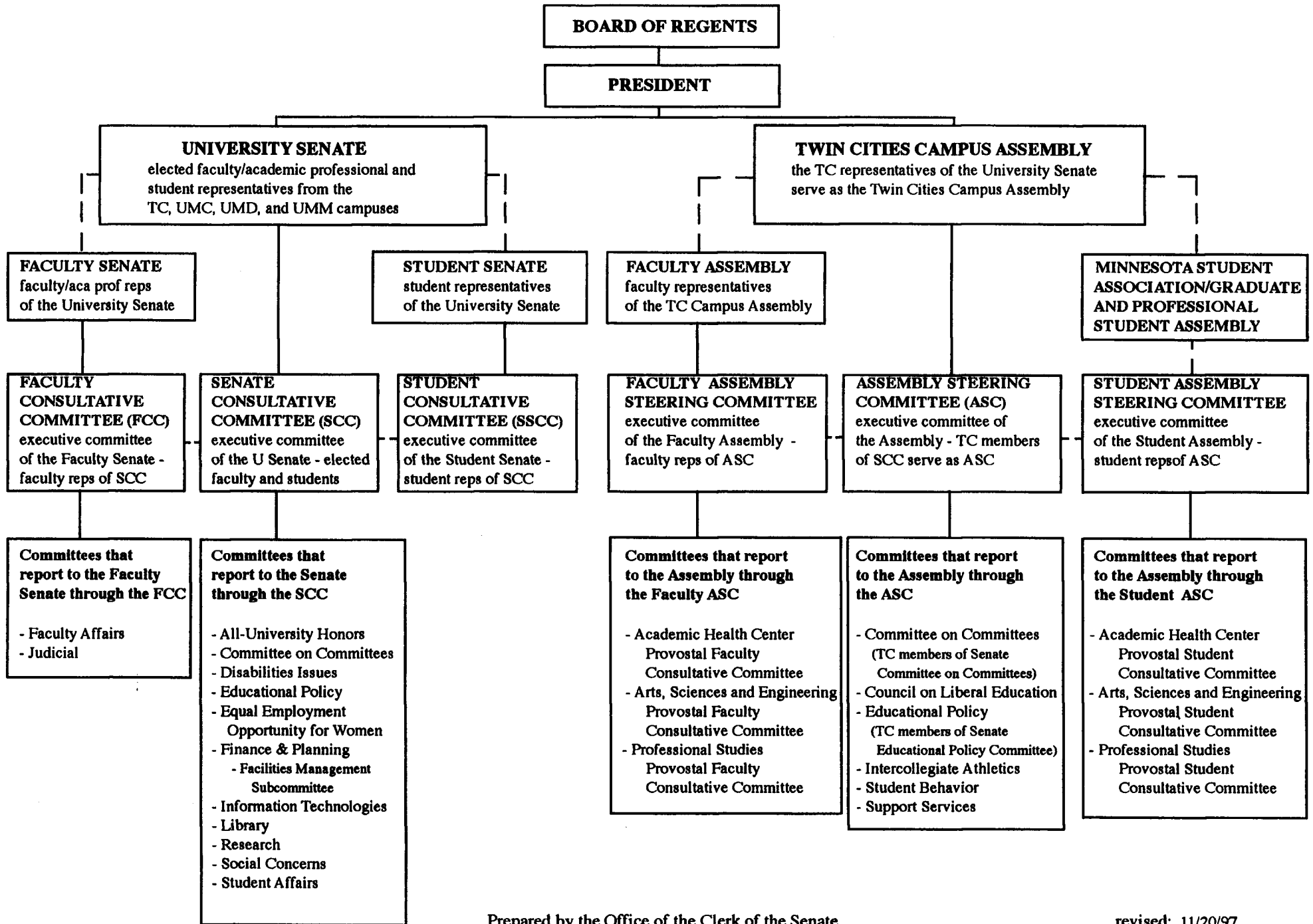
Central administration should fund released time for the faculty chairs of the Consultative, Judicial, Educational Policy, Finance and Planning, and Faculty Affairs Committees and initially it should be equivalent to one course of teaching each year (except for the Consultative Committee, which is currently by arrangement). If the chair is a student, the student should receive compensation.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the administrative office which they represent. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

UNIVERSITY OF MINNESOTA



University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Effective July 1, 1989

revised printing November 1998

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

UNIVERSITY SENATE CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by the Board of Regents

Consistent with actions and policies by the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Membership

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty or academic professional representatives or properly designated faculty and academic professional alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, and Crookston student bodies, and the president of the Graduate and Professional Student Assembly, shall, if not otherwise elected, serve as ex officio nonvoting members.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the

University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the constitution and bylaws of the University Senate.

3. Allocation of Functions and Powers

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

- a. The elected representatives of the faculty and academic professionals [this refers to academic professionals as defined by the Board of Regents--"Academic professionals generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent judgment. These individuals are not engaged in full-time teaching and scholarly work, as are faculty, but rather are assigned to duties enhancing the research, teaching, and service functions of the University..."] to the University Senate shall be chosen by secret ballot by the faculty and academic professionals of the several institutes, colleges, or schools of collegiate rank. The faculty and academic professionals of each of these collegiate units shall include professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and campus-based academic professionals holding continuous and probationary appointments. Also included are campus-based academic

professionals with fixed term or annual appointments having completed five years of service at the University.

These faculty and academic professionals shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in the *Faculty Tenure Code*. Academic professionals eligible to serve in the Senate shall be eligible to vote.

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the bylaws. Only full-time students in each institute, college, or school shall be eligible to vote. Each institute, college, or school shall establish its own procedures to determine qualification of those students eligible to vote.

There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris and Crookston there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency.

To be eligible for election to the University Senate, a student must have earned the required number of credits in residence at the University, as described below:

- University College students shall be eligible for election if they have earned at least twelve credits in residence during the previous five years and are carrying at least three credits at the time of voting.
- All other students shall be eligible for election if they have earned within the past year and are currently carrying at least two-thirds the number of credits required for full-time student status as defined by the Office of the Registrar for their college of enrollment. Graduate School students carrying one credit ABD (all but dissertation) at the time of voting or who are certified as the equivalent of full-time students by the Graduate School shall be eligible for election.

- c. Academic officers with class titles 9302-9329 shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- e. Elections to the Senate shall be held no later than the 20th day of May. One third, or as near to one third as arithmetically possible, of the faculty/academic

professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school.

All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate.

All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms.

To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.

- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used.

A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. Removal for Neglect of Meetings

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk, in writing, of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. University Senate and Student Senate Officers

- a. The president of the University shall chair the University Senate. A vice chair shall be elected by the Senate at its first meeting in the spring of the academic year from among its current members for a term of one year and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.
- b. The officers of the Student Senate shall be a chair and a vice chair.

The chair and vice chair shall be elected at a special spring quarter session of the Student Senate attended only by student senators elected for the following year. The outgoing chair shall preside over the election. Non-senators and outgoing student senators may not be candidates for these positions. The chair and vice chair shall not be from the same campus. In the event that no one is nominated for the vice chair position from a separate campus, the position will be open to all qualified members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve on the board of the Student Legislative Coalition, the University's student lobbying organization; and (4) to serve as the University's representative on the Student Advisory Council; (5) to serve on one central University advisory committee and to delegate student members for other advisory committees.

The duties of the vice chair are (1) to assume the duties of the chair in the event of an absence or incapacity of the chair; (2) to assume responsibilities delegated by the chair; (3) to submit to the Senate Office an annual budget request for the Student Senate and Student Consultative Committee, to be approved by the Student Senate during its fall quarter meeting; (4) to organize an annual orientation for members of the Student Senate; (5) to monitor Student Senate attendance and ensure that the Student Senate Handbook is updated and distributed; (6) to serve on a central advisory committee that is not attended by the Student Senate chair if there is more than one such committee active; (7) to serve as the vice chair of the Student Senate Consultative Committee.

- c. The president of the University shall chair the Faculty Senate. A vice chair shall be elected by the Faculty Senate in the spring of the academic year for a term of one year and shall be eligible for re-election. [In the instance when a faculty member is elected vice chair of the University Senate, that individual shall also serve as vice chair of the Faculty Senate.] The president, with the consent of the Faculty Senate, shall appoint a clerk and a parliamentarian of the Faculty Senate (non-members of the Faculty Senate) whose duties shall be the same as those of the clerk and parliamentarian of the University Senate.

7. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. University Senate Meetings--Call--Quorum

The University Senate shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question.

At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in the *Faculty Tenure Code* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote.

Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate committees. The Senate also may create special committees.

1. Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

2. Subcommittees of Senate Committees

Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall have approximately the same ratio of faculty/academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Committee on Committees. The Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall appoint members to standing subcommittees. Civil service and alumni shall be represented on subcommittees where appropriate.

3. Special Committees

Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the University Senate, the special committee shall make interim and final reports to that committee. If the task

assigned to the special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the special committee requires.

ARTICLE V. GOVERNMENT OF THE COLLEGES AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. Controversies Between the University Senate and Institutes, Colleges, and Schools

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least

ten days prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the Board of Regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws by majority vote of the total membership of the Senate provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the Board of Regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. Voting Units

For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES (1) Agricultural Experiment Station, (2) Agricultural, Food, & Environmental Sciences, (3) Architecture and Landscape Architecture (4) Biological Sciences, (5) Dentistry, (6) Education & Human Development, (7) General College, (8) Graduate School, (9) Human Ecology, (10) Law, (11) Liberal Arts, (12) Libraries, (13) Management, (14) Medical School, (15) University of Minnesota Extension Service, (16) Natural Resources, (17) Nursing, (18) Pharmacy, (19) Public Affairs, (20) Public Health, (21) Technology, (22) University College, (23) Veterinary Medicine

CROOKSTON (24)

DULUTH (25) Business and Economics, (26) Education and Human Service Professions, (27) Fine Arts, (28) Liberal Arts, (29) Medicine, (30) Other [includes non-collective bargaining faculty/academic professionals from UMD]; (31) Science and Engineering

MORRIS (32)

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. Faculty/Academic Professional Elections

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

- a. Each spring before May 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 31, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
- b. Between May 1 and May 20, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

3. Student Elections

The elected representatives of the students shall be elected in accordance with the following procedures:

- a. Between March 1 and May 20 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 23.
- b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the last regular meeting of the current year.

4. Vacancies

Faculty/academic professional and student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section 1, of these Bylaws.

6. Clerk

- a. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
- b. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Human Resources or other official sources a complete list of (1) those active or retired faculty members, (2) those members of the academic professional staff, and (3) those members of the civil service staff who have died during the preceding interval.

The clerk of the Senate shall request the departments or units to prepare suitable memorial statements and send them to their respective administrative officers to be forwarded by the administrative officers to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

- c. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of the Registrar or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition of it.

7. Parliamentarian

The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or bylaws.

ARTICLE II. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection. Portions of minutes that contain private data about individuals are accessible only to the subject of the data and to University employees whose work assignments reasonably require access to the information. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals. [Refer to *Guidelines for Senate Committee Minutes*.]

2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.

3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.

4. Faculty/academic professional appointments to committees of the Senate normally shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year (see Rules Article III, Section 3, for student eligibility rules).

5. Committees shall submit items for action simultaneously to the Senate Consultative Committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.

6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The chair of each committee shall keep a list of all topics discussed in its closed meetings, make the list available upon request, and include the list in the annual report to the Senate. Meetings shall normally be listed in the *Minnesota Daily*.

7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

ARTICLE III. SENATE COMMITTEES

1. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of no more than 6 faculty/academic professional members, 3 students, 5 alumni, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.
- b. To screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

2. COMMITTEE ON COMMITTEES

Senate Committee on Committees

The Senate Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate. The faculty/academic professional representatives shall serve as the Faculty Senate Committee on Committees and the student representatives shall serve as the Student Senate Committee on Committees.

Membership

The Senate Committee on Committees shall be composed of 9 elected faculty/academic professional members, 6 elected undergraduate students, and one elected graduate/professional student.

Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. Faculty/academic professional members must have served as senators within the last ten years. In case of a faculty/academic professional vacancy, the remaining faculty/academic professional members, by majority vote, shall fill the vacancy by interim appointment until the next general election.

Of the undergraduate student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, and Morris campuses, all elected by the undergraduate Student Senate members from the respective campuses from among their number. The graduate/professional student shall be elected by the graduate and professional Student Senate members from among their number. Elections shall be held during spring quarter. Terms of membership shall be for one year. Any student committee position that cannot be filled by October 31 will become a Student Senate at-large position and may be filled by the Student Senate Consultative Committee on an interim basis until the next general election.

The chair of the Faculty Senate Committee on Committees shall serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

- a. To forward annually to the Senate for approval names of faculty members, academic professionals, undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws of the Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional, undergraduate student or graduate/professional student member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, academic professionals, undergraduate students and graduate/professional students. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.
- b. To review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- c. To submit an annual report to the Senate.

Faculty Senate Committee on Committees

The Faculty Senate Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair is eligible for re-election to that position. The chair shall also serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

- a. To furnish the full committee a slate of faculty/academic professional committee nominees for review and recommendations.
- b. To solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the Senate and make a summary of this study available to the Senate.

- d. To request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific committees.
- e. To select an additional voting representative from a non-eligible constituency of the University for placement on the appropriate committee for a term of one year, if the Senate Consultative Committee determines that a committee of the Senate will benefit from such representation.
- g. To recommend to the Student Senate Committee on Committees and the Senate Consultative Committee such actions or policies as it deems appropriate.

Student Senate Committee on Committees

The Student Senate Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair shall be eligible for re-election to that position.

Duties and Responsibilities

- a. To furnish the full committee a slate of student committee nominees for review and recommendations. Consideration shall be given to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the undergraduate student or graduate/professional student member currently is serving; 3) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members, and the presidents of the respective student associations; and 4) expressions of interest in committee service offered by undergraduate students and graduate/professional students. In addition, the committee shall select student senators for committee membership when appropriate to encourage communication between the Student Senate and the committees and shall strive to assure full and adequate representation by race, gender, and class rank in constituting committees.
- b. To solicit annually from each newly elected member of the Student Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To request annually from student association presidents a list of students whom they believe have the requisite interest and experience to serve on specific committees.
- d. To recommend to the Faculty Senate Committee on Committees and the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit to the Clerk of the Senate an annual budget request for the Student Committee on Committees.

3. CONSULTATIVE COMMITTEES

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting separately or together shall serve as consulting bodies to the president, as executive committees of their respective Senates, and as steering committees of their respective Senates. The Twin Cities representatives shall also serve as the Twin Cities Campus Assembly Steering Committee.

Senate Consultative Committee

Membership

The Senate Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. [The faculty representatives shall serve as the Faculty Consultative Committee; the 8 elected student representatives and the chair and vice chair of the Student Senate shall serve as the Student Consultative Committee; the 8 elected student representatives and the vice chair of the Student Senate shall constitute the 9 voting student members of the Senate Consultative Committee.]

Duties and Responsibilities

Consultative

- a. To meet with the president to discuss issues or policies of the University of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the Senate, which includes the authority to require that any committee of the Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- d. To convene on a regular basis the chairs of the major Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the Senate.
- f. To prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- g. To recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Senate up to date.

Executive

- a. To serve as a deliberative body of the Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the Senate when a decision is required prior to the next scheduled meeting of the Senate and when a decision is required when it would not be possible to convene a special meeting of the Senate in a timely fashion; such actions will be reported to the Senate at its next meeting and the Senate may then overrule the Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- g. To provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair, the chairs of the Faculty and Student Consultative Committees, and one faculty member and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The Clerk of the Senate shall be an ex officio member of the subcommittee and shall provide staff assistance.
- h. To dispose of business which appears to be not germane to the purposes of the Senate.
- i. To submit an annual report to the Senate.

Faculty Consultative Committee

Membership

The faculty of the Twin Cities campus and those faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 8 members, and the faculties of the Crookston and Morris campuses shall each elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Deans' Council are not eligible for election.
- Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the winter quarter. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 15 and ending March 30. In case of a tie, the clerk shall choose the successful candidate by lot.

- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established by the Twin Cities Campus Assembly. [Note: When a faculty member from the Duluth campus is elected under this provision, that individual shall not be a member of the Twin Cities Campus Faculty Assembly Steering Committee or the Twin Cities Campus Assembly Steering Committee.]
- Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

The vice chair of the Faculty Senate shall serve as an ex officio voting member of the Faculty Consultative Committee. The chairs of the Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees shall be ex officio nonvoting members of the committee. If a non-faculty member is appointed as chair of one of the four committees, then the faculty members of that committee shall elect from among themselves a representative to the Faculty Consultative Committee.

There shall also be one ex officio, nonvoting member of the committee who shall represent the faculty on the Duluth campus eligible to vote in Senate elections. This representative shall be elected in accord with procedures established by the eligible Duluth faculty.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.
- b. To serve as the executive committee and steering committee of the Faculty Senate.
- c. To act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.

Student Consultative Committee

Membership

The Student Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus
- one student from the Morris campus
- five students from the Twin Cities campus, as follows:

1996-97	3 undergraduates, 2 graduate/professionals
1997-98	4 undergraduates, 1 graduate/professional
1998-99	3 undergraduates, 2 graduate/professionals
1999-00	4 undergraduates, 1 graduate/professional
2000-01	3 undergraduates, 2 graduate/professionals

- the chair and vice chair of the Student Senate

Student members, except for the vice chair, shall be elected in accordance with procedures determined by the respective campuses' student constituencies, subject to the following provisions:

- At the time of their election, students shall be members of the University Senate (except for Crookston).
- Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The vice chair of the Student Senate shall also serve as the vice chair of the Student Senate Consultative Committee. If the vice chair has already been elected to the Student Senate Consultative Committee as a regular member, he or she must concede his or her prior position to another student, to be chosen as soon as possible by the appropriate student constituency. The chair and vice chair shall serve no more than two consecutive terms. The chair of the Student Senate shall serve as an ex officio, nonvoting member of the Senate Consultative Committee. The vice chair of the Student Senate shall serve as a voting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To serve as the executive and steering committee of the Student Senate.
- c. To act on behalf of the Student Senate when a decision is required prior to the next scheduled meeting of the Student Senate and when a decision is required when it would not be possible to convene a special meeting of the Student Senate in a timely fashion; such actions will be reported to the Student Senate at its next meeting and the Student Senate may then overrule the Student Senate Consultative Committee.

Chairs: The chairs 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. Chairs shall be eligible for re-election to that position. The vice chair of the Student Senate Consultative Committee shall be elected by the Student Senate in accordance with Article III, Section 6b, of the Senate Constitution. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

4. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee recommends University policies, procedures, and services concerning faculty/academic professionals, students, and staff with disabilities.

Membership

The Disabilities Issues Committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty, academic professional, and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- a. To advise the president and administrative offices, including the Disability Services Office and the University ADA Coordinator, on policies, programs, and services for students and employees.
- b. To promote compliance with laws relating to students and staff with disabilities.
- c. To review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting the needs of the University community, and to recommend changes.
- d. To inform the University community to the special concerns of its members with disabilities and of the available resources.
- e. To bring concerns to the Senate, as appropriate.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

5. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 12 faculty/academic professional members, 6 students (including one from a coordinate campus), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. The chair of the committee shall serve as an ex officio, nonvoting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To consult with and advise the president and senior officers it determines appropriate on all matters of educational policy and to recommend to the Senate such policies on educational issues as it deems appropriate and necessary.
- b. To recommend to the Senate policies on the extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large and to advise the president and senior academic officers with respect to these matters.
- c. To formulate policies governing calendars, and to set the calendar of the University with the approval of the Senate.
- d. To develop policies concerning special and continuing cultural activities in cooperation with appropriate academic units and campus organizations and to foster heightened cultural awareness on campus through such activities and events as it deems appropriate.
- e. To consult with the executive vice president and provost on all matters of educational development and on all proposals related thereto.

- f. To recommend to the Senate and the president and senior academic officers policies concerning University programs offered for students of especially high ability and achievement.
- g. To recommend to the Senate policies on international education and to advise the president and senior academic officers on the operation of international education policies.
- h. To make recommendations to the Senate with respect to University College and its relationship to the total academic program of the University and to advise the dean of University College.
- i. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- j. To receive reports on the quality and effectiveness of undergraduate education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.
- k. To advise the executive vice president and provost on the ROTC program and relations between the University and the Department of Defense and to recommend to the Senate policies on University-ROTC relationships.
- l. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- m. To maintain contact with the coordinate campuses through the exchange of minutes.
- n. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- o. To submit an annual report to the Senate.

6. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE

The Equal Employment Opportunity for Women Committee was established pursuant to and for the duration of the court decree in the case of *Rajender v. University of Minnesota*. Upon expiration of the decree (January 1, 1991), the committee continues in accordance with the "Women Academic Employees Policy Statement" of the Board of Regents.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty members, 2 members of the academic professional staff, and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. The faculty members shall be nominated by the Committee on Committees with the approval of the Senate. The academic professional staff members shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate.

Duties and Responsibilities

- a. To promote compliance with the "*Women Academic Employees Policy Statement*" approved by the University Senate on April 19, 1990 and adopted by the Board of Regents on July 13, 1990.
- b. To recommend policies that guarantee equal employment opportunity for all women faculty and academic staff of the University.
- c. To propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- d. To encourage active measures to expand and strengthen the diversity of the academic community in accordance with the Regents' "*Women Academic Employees Policy Statement*."
- e. To examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University president or senior academic officers or to the University Senate if they do.
- f. To work with the University's Equal Opportunity Officer to implement the Regents' policy statement on women academic employees.
- g. To advise the University president and senior academic officers.
- h. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- i. To submit an annual report to the Senate.

7. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty and academic professional staff.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one member of the academic professional staff, one graduate assistant and one undergraduate student, and ex officio representation as specified by vote of the Senate. The academic professional staff member shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate. All other members shall be nominated by the Committee on Committees with the approval of the Senate. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Faculty Consultative Committee.

Duties and Responsibilities

- a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty and academic professional staff, and to recommend improvements in the design and implementation of faculty and academic professional personnel policies.
- b. To recommend to the Faculty Senate additions to and modifications and interpretations of the *Faculty Tenure Code*.

- c. To examine and propose University policies and programs associated with faculty and academic professional staff development.
- d. To examine benefit options and benefit option counseling available for current and retired faculty and academic professionals (with the assistance of the Employee Benefits Department) and suggest alternatives when appropriate.
- e. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Office of Asset Management and an independent consultant retained by the Faculty Senate, and recommend appropriate changes.
- f. To monitor any legislation and other policies affecting faculty and academic professional welfare including such matters as tenure and promotion, salary and benefits, and faculty and academic professional staff development.
- g. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Faculty Senate.

8. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior academic officers on all major issues of budget and planning, including the capital request.

The Committee may, from time to time, act as a Twin Cities campus committee, and take up matters exclusively of concern to the Twin Cities, and may appoint subcommittees to deal with issues that pertain only to the Twin Cities campus.

Membership

The Finance and Planning Committee shall be composed of 8 faculty/academic professional members, 4 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years. (The representatives from the Facilities Management Subcommittee may be included in the preceding numbers in this paragraph, or may be appointed to the committee in addition to those individuals.)

Duties and Responsibilities

- a. To consult with and advise the president and senior academic officers on the development of the biennial request and the annual budget and to review the implementation of the annual budget.
- b. To consult with and advise the president and senior academic officers on the financial aspects of all major proposals and policy initiatives.
- c. To consult with and advise the president and senior academic officers on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the president and senior academic officers on questions of space allocation not restricted to the internal concerns of individual colleges and to monitor the consistency of

physical plant and space allocation decisions with the University mission and educational policy.

- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

9. INFORMATION TECHNOLOGIES COMMITTEE

The Information Technologies Committee represents faculty, academic professional and student interests in the development, implementation, and distribution of information technologies at the University. Information technologies include information systems (including their associated hardware and software) and the electronic exchange of information among faculty, staff and students.

Membership

The Information Technologies Committee shall be composed of 10 faculty/academic professional members (with at least 7 of these members being regular teaching/research faculty) and 3 student members (with at least one undergraduate and one graduate student). The membership shall be selected to represent the University broadly, including the colleges, coordinate campuses or research institutes. The Chief Information Officer, or his/her designate, shall serve in an ex-officio capacity. Other designated representatives of University departments or agencies with strong information technology interests are also encouraged to participate. These include equivalent committees at the college or campus level, the University Librarian, and the directors of distance education and administrative systems. Members shall be nominated by the Committee on Committees with the approval of the Senate. The terms of members shall be staggered so as to provide continuity in the activities of the committee.

Duties and Responsibilities

- a. To make recommendations to the Senate on matters concerned with policies and administration of information technologies.
- b. To monitor the working of existing policies, advise the president, vice presidents and chief information officer, review major initiatives and propose new initiatives for the deployment and advancement of information technologies.
- c. To coordinate recommendations with the appropriate Senate and non-Senate committees, and the Senate Library, Faculty Affairs and Educational Policy Committees.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate

10. JUDICIAL COMMITTEE

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. Members shall be nominated by the Faculty Committee on Committees with the approval of the Faculty Senate.

Duties and Responsibilities

- a. The powers, duties, and procedures of the Judicial Committee are set forth in the *Faculty Tenure Code* and in the Judicial Committee's *Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to the Tenure Code in the areas of: personnel (promotion) decisions concerning tenured faculty; personnel decisions concerning probationary faculty; improper refusal of a new appointment to a non-regular faculty member; unrequested leave of absence from disability; termination or suspension of a faculty appointment for cause; termination or suspension in instances of fiscal emergency. Faculty members may bring these types of cases directly to the Judicial Committee without first going through other grievance procedures.
- c. To hear complaints of faculty members arising within the context of a case properly before the Judicial Committee as described in Section (b) above.
- d. To cooperate with the University Grievance Officer and the University Grievance Committee regarding the routing of appeals relating to academic freedom and responsibility and other grievances and to make recommendations regarding them.
- e. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Senate.

11. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- a. To make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- b. To advise the directors and other heads of University libraries.
- c. To evaluate University-wide library facilities, services, and collections.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

12. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service staff member shall be appointed by the president in consultation with the Civil Service Committee. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Finance and Planning Committee.

Duties and Responsibilities

- a. To recommend to the Senate Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
- b. To consult with and advise the president and senior academic officers on the stimulation of and support for research activities.
- c. To assist in the evaluation of research programs within the University.
- d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.
- e. To advise the dean of the Graduate School on matters relating to research.
- f. To appoint one of its members to serve on any administrative committee appointed to deal with animal care and one of its members to serve on any administrative committee appointed to deal with the use of human subjects in research. These representatives shall ensure that policy questions generated by these committees shall be referred to the Senate through the Research Committee.
- g. To submit an annual report to the Senate, including a review of the work of any administrative committee appointed to deal with animal care or the use of human subjects in research.

13. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 civil service staff members, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service members shall be appointed by the president in consultation with the Civil Service Committee. The alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To make recommendations to the Senate for the University's response to social problems and to advise the president and senior academic officers with respect to these matters.
- b. To initiate on a regular basis campus fora on current controversial issues.

- c. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Senate.

14. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues dealing with the social welfare of students at the University of Minnesota, including services such as the operation of student/staff health service facilities, and special needs pertaining to international students.

Membership

The Student Affairs Committee shall be composed of 6 faculty/academic professional members, 9 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Senate. Student members shall exceed by at least one the total of other voting members. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service member shall be appointed by the president in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To formulate and recommend to the Senate policies pertaining to all student affairs and all University-registered student organizations that are not within the control or supervision of any other committee of the Senate.
- b. To provide a comprehensive link between the University and all University student organizations in accordance with the defined relationship between the student organization and the University as described in the Policy on Registration and Classification of Student Groups for the Twin Cities campus and as defined by coordinate campuses.
- c. To be concerned with the general welfare of international students and the services and affairs that pertain to them.
- d. To provide a link between Health Service staffs and the University community and to address problems in providing effective and efficient health care.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The Senate Consultative Committee shall serve as the executive committee of the University Senate.

2. 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

The Senate Consultative Committee 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 Senate Consultative Committee, the clerk of the 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.

* As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committees before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

- The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

- No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.
- An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.
- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate Committees. The Senate may also create special committees. Senate committees, subcommittees of Senate committees, and special committees are described in the Constitution and Bylaws.

2. Ex Officio Members of Senate Committees

Ex officio members shall be appointed from each of the offices listed below and are non-voting positions unless otherwise noted.

- All-University Honors--Office of the Executive Vice President and Provost; Alumni Relations; University Development Office; University Relations
- Disabilities Issues--Office of the Executive Vice President and Provost (one from the Disability Services Office and the University ADA coordinator)
- Educational Policy--Office of the Executive Vice President and Provost (two representatives, including the Vice Provost for Undergraduate Education); Dean, Graduate School
- Equal Employment Opportunity for Women--Office of the Executive Vice President and Provost; Office of Equal Opportunity and Affirmative Action
- Faculty Affairs--Office of the Executive Vice President and Provost; Office of the Senior Vice President, Finance and Operations (one from Asset Management and one from Employee Benefits); Chair (or his/her designee) of the Equal Employment Opportunity for Women Committee; representative of the Retirees Association

- Faculty Consultative--Vice chair of the Faculty Senate (voting); Chairs of the Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees (if a non-faculty member is appointed as chair of one of the four committees, then the faculty members of that committee shall elect from among themselves a representative); elected representative from the Duluth faculty eligible to vote in Senate elections
- Finance and Planning--Office of the Senior Vice President, Finance and Operations (two representatives); Office of the Executive Vice President and Provost (two representatives, including one from the Office of Planning and Analysis)
- Information Technologies--Office of the Executive Vice President and Provost; Office of Senior Vice President, Finance and Operations
- Library--Office of the Executive Vice President and Provost; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Law Librarian
- Research--Office of the Executive Vice President and Provost; Office of the Senior Vice President, Finance and Operations; Office of the Senior Vice President, Health Sciences; Dean, Graduate School; Director, Agricultural Experiment Stations
- Senate Consultative--Vice chair of the University Senate (voting); Chairs of the Finance and Planning and Educational Policy Committees; elected representative from the Duluth faculty eligible to vote in Senate elections; Chair of the Student Senate
- Social Concerns--Office of the Vice President, Student Development and Athletics; Office of the Senior Vice President, Finance and Operations; Office of Equal Opportunity and Affirmative Action
- Student Affairs--Office of the Vice President, Student Development and Athletics

3. Terms of Membership, Chairing of Committees, and Removal of Members for neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote in Senate elections may serve on all committees that report to the Senate except the Consultative Committee. Faculty/academic professionals with administrative appointments (class titles 9302-9329) of 50 percent or more time are ineligible to serve on Senate committees, except ex officio.

Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for three of the four quarters in the academic year (both summer sessions considered as one quarter). University College students must be registered for at least one course for three of the four quarters in the academic year. 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.

No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-

year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A member of a committee of the Senate shall be said to have neglected a meeting if the member does not attend and does not notify the chair of the impending absence. A non-student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member of a committee of the Senate shall forfeit membership by neglecting two meetings of the committee for which notification was given. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term shall be replaced for the term remaining. Replacement procedures shall follow appointment procedures.

5. Committee Support and Service

Staff support shall be funded by the Senate through funds administered by the Senate Budget Subcommittee. Staff support and services are interpreted as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A staff support person shall not be considered an ex officio member.

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

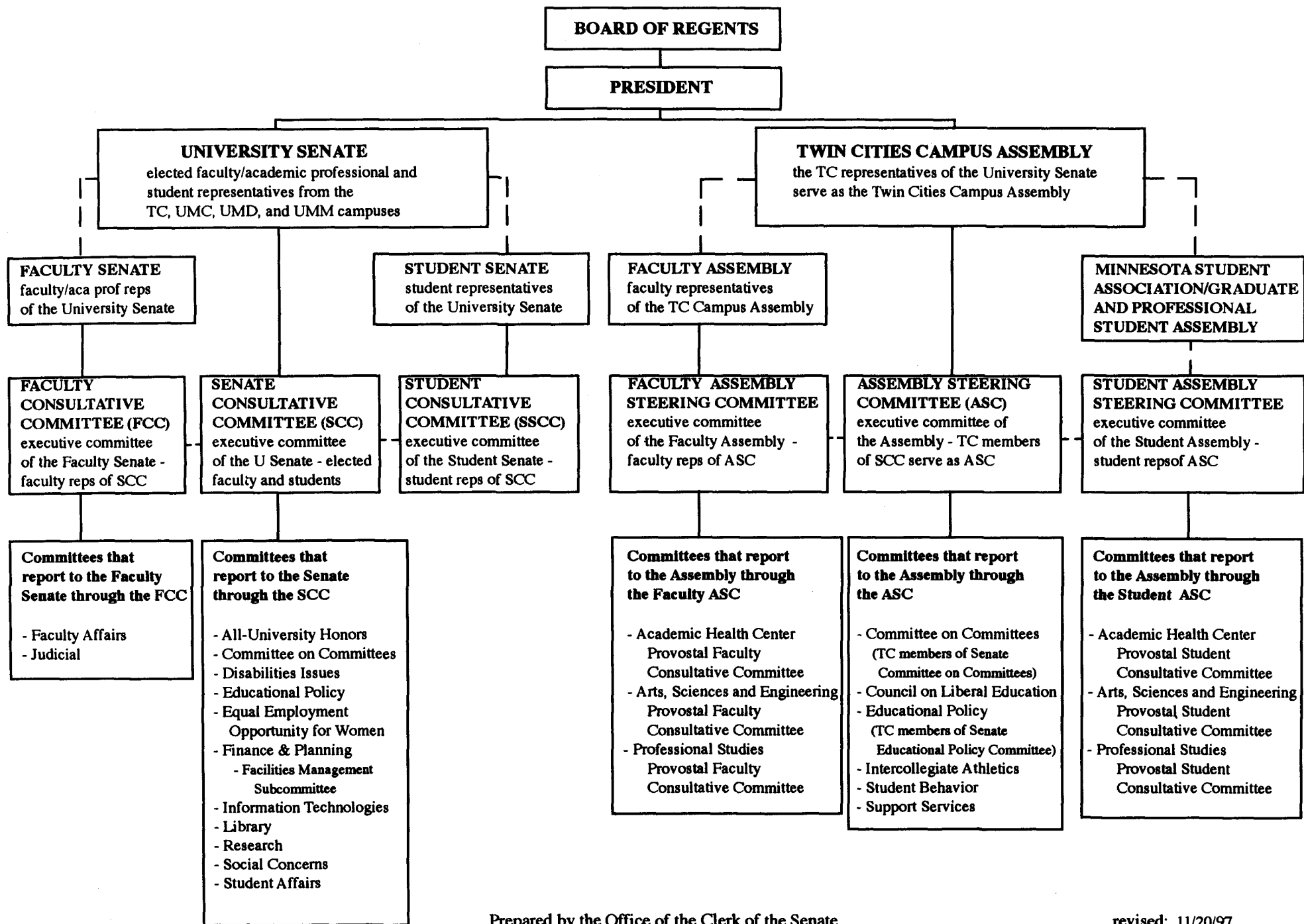
Central administration should fund released time for the faculty chairs of the Consultative, Judicial, Educational Policy, Finance and Planning, and Faculty Affairs Committees and initially it should be equivalent to one course of teaching each year (except for the Consultative Committee, which is currently by arrangement). If the chair is a student, the student should receive compensation.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the administrative office which they represent. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

UNIVERSITY OF MINNESOTA



University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Effective July 1, 1989

revised printing August 1999

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

UNIVERSITY SENATE CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by the Board of Regents

Consistent with actions and policies by the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Membership

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty or academic professional representatives or properly designated faculty and academic professional alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, and Crookston student bodies, and the president of the Graduate and Professional Student Assembly, shall, if not otherwise elected, serve as ex officio nonvoting members.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the

University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the constitution and bylaws of the University Senate.

3. Allocation of Functions and Powers

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

- a. The elected representatives of the faculty and academic professionals [this refers to academic professionals as defined by the Board of Regents--"Academic professionals generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent judgment. These individuals are not engaged in full-time teaching and scholarly work, as are faculty, but rather are assigned to duties enhancing the research, teaching, and service functions of the University..."] to the University Senate shall be chosen by secret ballot by the faculty and academic professionals of the several institutes, colleges, or schools of collegiate rank. The faculty and academic professionals of each of these collegiate units shall include professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and campus-based academic professionals holding continuous and probationary appointments. Also included are campus-based academic

professionals with fixed term or annual appointments having completed five years of service at the University.

These faculty and academic professionals shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in *Faculty Tenure*. Academic professionals eligible to serve in the Senate shall be eligible to vote.

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the bylaws. Only full-time students in each institute, college, or school shall be eligible to vote. Each institute, college, or school shall establish its own procedures to determine qualification of those students eligible to vote.

There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris and Crookston there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency.

To be eligible for election to the University Senate, a student must have earned the required number of credits in residence at the University, as described below:

- University College students shall be eligible for election if they have earned at least eight credits in residence during the previous five years and are carrying at least three credits at the time of voting.
 - All other students shall be eligible for election if they have earned within the past year and are currently carrying at least two-thirds the number of credits required for full-time student status as defined by the Office of the Registrar for their college of enrollment. Graduate School students carrying one credit ABD (all but dissertation) at the time of voting or who are certified as the equivalent of full-time students by the Graduate School shall be eligible for election.
- c. Academic officers with class titles 9302-9329 shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- e. Elections to the Senate shall be held no later than the 30th day of April. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school.

All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate.

All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms.

To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.

- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used.

A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. Removal for Neglect of Meetings

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

6. University Senate and Student Senate Officers

- a. The president of the University shall chair the University Senate. A vice chair shall be elected by the Senate at its last regularly scheduled meeting in the spring semester of the academic year from among its current members for a term of one year and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.
- b. The officers of the Student Senate shall be a chair and a vice chair.

The chair and vice chair shall be elected at a special spring semester session of the Student Senate attended only by student senators elected for the following year. The outgoing chair shall preside over the election. Non-senators and outgoing student senators may not be candidates for these positions. The chair and vice chair shall not be from the same campus. In the event that no one is nominated for the vice chair position from a separate campus, the position will be open to all qualified members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve on the board of the Student Legislative Coalition, the University's student lobbying organization; and (4) to serve as the University's representative on the Student Advisory Council; (5) to serve on one central University advisory committee and to delegate student members for other advisory committees.

The duties of the vice chair are (1) to assume the duties of the chair in the event of an absence or incapacity of the chair; (2) to assume responsibilities delegated by the chair; (3) to submit to the Senate Office an annual budget request for the Student Senate and Student Consultative Committee, to be approved by the Student Senate during its fall semester meeting; (4) to organize an annual orientation for members of the Student Senate; (5) to monitor Student Senate attendance and ensure that the Student Senate Handbook is updated and distributed; (6) to serve on a central advisory committee that is not attended by the Student Senate chair if there is more than one such committee active; (7) to serve as the vice chair of the Student Senate Consultative Committee.

- c. The president of the University shall chair the Faculty Senate. A vice chair shall be elected by the Faculty Senate at the last regularly scheduled meeting in the spring semester of the academic year for a term of one year and shall be eligible for re-election. [In the instance when a faculty member is elected vice chair of the University Senate, that individual shall also serve as vice chair of the Faculty Senate.] The president, with the consent of the Faculty Senate, shall appoint a clerk and a parliamentarian of the Faculty Senate (non-members of the Faculty Senate) whose duties shall be the same as those of the clerk and parliamentarian of the University Senate.

7. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. University Senate Meetings--Call--Quorum

The University Senate shall hold regular meetings, at least twice in each semester of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question.

At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in *Faculty Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote.

Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate committees. The Senate also may create special committees.

1. Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

2. Subcommittees of Senate Committees

Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall have approximately the same ratio of faculty/academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Committee on Committees. The Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall appoint members to standing subcommittees. Civil service and alumni shall be represented on subcommittees where appropriate.

3. Special Committees

Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the University Senate, the special committee shall make interim and final reports to that committee. If the task assigned to the special committee does not fall within the duties and responsibilities of an existing committee of the

Senate, the special committee shall make interim and final reports to the Senate Consultative Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the special committee requires.

ARTICLE V. GOVERNMENT OF THE COLLEGES AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. Controversies Between the University Senate and Institutes, Colleges, and Schools

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least ten days prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the Board of Regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws either by a majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all members of the Senate present and voting at each of two meetings, the second of which shall be the next regular meeting, provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the Board of Regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. Voting Units

For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES (1) Agricultural Experiment Station, (2) Agricultural, Food, & Environmental Sciences, (3) Architecture and Landscape Architecture (4) Biological Sciences, (5) Dentistry, (6) Education & Human Development, (7) General College, (8) Graduate School, (9) Human Ecology, (10) Law, (11) Liberal Arts, (12) Libraries, (13) Management, (14) Medical School, (15) University of Minnesota Extension Service, (16) Natural Resources, (17) Nursing, (18) Pharmacy, (19) Public Affairs, (20) Public Health, (21) Technology, (22) University College, (23) Veterinary Medicine

CROOKSTON (24)

DULUTH (25) Business and Economics, (26) Education and Human Service Professions, (27) Fine Arts, (28) Liberal Arts, (29) Medicine, (30) Other [includes non-collective bargaining faculty/academic professionals from UMD]; (31) Science and Engineering

MORRIS (32)

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. Faculty/Academic Professional Elections

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

- a. Each spring before April 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 1, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
- b. Between April 1 and April 30, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 5.
- c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

3. Student Elections

The elected representatives of the students shall be elected in accordance with the following procedures:

- a. Between February 1 and April 30 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 5.
- b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

4. Vacancies

Faculty/academic professional and student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section 1, of these Bylaws.

6. Clerk

- a. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
- b. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Human Resources or other official sources a complete list of (1) those active or retired faculty members, (2) those members of the academic professional staff, and (3) those members of the civil service staff who have died during the preceding interval.

The clerk of the Senate shall request the departments or units to prepare suitable memorial statements and send them to their respective administrative officers to be forwarded by the administrative officers to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

- c. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of the Registrar or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition of it.

7. Parliamentarian

The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or bylaws.

ARTICLE II. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. All committees of the Senate shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Senate and shall be available for inspection. Portions of minutes that contain private data about individuals are accessible only to the subject of the data and to University employees whose work assignments reasonably require access to the information. In cases where provision has thus been made for confidential treatment of committee minutes, the committee involved shall prepare and file with the clerk of the Senate a version of the minutes of the committee meetings that contains all information other than detailed information about individuals. [Refer to *Guidelines for Senate Committee Minutes*.]
2. Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.
3. An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.
4. Faculty/academic professional appointments to committees of the Senate normally shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year (see Rules Article III, Section 3, for student eligibility rules).
5. Committees shall submit items for action simultaneously to the Senate Consultative Committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.
6. Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The committee shall keep a list of all topics discussed in its closed meetings and incorporate that list in its minutes.
7. Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

ARTICLE III. SENATE COMMITTEES

1. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of no more than 8 faculty/academic professional members (including one from each coordinate campus), 3 students, 5 alumni, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.
- b. To screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

2. COMMITTEE ON COMMITTEES

Senate Committee on Committees

The Senate Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate. The faculty/academic professional representatives shall serve as the Faculty Senate Committee on Committees and the student representatives shall serve as the Student Senate Committee on Committees.

Membership

The Senate Committee on Committees shall be composed of 9 elected faculty/academic professional members, 6 elected undergraduate students, and one elected graduate/professional student.

Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. Faculty/academic professional members must have served as senators within the last ten years. In case of a faculty/academic professional vacancy, the remaining faculty/academic professional members, by majority vote, shall fill the vacancy by interim appointment until the next general election.

Of the undergraduate student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, and Morris campuses, all elected by the undergraduate Student Senate members from the respective campuses from among their number. The graduate/professional student shall be elected by the graduate and professional Student Senate members from among their number. Elections shall be held during spring semester. Terms of membership shall be for one year. Any student committee position that cannot be filled by October 1 will become a Student Senate at-large position and may be filled by the Student Senate Consultative Committee on an interim basis until the next general election.

The chair of the Faculty Senate Committee on Committees shall serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

- a. To forward annually to the Senate for approval names of faculty members, academic professionals, undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws of the Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional, undergraduate student or graduate/professional student member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, academic professionals, undergraduate students and graduate/professional students. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.
- b. To review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- c. To submit an annual report to the Senate.

Faculty Senate Committee on Committees

The Faculty Senate Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair is eligible for re-election to that position. The chair shall also serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

- a. To furnish the full committee a slate of faculty/academic professional committee nominees for review and recommendations.
- b. To solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the Senate and make a summary of this study available to the Senate.

- d. To request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific committees.
- e. To select an additional voting representative from a non-eligible constituency of the University for placement on the appropriate committee for a term of one year, if the Senate Consultative Committee determines that a committee of the Senate will benefit from such representation.
- g. To recommend to the Student Senate Committee on Committees and the Senate Consultative Committee such actions or policies as it deems appropriate.

Student Senate Committee on Committees

The Student Senate Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair shall be eligible for re-election to that position.

Duties and Responsibilities

- a. To furnish the full committee a slate of student committee nominees for review and recommendations. Consideration shall be given to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the undergraduate student or graduate/professional student member currently is serving; 3) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members, and the presidents of the respective student associations; and 4) expressions of interest in committee service offered by undergraduate students and graduate/professional students. In addition, the committee shall select student senators for committee membership when appropriate to encourage communication between the Student Senate and the committees and shall strive to assure full and adequate representation by race, gender, and class rank in constituting committees.
- b. To solicit annually from each newly elected member of the Student Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To request annually from student association presidents a list of students whom they believe have the requisite interest and experience to serve on specific committees.
- d. To recommend to the Faculty Senate Committee on Committees and the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit to the Clerk of the Senate an annual budget request for the Student Committee on Committees.

3. CONSULTATIVE COMMITTEES

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting separately or together shall serve as consulting bodies to the president, as executive committees of their respective Senates, and as steering committees of their respective Senates. The Twin Cities representatives shall also serve as the Twin Cities Campus Assembly Steering Committee.

Senate Consultative Committee

Membership

The Senate Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. [The faculty representatives shall serve as the Faculty Consultative Committee; the 8 elected student representatives and the chair and vice chair of the Student Senate shall serve as the Student Consultative Committee; the 8 elected student representatives and the vice chair of the Student Senate shall constitute the 9 voting student members of the Senate Consultative Committee.]

Duties and Responsibilities

Consultative

- a. To meet with the president to discuss issues or policies of the University of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the Senate, which includes the authority to require that any committee of the Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- d. To convene on a regular basis the chairs of the major Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the Senate.
- f. To prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- g. To recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Senate up to date.

Executive

- a. To serve as a deliberative body of the Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the Senate when a decision is required prior to the next scheduled meeting of the Senate and when a decision is required when it would not be possible to convene a special meeting of the Senate in a timely fashion; such actions will be reported to the Senate at its next meeting and the Senate may then overrule the Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- g. To provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair, the chairs of the Faculty and Student Consultative Committees, and one faculty member and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The Clerk of the Senate shall be an ex officio member of the subcommittee and shall provide staff assistance.
- h. To dispose of business which appears to be not germane to the purposes of the Senate.
- i. To submit an annual report to the Senate.

Faculty Consultative Committee

Membership

The faculty of the Twin Cities campus and those faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 8 members, and the faculties of the Crookston and Morris campuses shall each elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Deans' Council are not eligible for election.
- Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the spring semester. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 1 and ending March 10. In case of a tie, the clerk shall choose the successful candidate by lot.

- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established by the Twin Cities Campus Assembly. [Note: When a faculty member from the Duluth campus is elected under this provision, that individual shall not be a member of the Twin Cities Campus Faculty Assembly Steering Committee or the Twin Cities Campus Assembly Steering Committee.]
- Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

The vice chair of the Faculty Senate shall serve as an ex officio voting member of the Faculty Consultative Committee. The chairs of the Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees shall be ex officio nonvoting members of the committee. If a non-faculty member is appointed as chair of one of the four committees, then the faculty members of that committee shall elect from among themselves a representative to the Faculty Consultative Committee.

There shall also be one ex officio, nonvoting member of the committee who shall represent the faculty on the Duluth campus eligible to vote in Senate elections. This representative shall be elected in accord with procedures established by the eligible Duluth faculty.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.
- b. To serve as the executive committee and steering committee of the Faculty Senate.
- c. To act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.

Student Consultative Committee

Membership

The Student Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus
- one student from the Morris campus
- five students from the Twin Cities campus, as follows:
 - In 1998-99, and every other year thereafter, there shall be three undergraduate students and two graduate/professional students. In 1999-2000, and every other year thereafter, there shall be four undergraduate students and one graduate/professional student.
- the chair and vice chair of the Student Senate

Student members, except for the vice chair, shall be elected in accordance with procedures determined by the respective campuses' student constituencies, subject to the following provisions:

- At the time of their election, students shall be members of the University Senate (except for Crookston).
- Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The vice chair of the Student Senate shall also serve as the vice chair of the Student Senate Consultative Committee. If the vice chair has already been elected to the Student Senate Consultative Committee as a regular member, he or she must concede his or her prior position to another student, to be chosen as soon as possible by the appropriate student constituency. The chair and vice chair shall serve no more than two consecutive terms. The chair of the Student Senate shall serve as an ex officio, nonvoting member of the Senate Consultative Committee. The vice chair of the Student Senate shall serve as a voting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To serve as the executive and steering committee of the Student Senate.
- c. To act on behalf of the Student Senate when a decision is required prior to the next scheduled meeting of the Student Senate and when a decision is required when it would not be possible to convene a special meeting of the Student Senate in a timely fashion; such actions will be reported to the Student Senate at its next meeting and the Student Senate may then overrule the Student Senate Consultative Committee.

Chairs: The chairs 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. Chairs shall be eligible for re-election to that position. The vice chair of the Student Senate Consultative Committee shall be elected by the Student Senate in accordance with Article III, Section 6b, of the Senate Constitution. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

4. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee recommends University policies, procedures, and services concerning faculty/academic professionals, students, and staff with disabilities.

Membership

The Disabilities Issues Committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty, academic professional, and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- a. To advise the president and administrative offices, including the Disability Services Office and the University ADA Coordinator, on policies, programs, and services for students and employees.
- b. To promote compliance with laws relating to students and staff with disabilities.
- c. To review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting the needs of the University community, and to recommend changes.
- d. To inform the University community to the special concerns of its members with disabilities and of the available resources.
- e. To bring concerns to the Senate, as appropriate.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

5. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 12 faculty/academic professional members, 6 students (including one from a coordinate campus), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. The chair of the committee shall serve as an ex officio, nonvoting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To consult with and advise the president and senior officers it determines appropriate on all matters of educational policy and to recommend to the Senate such policies on educational issues as it deems appropriate and necessary.
- b. To recommend to the Senate policies on the extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large and to advise the president and senior academic officers with respect to these matters.
- c. To formulate policies governing calendars, and to set the calendar of the University with the approval of the Senate.
- d. To develop policies concerning special and continuing cultural activities in cooperation with appropriate academic units and campus organizations and to foster heightened cultural awareness on campus through such activities and events as it deems appropriate.
- e. To consult with the executive vice president and provost on all matters of educational development and on all proposals related thereto.

- f. To recommend to the Senate and the president and senior academic officers policies concerning University programs offered for students of especially high ability and achievement.
- g. To recommend to the Senate policies on international education and to advise the president and senior academic officers on the operation of international education policies.
- h. To make recommendations to the Senate with respect to University College and its relationship to the total academic program of the University and to advise the dean of University College.
- i. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- j. To receive reports on the quality and effectiveness of undergraduate education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.
- k. To advise the executive vice president and provost on the ROTC program and relations between the University and the Department of Defense and to recommend to the Senate policies on University-ROTC relationships.
- l. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- m. To maintain contact with the coordinate campuses through the exchange of minutes.
- n. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- o. To submit an annual report to the Senate.

6. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE

The Equal Employment Opportunity for Women Committee was established pursuant to and for the duration of the court decree in the case of *Rajender v. University of Minnesota*. Upon expiration of the decree (January 1, 1991), the committee continues in accordance with the "Women Academic Employees Policy Statement" of the Board of Regents.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty members, 2 members of the academic professional staff, and ex officio representation as specified by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. The faculty members shall be nominated by the Committee on Committees with the approval of the Senate. The academic professional staff members shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate.

Duties and Responsibilities

- a. To promote compliance with the "*Women Academic Employees Policy Statement*" approved by the University Senate on April 19, 1990 and adopted by the Board of Regents on July 13, 1990.
- b. To recommend policies that guarantee equal employment opportunity for all women faculty and academic staff of the University.
- c. To propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- d. To encourage active measures to expand and strengthen the diversity of the academic community in accordance with the Regents' "*Women Academic Employees Policy Statement.*"
- e. To examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University president or senior academic officers or to the University Senate if they do.
- f. To work with the University's Equal Opportunity Officer to implement the Regents' policy statement on women academic employees.
- g. To advise the University president and senior academic officers.
- h. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- i. To submit an annual report to the Senate.

7. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty and academic professional staff.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one member of the academic professional staff, one graduate assistant and one undergraduate student, and ex officio representation as specified by vote of the Senate. The academic professional staff member shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate. All other members shall be nominated by the Committee on Committees with the approval of the Senate. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Faculty Consultative Committee.

Duties and Responsibilities

- a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty and academic professional staff, and to recommend improvements in the design and implementation of faculty and academic professional personnel policies.
- b. To recommend to the Faculty Senate additions to and modifications and interpretations of *Faculty Tenure* .

- c. To examine and propose University policies and programs associated with faculty and academic professional staff development.
- d. To examine benefit options and benefit option counseling available for current and retired faculty and academic professionals (with the assistance of the Employee Benefits Department) and suggest alternatives when appropriate.
- e. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Office of Asset Management and an independent consultant retained by the Faculty Senate, and recommend appropriate changes.
- f. To monitor any legislation and other policies affecting faculty and academic professional welfare including such matters as tenure and promotion, salary and benefits, and faculty and academic professional staff development.
- g. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- h. To submit an annual report to the Faculty Senate.

8. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior academic officers on all major issues of budget and planning, including the capital request.

The Committee may, from time to time, act as a Twin Cities campus committee, and take up matters exclusively of concern to the Twin Cities, and may appoint subcommittees to deal with issues that pertain only to the Twin Cities campus.

Membership

The Finance and Planning Committee shall be composed of 8 faculty/academic professional members, 4 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years.

Duties and Responsibilities

- a. To consult with and advise the president and senior academic officers on the development of the biennial request and the annual budget and to review the implementation of the annual budget.
- b. To consult with and advise the president and senior academic officers on the financial aspects of all major proposals and policy initiatives.
- c. To consult with and advise the president and senior academic officers on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the president and senior academic officers on questions of space allocation not restricted to the internal concerns of individual colleges and to monitor the consistency of physical plant and space allocation decisions with the University mission and educational policy.

- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

9. INFORMATION TECHNOLOGIES COMMITTEE

The Information Technologies Committee represents faculty, academic professional, civil service and student interests in the development, implementation, and distribution of information technologies at the University. Information technologies include information systems (including their associated hardware and software) and the electronic exchange of information among faculty, staff and students.

Membership

The Information Technologies Committee shall be composed of 10 faculty/academic professional members (with at least 7 of these members being regular teaching/research faculty), 1 civil service staff member, and 3 student members (with at least one undergraduate and one graduate student). The membership shall be selected to represent the University broadly, including the colleges, coordinate campuses or research institutes. The Chief Information Officer, or his/her designate, shall serve in an ex-officio capacity. Other designated representatives of University departments or agencies with strong information technology interests are also encouraged to participate. These include equivalent committees at the college or campus level, the University Librarian, and the directors of distance education and administrative systems. Members shall be nominated by the Committee on Committees with the approval of the Senate. The terms of members shall be staggered so as to provide continuity in the activities of the committee.

Duties and Responsibilities

- a. To make recommendations to the Senate on matters concerned with policies and administration of information technologies.
- b. To monitor the working of existing policies, advise the president, vice presidents and chief information officer, review major initiatives and propose new initiatives for the deployment and advancement of information technologies.
- c. To coordinate recommendations with the appropriate Senate and non-Senate committees, and the Senate Library, Faculty Affairs and Educational Policy Committees.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate

10. JUDICIAL COMMITTEE

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. Members shall be nominated by the Faculty Committee on Committees with the approval of the Faculty Senate.

Duties and Responsibilities

- a. The powers, duties, and procedures of the Judicial Committee are set forth in *Faculty Tenure* and in the Judicial Committee's *Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to the Tenure Code in the areas of: personnel (promotion) decisions concerning tenured faculty; personnel decisions concerning probationary faculty; improper refusal of a new appointment to a non-regular faculty member; unrequested leave of absence from disability; termination or suspension of a faculty appointment for cause; termination or suspension in instances of fiscal emergency. Faculty members may bring these types of cases directly to the Judicial Committee without first going through other grievance procedures.
- c. To hear complaints of faculty members arising within the context of a case properly before the Judicial Committee as described in Section (b) above.
- d. To cooperate with the University Grievance Officer and the University Grievance Committee regarding the routing of appeals relating to academic freedom and responsibility and other grievances and to make recommendations regarding them.
- e. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Senate.

11. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- a. To make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- b. To advise the directors and other heads of University libraries.
- c. To evaluate University-wide library facilities, services, and collections.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

12. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service staff member shall be appointed by the president in consultation with the Civil Service Committee. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Finance and Planning Committee.

Duties and Responsibilities

- a. To recommend to the Senate Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
- b. To consult with and advise the president and senior academic officers on the stimulation of and support for research activities.
- c. To assist in the evaluation of research programs within the University.
- d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.
- e. To advise the dean of the Graduate School on matters relating to research.
- f. To appoint one of its members to serve on any administrative committee appointed to deal with animal care and one of its members to serve on any administrative committee appointed to deal with the use of human subjects in research. These representatives shall ensure that policy questions generated by these committees shall be referred to the Senate through the Research Committee.
- g. To submit an annual report to the Senate, including a review of the work of any administrative committee appointed to deal with animal care or the use of human subjects in research.

13. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 civil service staff members, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service members shall be appointed by the president in consultation with the Civil Service Committee. The alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To make recommendations to the Senate for the University's response to social problems and to advise the president and senior academic officers with respect to these matters.
- b. To initiate on a regular basis campus fora on current controversial issues.

- c. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Senate.

14. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues dealing with the social welfare of students at the University of Minnesota, including services such as the operation of student/staff health service facilities, and special needs pertaining to international students.

Membership

The Student Affairs Committee shall be composed of 6 faculty/academic professional members, 9 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Senate. Student members shall exceed by at least one the total of other voting members. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service member shall be appointed by the president in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To formulate and recommend to the Senate policies pertaining to all student affairs and all University-registered student organizations that are not within the control or supervision of any other committee of the Senate.
- b. To provide a comprehensive link between the University and all University student organizations in accordance with the defined relationship between the student organization and the University as described in the Policy on Registration and Classification of Student Groups for the Twin Cities campus and as defined by coordinate campuses.
- c. To be concerned with the general welfare of international students and the services and affairs that pertain to them.
- d. To provide a link between Health Service staffs and the University community and to address problems in providing effective and efficient health care.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The Senate Consultative Committee shall serve as the executive committee of the University Senate.

2. Meetings

Meetings of the University Senate shall be held at least twice each semester 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

The Senate Consultative Committee 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 Senate Consultative Committee, the clerk of the 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.

* As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committees before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

- The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

- No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.
- An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.
- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate Committees. The Senate may also create special committees. Senate committees, subcommittees of Senate committees, and special committees are described in the Constitution and Bylaws.

2. Ex Officio Members of Senate Committees

Ex officio members shall be appointed from each of the offices listed below and are non-voting positions unless otherwise noted.

- **All-University Honors**--Office of the Executive Vice President and Provost; Alumni Relations; University Development Office; University Relations
- **Disabilities Issues**--Office of the Executive Vice President and Provost (one from the Disability Services Office and the University ADA coordinator)
- **Educational Policy**--Office of the Executive Vice President and Provost (two representatives, including the Vice Provost for Undergraduate Education); Dean, Graduate School
- **Equal Employment Opportunity for Women**--Office of the Executive Vice President and Provost; Office of Equal Opportunity and Affirmative Action
- **Faculty Affairs**--Office of the Executive Vice President and Provost; office of chief financial officer (one from Asset Management and one from Employee Benefits); Chair (or his/her designee) of the Equal Employment Opportunity for Women Committee; representative of the Retirees Association; Office of the Vice President for Human Resources

- **Faculty Consultative**--Vice chair of the Faculty Senate (voting); Chairs of the Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees (if a non-faculty member is appointed as chair of one of the four committees, then the faculty members of that committee shall elect from among themselves a representative); elected representative from the Duluth faculty eligible to vote in Senate elections
- **Finance and Planning**--office of the chief financial officer (two representatives); Office of the Executive Vice President and Provost (two representatives, including one from the Office of Planning and Analysis)
- **Information Technologies**--Office of the Executive Vice President and Provost; office of the chief financial officer
- **Library**--Office of the Executive Vice President and Provost; Director of University Libraries, Twin Cities campus; Supervisor of Learning Resources, Crookston campus; Director of Libraries, Duluth campus; Head Librarian, Morris campus; Law Librarian
- **Research**--Office of the Executive Vice President and Provost; office of the chief financial officer; Office of the Senior Vice President, Health Sciences; Dean, Graduate School; Director, Agricultural Experiment Stations
- **Senate Consultative**--Vice chair of the University Senate (voting); Chairs of the Finance and Planning and Educational Policy Committees; elected representative from the Duluth faculty eligible to vote in Senate elections; Chair of the Student Senate
- **Social Concerns**--Office of the Vice President, Student Development and Athletics; office of the chief financial officer; Office of Equal Opportunity and Affirmative Action
- **Student Affairs**--Office of the Vice President, Student Development and Athletics

3. Terms of Membership, Chairing of Committees, and Removal of Members for neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote in Senate elections may serve on all committees that report to the Senate except the Consultative Committee. Faculty/academic professionals with administrative appointments (class titles 9302-9329) of 50 percent or more time are ineligible to serve on Senate committees, except ex officio.

Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for each semester in the academic year. University College students must be registered for at least one course in each major term in the academic year. 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.

No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A member of a committee of the Senate shall be said to have neglected a meeting if the member does not attend and does not notify the chair of the impending absence. A non-student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member of a committee of the Senate shall forfeit membership by neglecting two meetings of the committee for which notification was given. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term shall be replaced for the term remaining. Replacement procedures shall follow appointment procedures.

5. Committee Support and Service

Staff support shall be funded by the Senate through funds administered by the Senate Budget Subcommittee. Staff support and services are interpreted as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A staff support person shall not be considered an ex officio member.

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

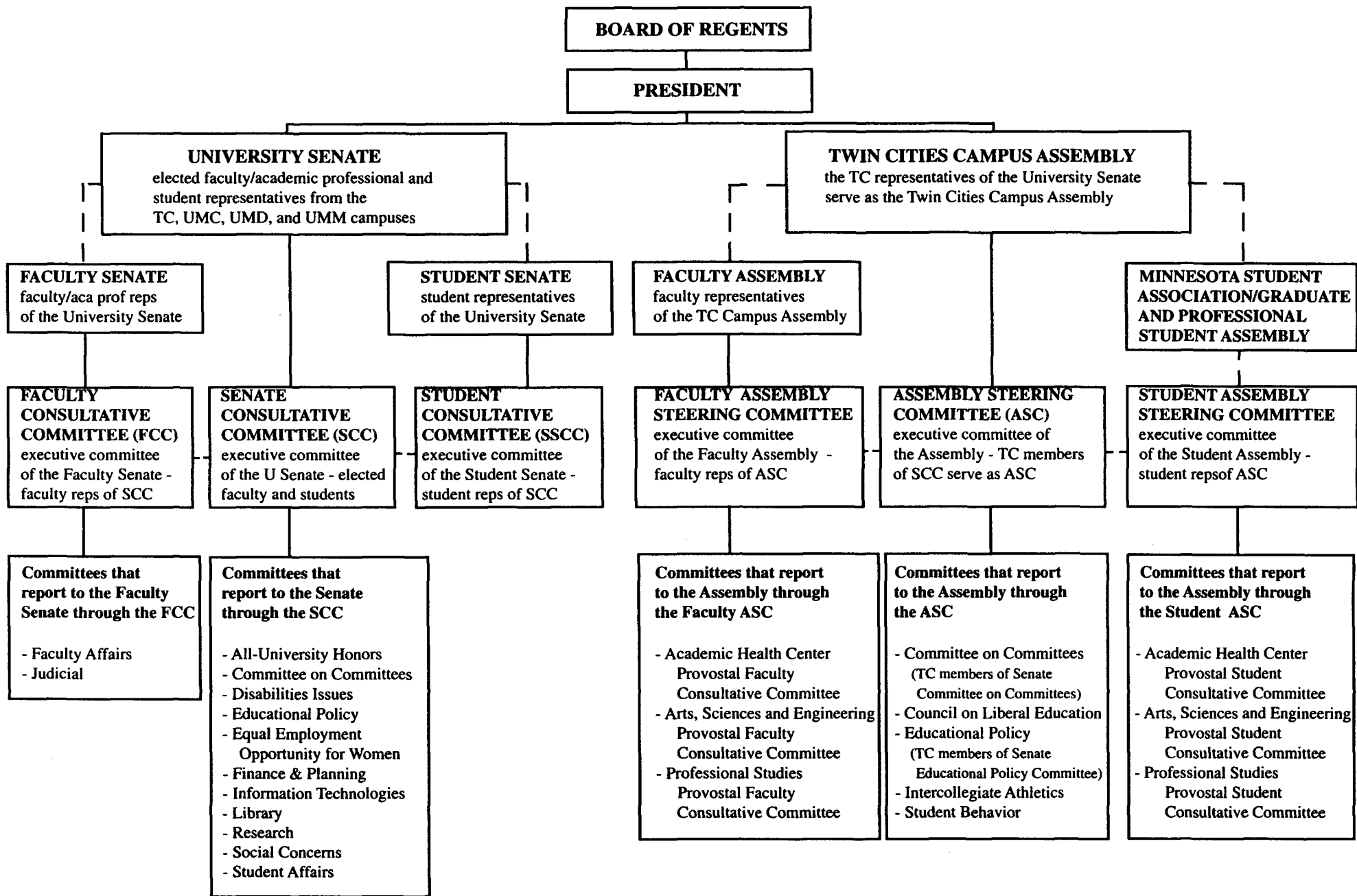
Central administration should fund released time for the faculty chairs of the Consultative, Judicial, Educational Policy, Finance and Planning, and Faculty Affairs Committees and initially it should be equivalent to one course of teaching each year (except for the Consultative Committee, which is currently by arrangement). If the chair is a student, the student should receive compensation.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the administrative office which they represent. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

UNIVERSITY OF MINNESOTA



University of Minnesota

**UNIVERSITY SENATE
CONSTITUTION, BYLAWS, AND RULES**

Office of the University Senate Clerk

Effective July 1, 1989

revised printing September 2000

UNIVERSITY SENATE CONSTITUTION

ARTICLE I. GENERAL POWERS

1. Distribution of Powers Delegated by the Board of Regents

Consistent with actions and policies by the regents of the University of Minnesota, all matters relating to the educational and administrative affairs of the University are herein committed to the president, the University Senate, and the several faculties.

ARTICLE II. PRESIDENT OF THE UNIVERSITY

1. Position and Authority

The president of the University shall be the representative of the regents, the University Senate, the faculties, and the students, and the chief executive officer of the University. The president shall have general administrative authority over University affairs. The president may suspend action taken by any senate, by any campus assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the president and a senate, a campus assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the regents by the president, or by any senate, or any campus assembly, or college faculty, or student constituency. The president, as chief executive officer of the University, shall have final authority to make budgetary recommendations to the regents. However, in view of the necessary weighing of educational policies and objectives involved, the president shall consult with and ask for the recommendations of other academic officers and the Senate Consultative Committee concerning such budgetary recommendations as materially affect the University as a whole.

ARTICLE III. UNIVERSITY SENATE

1. Membership

The University Senate shall be composed of the following voting members: (a) the president of the University; (b) members of the Senate Consultative Committee, who shall serve as ex officio voting members; and (c) the elected faculty, academic professional, and student representatives of the various institutes, colleges, and schools of collegiate rank, and the Graduate School. Only elected faculty or academic professional representatives or properly designated faculty and academic professional alternates shall serve as the Faculty Senate; the elected student representatives shall serve as the Student Senate. Each member of the University Senate shall represent the University as a whole. The deans, vice presidents, chancellors, provosts, the University Librarian, and the General Counsel shall serve as ex officio nonvoting members. Student body presidents of the Twin Cities, Duluth, Morris, and Crookston student bodies, and the president of the Graduate and Professional Student Assembly, shall, if not otherwise elected, serve as ex officio nonvoting members.

2. Powers in General

The University Senate shall have general legislative authority over educational matters concerning more than one campus or the University as a whole, but not over the internal affairs of a single campus, institute, college, or school, except where these materially affect the interests of the University as a whole or the interests of other campuses, institutes, colleges, or schools. The minimum requirements for a liberal education, for example, are matters that materially affect the interests of the University as a whole.

The University Senate shall have the power to enact regulations for the governing of faculty, academic professionals, and students in those relations with the University which affect the University as a whole.

The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.

The University Senate may delegate authority and responsibility to campus assemblies in educational matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the constitution and bylaws of the University Senate.

3. Allocation of Functions and Powers

- a. The University Senate shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Senate or to the Student Senate.
- b. Upon recommendation of the Senate Consultative Committee, the University Senate may delegate particular functions for exclusive action by either the Faculty Senate or the Student Senate.
- c. In general, functions allocated to the Student Senate shall include but not be limited to matters in the area of student government, student organizations, and student publications.
- d. In general, functions allocated to the Faculty Senate shall include but not be limited to accreditation, designation and granting of University honors, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs and Judicial Committees.
- e. In case of disagreement by the Faculty Consultative Committee or the Student Consultative Committee with a decision of the Senate Consultative Committee concerning the allocation of functions, either committee may refer the matter to the University Senate for resolution.

4. Election of University Senate Members

- a. The elected representatives of the faculty and academic professionals [this refers to academic professionals as defined by the Board of Regents--"Academic professionals generally parallel disciplinary faculty in having the requisite preparation and specialized knowledge in an academic discipline or field on which practice is based and in exercising independent judgment. These individuals are not engaged in full-time teaching and scholarly work, as are faculty, but rather are assigned to duties enhancing the research, teaching, and service functions of the University..."] to the University Senate shall be chosen by secret ballot by the faculty and academic professionals of the several institutes, colleges, or schools of collegiate rank. The faculty and academic professionals of each of these collegiate units shall include professors, associate professors, assistant professors (including research associates), or instructors on full-time appointments (including research fellows) and campus-based academic professionals holding continuous and probationary appointments. Also included are campus-based academic professionals with fixed term or annual appointments having completed five years of service at the University.

These faculty and academic professionals shall jointly elect from their rank (professors, associate professors, assistant professors, instructors, and academic professionals) one University Senate member for the initial twenty of their regular members or any fraction of that number holding such rank and one additional Senate member for each additional twenty of the regular members or major fraction thereof. Units having more than six faculty/academic professional representatives to the University Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing representatives to the Senate, the members of each faculty holding the rank of instructor (including research fellows) and above shall be eligible to vote, providing that they hold regular appointment as defined in *Faculty Tenure*. Academic professionals eligible to serve in the Senate shall be eligible to vote.

- b. The elected representatives of the students to the University Senate shall be chosen by secret ballot by the student constituency enrolled in the several institutes, colleges, or schools as specified in the bylaws. Only full-time students in each institute, college, or school shall be eligible to vote. Each institute, college, or school shall establish its own procedures to determine qualification of those students eligible to vote.

There shall be one student member for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency. At Morris and Crookston there shall be two student senators for each initial 1,000 full-time students or fraction thereof in each student constituency plus one additional student senator for each additional 1,000 full-time students or major fraction thereof in such constituency.

To be eligible for election to the University Senate, a student must have earned the required number of credits in residence at the University, as described below:

- University College students shall be eligible for election if they have earned at least eight credits in residence during the previous five years and are carrying at least three credits at the time of voting.
 - All other students shall be eligible for election if they have earned within the past year and are currently carrying at least two-thirds the number of credits required for full-time student status as defined by the Office of the Registrar for their college of enrollment. Graduate School students carrying one credit ABD (all but dissertation) at the time of voting or who are certified as the equivalent of full-time students by the Graduate School shall be eligible for election.
- c. Academic officers with class titles 9302-9329 shall not be eligible for election to the Senate as members of the faculties under "a" hereof.
- d. The Senate Consultative Committee shall determine the school membership of any academic staff member or student for purposes of voting for members of and serving as a representative in the Senate.
- e. Elections to the Senate shall be held no later than the 30th day of April. One third, or as near to one third as arithmetically possible, of the faculty/academic professional representatives of each institute, college, or school shall be elected each year by each institute, college, or school.

All faculty/academic professional members elected to the Senate shall begin service on July 1 and shall serve for three years and/or until their successors shall be elected and qualified. Elected faculty/academic professional members of the Senate shall

not serve more than four consecutive years, and shall be eligible for re-election only after a one-year interval of nonmembership in the Senate.

All student representatives shall be elected for one-year terms and may be re-elected. No student representative may serve more than three consecutive terms.*

To continue to serve, a faculty/academic professional representative must be currently a regular member of his or her faculty. To continue to serve, a student representative must continue to meet the requirements for election identified under "b" hereof.

- f. The faculty/academic professional and student constituencies of each institute, college, or school shall either elect a pool of alternate representatives or define the pool to be those eligible to vote for senators. The faculty/academic professionals and the students of each institute, college, or school shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, or school shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the student board or the faculty body of the unit shall determine which method shall be used.

A representative may designate anyone from the appropriate unit pool to serve as an alternate in the representative's absence by providing written notice to the clerk of the University Senate prior to the commencement of any meeting of the University Senate, Faculty Senate, or Student Senate.

5. Removal for Neglect of Meetings

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend and does not provide an alternate and does not notify the clerk of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A member of the Student Senate shall forfeit membership by neglecting two meetings of the University Senate.
- c. The clerk of the Senate shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in a campus faculty assembly or a student assembly by virtue of holding membership in the University Senate shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or bylaws of the body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

* The Senate Parliamentarian ruled in April, 2000, that any student who has served three consecutive terms, or any part thereof, in the Senate must sit out for an academic year before being eligible for re-election to the Senate.

6. University Senate and Student Senate Officers

- a. The president of the University shall chair the University Senate. A vice chair shall be elected by the Senate at its last regularly scheduled meeting in the spring semester of the academic year from among its current members for a term of one year and shall be eligible for re-election. The president, with the consent of the Senate, shall appoint a clerk and a parliamentarian of the Senate (non-members of the Senate), whose duties shall be prescribed in the Senate Bylaws.
- b. The officers of the Student Senate shall be a chair and a vice chair.

The chair and vice chair shall be elected at a special spring semester session of the Student Senate attended only by student senators elected for the following year. The outgoing chair shall preside over the election. Non-senators and outgoing student senators may not be candidates for these positions. The chair and vice chair shall not be from the same campus. In the event that no one is nominated for the vice chair position from a separate campus, the position will be open to all qualified members of the Student Senate. Term of office shall be July 1 to June 30, and the person holding office is eligible for re-election. The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve on the board of the Student Legislative Coalition, the University's student lobbying organization; and (4) to serve as the University's representative on the Student Advisory Council; (5) to serve on one central University advisory committee and to delegate student members for other advisory committees.

The duties of the vice chair are (1) to assume the duties of the chair in the event of an absence or incapacity of the chair; (2) to assume responsibilities delegated by the chair; (3) to submit to the Senate Office an annual budget request for the Student Senate and Student Consultative Committee, to be approved by the Student Senate during its fall semester meeting; (4) to organize an annual orientation for members of the Student Senate; (5) to monitor Student Senate attendance and ensure that the Student Senate Handbook is updated and distributed; (6) to serve on a central advisory committee that is not attended by the Student Senate chair if there is more than one such committee active; (7) to serve as the vice chair of the Student Senate Consultative Committee.

- c. The president of the University shall chair the Faculty Senate. A vice chair shall be elected by the Faculty Senate at the last regularly scheduled meeting in the spring semester of the academic year for a term of one year and shall be eligible for re-election. [In the instance when a faculty member is elected vice chair of the University Senate, that individual shall also serve as vice chair of the Faculty Senate.] The president, with the consent of the Faculty Senate, shall appoint a clerk and a parliamentarian of the Faculty Senate (non-members of the Faculty Senate) whose duties shall be the same as those of the clerk and parliamentarian of the University Senate.

7. University Senate Agenda and Minutes

The agenda of each University Senate meeting shall be distributed in advance to all Senate members, to all faculty/academic professional members entitled to vote for Senate members, to members of all committees of the Senate, and to the students and others in such manner as the University Senate may direct. The minutes of Senate meetings shall be distributed in like manner. Matters under Senate jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Senate or any Senate member.

8. University Senate Meetings--Call--Quorum

The University Senate shall hold regular meetings, at least twice in each semester of the academic year, at a time and place determined by the president. Special meetings of the University Senate and meetings of the Faculty or Student Senate may be held upon the call of the president or upon request of the appropriate Consultative Committee, or upon written request of ten members of the Senate in question.

At any regular or special meeting of any Senate, a majority of its membership shall constitute a quorum. Any member of the faculty and any student or academic professional eligible to vote for senators may be admitted to University Senate meetings and shall be entitled to speak at the discretion of the Senate. Only elected Senate members (or their designated alternates), Senate Consultative Committee members, and, in the case of a tie, the presiding officer, shall be entitled to vote. All members of the faculty who hold regular appointment as defined in *Faculty Tenure* may be present at Faculty Senate meetings and shall be entitled to speak and to offer motions for Faculty Senate action. Only elected faculty members (or designated faculty alternates) shall be entitled to vote.

Any student eligible to vote for senators may be admitted to Student Senate meetings and shall be entitled to speak at the discretion of the Student Senate. Only elected student members (or their designated alternates) shall be entitled to vote.

ARTICLE IV. COMMITTEES OF THE UNIVERSITY SENATE

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate committees. The Senate also may create special committees.

1. Senate Committees

A Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate, the Faculty Senate, or the Student Senate. Membership of all Senate committees and procedures for electing or appointing members are described in the Bylaws. The University Senate by appropriate bylaws may create or terminate Senate committees vested with such responsibilities as the Senate has the power to confer.

2. Subcommittees of Senate Committees

Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall have approximately the same ratio of faculty/academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Committee on Committees. The Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall appoint members to standing subcommittees. Civil service and alumni shall be represented on subcommittees where appropriate.

3. Special Committees

Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate. Special committees may be created or terminated either by the University Senate or by the Senate Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the University Senate, the special committee shall make interim and final reports to that committee. If the task assigned to the special committee does not fall within the duties and responsibilities of an existing committee of the Senate, the special committee shall make interim and final reports to the Senate Consultative

Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Senate to which it reports, and (b) such other members as the task of the special committee requires.

ARTICLE V. GOVERNMENT OF THE COLLEGES AND SCHOOLS

1. Composition

The government of each institute, college, or school of collegiate rank shall be vested in the president, provosts, deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows) and student and other group representatives, if any. Each department or division giving instruction in another institute, college, or school may be represented on the faculty of that institute, college, or school by one or more members. Each institute, college, or school of collegiate rank shall determine its own governing rules and policies including methods of selecting faculty, student, and other group representatives, if any, for its government.

2. Powers

Such government shall control the internal affairs and policies of its own institute, college, or school, including entrance requirements, curricula, instruction, examinations, grading, degrees, and academic disciplinary matters, except as provided in Article III, Section 2.

ARTICLE VI. RELATIONS WITH OTHER INSTITUTIONS

Formal relations between the University of Minnesota and other educational institutions shall be subject to the control of the University Senate, either directly or through appropriate committees.

ARTICLE VII. JURISDICTIONAL QUESTIONS

1. Intercollege Controversies

Controversies arising between institutes, colleges, and/or schools of collegiate rank may be presented, after mutual conference, to a special committee appointed by the president and confirmed by the University Senate. If the special committee is unable to arrange a mutually agreeable solution to the problem in question, the matter shall be placed on the agenda of the next regular or special meeting of the University Senate for decision. The Senate's decision may be appealed to the president.

2. Controversies Between the University Senate and Institutes, Colleges, and Schools

Controversies arising between the University Senate or its committees and a campus, institute, college, or school government or other division of the University shall be resolved by the president, after conference with representatives of the Senate and of the units in question.

ARTICLE VIII. AMENDING PROCEDURE

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all voting members of the Senate at each of two meetings, the second of which shall be the next regular meeting; and provided the proposed amendment has been distributed, in writing, to the persons and in the manner provided in Article III, Section 7, for distribution of the Senate agenda, at least

ten days prior to the date of the vote on the approval of the proposed amendment. An amendment shall be effective following approval by the University Senate and by the Board of Regents.

ARTICLE IX. BYLAWS

The University Senate may enact or amend its Bylaws either by a majority of all voting members of the University Senate at a regular or special meeting, or by a majority of all members of the Senate present and voting at each of two meetings, the second of which shall be the next regular meeting, provided the proposed change has been submitted, in writing, to each member of the Senate at least ten days prior to the date of the vote on the approval of the proposed change.

ARTICLE X. EFFECTIVE DATE OF CONSTITUTION

This Constitution shall take effect following its approval by the Board of Regents.

BYLAWS

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS

1. Voting Units

For the purpose of electing representatives and alternate representatives, if any, to the University Senate, qualified faculty members, academic professionals, and students shall vote as faculty/academic professional members or students within each of the following units of the University:

TWIN CITIES (1) Agricultural Experiment Station, (2) Agricultural, Food, & Environmental Sciences, (3) Architecture and Landscape Architecture (4) Biological Sciences, (5) Dentistry, (6) Education & Human Development, (7) General College, (8) Graduate School, (9) Human Ecology, (10) Law, (11) Liberal Arts, (12) Libraries, (13) Management, (14) Medical School, (15) University of Minnesota Extension Service, (16) Natural Resources, (17) Nursing, (18) Pharmacy, (19) Public Affairs, (20) Public Health, (21) Technology, (22) University College, (23) Veterinary Medicine

CROOKSTON (24)

DULUTH (25) Business and Economics, (26) Education and Human Service Professions, (27) Fine Arts, (28) Liberal Arts, (29) Medicine, (30) Other [includes non-collective bargaining faculty/academic professionals from UMD]; (31) Science and Engineering

MORRIS (32)

In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic professionals meeting Senate membership requirements but not included in the union contract will become members of a single academic professional unit and be entitled to representation using the usual allocation rules.

2. Faculty/Academic Professional Elections

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

- a. Each spring before April 1, the clerk of the University Senate shall prepare for each faculty/academic professional unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 1, are entitled to vote for Senate members, and shall send the appropriate number of copies thereof to the administrative head of each unit.
- b. Between April 1 and April 30, each unit listed in Section 1 of this Article shall conduct an election for Senate members and alternate members, if any. Each unit shall establish its own procedures for conducting its elections. The results of the elections shall be mailed to the clerk of the Senate not later than May 5.
- c. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

3. Student Elections

The elected representatives of the students shall be elected in accordance with the following procedures:

- a. Between February 1 and April 30 of each year, each unit listed in Section 1 of this Article shall conduct an election for University Senate members and alternate members, if any. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its elections and for determining the number of students who are qualified to vote and hold office. The results of the elections shall be mailed to the clerk of the Senate not later than May 5.
- b. The names of the Senate members and alternate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

4. Vacancies

Faculty/academic professional and student vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

5. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Senate under the provisions of Article III, Section 4, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Senate Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Senate Consultative Committee to classify such a person with one of the voting units specified in Article I, Section 1, of these Bylaws.

6. Clerk

- a. The clerk of each Senate shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Senate meetings as directed by the appropriate Senate Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the president.
- b. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of Human Resources or other official sources a complete list of (1) those active or retired faculty members, (2) those members of the academic professional staff, and (3) those members of the civil service staff who have died during the preceding interval.

The clerk of the Senate shall request the departments or units to prepare suitable memorial statements and send them to their respective administrative officers to be forwarded by the administrative officers to the clerk of the Senate. At convenient intervals the clerk shall include such memorials in the agenda of the Senate for adoption by it, and shall supply copies of the same to the president.

- c. It shall be a function of the clerk of the University Senate to obtain after convenient intervals but at least once annually from the Office of the Registrar or other official sources a complete list of those registered students who have died during the preceding interval. The clerk shall include the names of these students in the agenda of the Senate for recognition of it.

7. Parliamentarian

The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or bylaws.

ARTICLE II. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

- 1.** All committees of the Senate shall keep minutes of their meetings and proceedings. Copies of these minutes shall be placed on file with the clerk of the Senate and shall be available for inspection. Committee minutes should not contain information considered private or confidential under the provisions of state or federal law.
- 2.** Any committee of the Senate may be required, upon a majority vote of the members of the Senate present and voting, to report to the Senate at its next meeting.
- 3.** An ex officio member of any committee of the Senate shall not be entitled to vote as a member of the committee, unless provided for in the Senate Constitution or Bylaws.
- 4.** Faculty/academic professional appointments to committees of the Senate normally shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote may serve on all committees that report to the University Senate except the Consultative Committee. Student appointments to committees of the Senate shall be made for terms of one year (see Rules Article III, Section 3, for student eligibility rules).
- 5.** Committees shall submit items for action simultaneously to the Senate Consultative Committee and to the clerk of the Senate at least ten days before the Senate agenda deadline.
- 6.** Committees of the Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting and only when personnel matters are discussed, when quasi-judicial functions are carried out, or when closed sessions are required to protect the right of individuals. Under this rule, all regular sessions of the All-University Honors Committee shall be considered closed or executive sessions. As an exception to this rule, the Senate Consultative Committee, the Faculty Consultative Committee, and the Student Senate Consultative Committee are granted the right to close a portion or all of a given meeting, after approval by two-thirds majority of their respective members present. The committee shall keep a list of all topics discussed in its closed meetings and incorporate that list in its minutes.
- 7.** Additional general rules for functions and operational procedures of all committees of the Senate shall be contained in the Rules of the Senate.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

ARTICLE III. SENATE COMMITTEES

1. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of no more than 8 faculty/academic professional members (including one from each coordinate campus), 3 students, 5 alumni, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees and approved by the president. Alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.
- b. To screen such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

2. COMMITTEE ON COMMITTEES

Senate Committee on Committees

The Senate Committee on Committees appoints members of certain committees of the Senate and advises the Senate Consultative Committee on the committee structure of the Senate. The faculty/academic professional representatives shall serve as the Faculty Senate Committee on Committees and the student representatives shall serve as the Student Senate Committee on Committees.

Membership

The Senate Committee on Committees shall be composed of 9 elected faculty/academic professional members, 6 elected undergraduate students, and one elected graduate/professional student.

Of the faculty/academic professional members, 6 shall be from the Twin Cities campus, and one member each from the Crookston, Duluth, and Morris campuses, all elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. Faculty/academic professional members must have served as senators within the last ten years. In case of a faculty/academic professional vacancy, the remaining faculty/academic professional members, by majority vote, shall fill the vacancy by interim appointment until the next general election.

Of the undergraduate student members, 3 shall be elected from the Twin Cities campus, and one each from the Crookston, Duluth, and Morris campuses, all elected by the undergraduate Student Senate members from the respective campuses from among their number. The graduate/professional student shall be elected by the graduate and professional Student Senate members from among their number. Elections shall be held during spring semester. Terms of membership shall be for one year. Any student committee position that cannot be filled by October 1 will become a Student Senate at-large position and may be filled by the Student Senate Consultative Committee on an interim basis until the next general election.

The chair of the Faculty Senate Committee on Committees shall serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

- a. To forward annually to the Senate for approval names of faculty members, academic professionals, undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the Senate specified in the Bylaws of the Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional, undergraduate student or graduate/professional student member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, academic professionals, undergraduate students and graduate/professional students. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.
- b. To review annually the committees of the Senate and recommend to the Senate Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- c. To submit an annual report to the Senate.

Faculty Senate Committee on Committees

The Faculty Senate Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair is eligible for re-election to that position. The chair shall also serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

- a. To furnish the full committee a slate of faculty/academic professional committee nominees for review and recommendations.
- b. To solicit annually from each newly elected faculty/academic professional member of the Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To conduct a survey, at least every three years, of faculty/academic professional interest in serving on committees of the Senate and make a summary of this study available to the Senate.

- d. To request annually from deans, directors, and department heads a list of faculty/academic professional members who they believe have the requisite interest and experience to serve on specific committees.
- e. To select an additional voting representative from a non-eligible constituency of the University for placement on the appropriate committee for a term of one year, if the Senate Consultative Committee determines that a committee of the Senate will benefit from such representation.
- g. To recommend to the Student Senate Committee on Committees and the Senate Consultative Committee such actions or policies as it deems appropriate.

Student Senate Committee on Committees

The Student Senate Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair shall be eligible for re-election to that position.

Duties and Responsibilities

- a. To furnish the full committee a slate of student committee nominees for review and recommendations. Consideration shall be given to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the undergraduate student or graduate/professional student member currently is serving; 3) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members, and the presidents of the respective student associations; and 4) expressions of interest in committee service offered by undergraduate students and graduate/professional students. In addition, the committee shall select student senators for committee membership when appropriate to encourage communication between the Student Senate and the committees and shall strive to assure full and adequate representation by race, gender, and class rank in constituting committees.
- b. To solicit annually from each newly elected member of the Student Senate a list of Senate committees on which the senator is serving or has an interest in serving.
- c. To request annually from student association presidents a list of students whom they believe have the requisite interest and experience to serve on specific committees.
- d. To recommend to the Faculty Senate Committee on Committees and the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit to the Clerk of the Senate an annual budget request for the Student Committee on Committees.

3. CONSULTATIVE COMMITTEES

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee shall represent the faculty and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee meeting separately or together shall serve as consulting bodies to the president, as executive committees of their respective Senates, and as steering committees of their respective Senates. The Twin Cities representatives shall also serve as the Twin Cities Campus Assembly Steering Committee.

Senate Consultative Committee

Membership

The Senate Consultative Committee shall be composed of 10 elected members of the faculty, 9 elected students, and the vice chair of the University Senate. [The faculty representatives shall serve as the Faculty Consultative Committee; the 8 elected student representatives and the chair and vice chair of the Student Senate shall serve as the Student Consultative Committee; the 8 elected student representatives and the vice chair of the Student Senate shall constitute the 9 voting student members of the Senate Consultative Committee.]

Duties and Responsibilities

Consultative

- a. To meet with the president to discuss issues or policies of the University of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the Senate, which includes the authority to require that any committee of the Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member, academic professional, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Senate.
- d. To convene on a regular basis the chairs of the major Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the Senate.
- f. To prepare and distribute the agenda for each meeting of the Senate in accordance with the Constitution, Bylaws, and Rules of the Senate.
- g. To recommend, with the approval of the Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Senate up to date.

Executive

- a. To serve as a deliberative body of the Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the Senate when a decision is required prior to the next scheduled meeting of the Senate and when a decision is required when it would not be possible to convene a special meeting of the Senate in a timely fashion; such actions will be reported to the Senate at its next meeting and the Senate may then overrule the Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Senate.
- g. To provide for a budget subcommittee of the Senate composed of the vice chair of the Senate as chair, the chairs of the Faculty and Student Consultative Committees, and one faculty member and one student member of the Senate Consultative Committee chosen by the vice chair of the Senate. The Clerk of the Senate shall be an ex officio member of the subcommittee and shall provide staff assistance.
- h. To dispose of business which appears to be not germane to the purposes of the Senate.
- i. To submit an annual report to the Senate.

Faculty Consultative Committee

Membership

The faculty of the Twin Cities campus and those faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 8 members, and the faculties of the Crookston and Morris campuses shall each elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Members of the Deans' Council are not eligible for election.
- Each campus faculty shall submit to the clerk of the campus assembly a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly, and shall be announced in the campus assembly docket for the first regular meeting of the spring semester. The clerk of the campus assembly shall distribute, by mail, election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed during a period commencing February 1 and ending March 10. In case of a tie, the clerk shall choose the successful candidate by lot.

- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established by the Twin Cities Campus Assembly. [Note: When a faculty member from the Duluth campus is elected under this provision, that individual shall not be a member of the Twin Cities Campus Faculty Assembly Steering Committee or the Twin Cities Campus Assembly Steering Committee.]
- Terms of office for Faculty Consultative Committee members shall be three years; no member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted that the terms of approximately one third of the members shall expire each year.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

The vice chair of the Faculty Senate shall serve as an ex officio voting member of the Faculty Consultative Committee. The chairs of the Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees shall be ex officio nonvoting members of the committee. If a non-faculty member is appointed as chair of one of the four committees, then the faculty members of that committee shall elect from among themselves a representative to the Faculty Consultative Committee.

There shall also be one ex officio, nonvoting member of the committee who shall represent the faculty on the Duluth campus eligible to vote in Senate elections. This representative shall be elected in accord with procedures established by the eligible Duluth faculty.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the faculty.
- b. To serve as the executive committee and steering committee of the Faculty Senate.
- c. To act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.

Student Consultative Committee

Membership

The Student Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus
- one student from the Morris campus
- five students from the Twin Cities campus, as follows:
 - In 1998-99, and every other year thereafter, there shall be three undergraduate students and two graduate/professional students. In 1999-2000, and every other year thereafter, there shall be four undergraduate students and one graduate/professional student.
- the chair and vice chair of the Student Senate

Student members, except for the vice chair, shall be elected in accordance with procedures determined by the respective campuses' student constituencies, subject to the following provisions:

- At the time of their election, students shall be members of the University Senate (except for Crookston).
- Students shall serve a one-year term, and are eligible for re-election. No student member is eligible to serve more than three consecutive terms.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The vice chair of the Student Senate shall also serve as the vice chair of the Student Senate Consultative Committee. If the vice chair has already been elected to the Student Senate Consultative Committee as a regular member, he or she must concede his or her prior position to another student, to be chosen as soon as possible by the appropriate student constituency. The chair and vice chair shall serve no more than two consecutive terms. The chair of the Student Senate shall serve as an ex officio, nonvoting member of the Senate Consultative Committee. The vice chair of the Student Senate shall serve as a voting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To meet separately, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To serve as the executive and steering committee of the Student Senate.
- c. To act on behalf of the Student Senate when a decision is required prior to the next scheduled meeting of the Student Senate and when a decision is required when it would not be possible to convene a special meeting of the Student Senate in a timely fashion; such actions will be reported to the Student Senate at its next meeting and the Student Senate may then overrule the Student Senate Consultative Committee.

Chairs: The chairs 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. Chairs shall be eligible for re-election to that position. The vice chair of the Student Senate Consultative Committee shall be elected by the Student Senate in accordance with Article III, Section 6b, of the Senate Constitution. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

4. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee recommends University policies, procedures, and services concerning faculty/academic professionals, students, and staff with disabilities.

Membership

The Disabilities Issues Committee shall be composed of at least 7 faculty/academic professional members, 2 students (at least one graduate and one undergraduate), 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty, academic professional, and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee.

Duties and Responsibilities

- a. To advise the president and administrative offices, including the Disability Services Office and the University ADA Coordinator, on policies, programs, and services for students and employees.
- b. To promote compliance with laws relating to students and staff with disabilities.
- c. To review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting the needs of the University community, and to recommend changes.
- d. To inform the University community to the special concerns of its members with disabilities and of the available resources.
- e. To bring concerns to the Senate, as appropriate.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

5. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of 12 faculty/academic professional members, 6 students (including one from a coordinate campus), and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate. The chair of the committee shall serve as an ex officio, nonvoting member of the Senate Consultative Committee.

Duties and Responsibilities

- a. To consult with and advise the president and senior officers it determines appropriate on all matters of educational policy and to recommend to the Senate such policies on educational issues as it deems appropriate and necessary.

The committee shall have the authority to issue interpretations of Senate policies that it has previously introduced to the Senate and which the Senate and the administration have approved. Those interpretations shall be considered part of the policy once the interpretation has been reported for information at the next Senate meeting following committee approval of the interpretation and neither the Senate nor the president makes objection before or at that Senate meeting. The Senate may, by simple majority of those present and voting, vote not to approve the interpretation, in which case it is not part of the policy. If the president objects, the interpretation must be brought back at the following meeting for a vote by the Senate.

- b. To recommend to the Senate policies on the extension of the research, teaching, and service resources of the University to the people of the State of Minnesota at large and to advise the president and senior academic officers with respect to these matters.

- c. To formulate policies governing calendars, and to set the calendar of the University with the approval of the Senate.
- d. To develop policies concerning special and continuing cultural activities in cooperation with appropriate academic units and campus organizations and to foster heightened cultural awareness on campus through such activities and events as it deems appropriate.
- e. To consult with the executive vice president and provost on all matters of educational development and on all proposals related thereto.
- f. To recommend to the Senate and the president and senior academic officers policies concerning University programs offered for students of especially high ability and achievement.
- g. To recommend to the Senate policies on international education and to advise the president and senior academic officers on the operation of international education policies.
- h. To make recommendations to the Senate with respect to University College and its relationship to the total academic program of the University and to advise the dean of University College.
- i. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- j. To receive reports on the quality and effectiveness of undergraduate education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.
- k. To advise the executive vice president and provost on the ROTC program and relations between the University and the Department of Defense and to recommend to the Senate policies on University-ROTC relationships.
- l. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- m. To maintain contact with the coordinate campuses through the exchange of minutes.
- n. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- o. To submit an annual report to the Senate.

6. EQUAL EMPLOYMENT OPPORTUNITY FOR WOMEN COMMITTEE

The Equal Employment Opportunity for Women Committee was established pursuant to and for the duration of the court decree in the case of *Rajender v. University of Minnesota*. Upon expiration of the decree (January 1, 1991), the committee continues in accordance with the "*Women Academic Employees Policy Statement*" of the Board of Regents.

Membership

The Equal Employment Opportunity for Women Committee shall be composed of 7 faculty members, 2 members of the academic professional staff, and ex officio representation as specified

by vote of the Senate. The committee shall be selected to reflect the general interest of the University in the pursuit of excellence in teaching and research as well as the special interests of women. The faculty members shall be nominated by the Committee on Committees with the approval of the Senate. The academic professional staff members shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate.

Duties and Responsibilities

- a. To promote compliance with the "*Women Academic Employees Policy Statement*" approved by the University Senate on April 19, 1990 and adopted by the Board of Regents on July 13, 1990.
- b. To recommend policies that guarantee equal employment opportunity for all women faculty and academic staff of the University.
- c. To propose approaches for assuring that the University has an active affirmative action program for women in all of its academic units.
- d. To encourage active measures to expand and strengthen the diversity of the academic community in accordance with the Regents' "*Women Academic Employees Policy Statement.*"
- e. To examine policies of the University to determine whether they would have a disparate impact on women and make recommendations to the University president or senior academic officers or to the University Senate if they do.
- f. To work with the University's Equal Opportunity Officer to implement the Regents' policy statement on women academic employees.
- g. To advise the University president and senior academic officers.
- h. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- i. To submit an annual report to the Senate.

7. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty.

Membership

The Faculty Affairs Committee shall be composed of at least 10 members of the faculty, one member of the academic professional staff, one graduate assistant and one undergraduate student, and ex officio representation as specified by vote of the Senate. The academic professional staff member shall be nominated by the Committee on Committees in consultation with the chair of the Academic Staff Advisory Committee with the approval of the Senate. All other members shall be nominated by the Committee on Committees with the approval of the Senate. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Faculty Consultative Committee.

Duties and Responsibilities

- a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty, and to recommend improvements in the design and

implementation of faculty personnel policies, including such matters as tenure and promotion, salary and benefits, faculty development, and hiring and retirement alternatives.

- b. To recommend to the Faculty Senate additions, modifications, interpretations, and implementation of policies on *Faculty Tenure*.
- c. To examine and propose University policies and programs associated with faculty development.
- d. To examine and propose benefit options and benefit option counseling available for current and retired faculty (with the assistance of the Employee Benefits Department).
- e. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Office of Asset Management and Employee Benefits Offices and recommend appropriate changes.
- f. To monitor any legislation and other policies affecting faculty welfare.
- g. Interact with the Academic Staff Advisory Committee (ASAC) on all items that jointly impact academic staff and faculty, such as benefits and retirement.
- h. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- i. To submit an annual report to the Faculty Senate.

8. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior academic officers on all major issues of budget and planning, including the capital request.

The Committee may, from time to time, act as a Twin Cities campus committee, and take up matters exclusively of concern to the Twin Cities, and may appoint subcommittees to deal with issues that pertain only to the Twin Cities campus.

Membership

The Finance and Planning Committee shall be composed of 8 faculty/academic professional members, 4 students, 2 civil service staff members, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. Civil service members shall be appointed by the president in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years. The Committee may, on its own authority, add to its ex officio membership by requesting that faculty or student chairs and/or other members of standing subcommittees serve on the Committee. The Committee may, on its own authority, add to its ex officio membership by requesting that faculty or student chairs and/or other members of standing subcommittees serve on the Committee.

Duties and Responsibilities

- a. To consult with and advise the president and senior academic officers on the development of the biennial request and the annual budget and to review the implementation of the annual budget.

- b. To consult with and advise the president and senior academic officers on the financial aspects of all major proposals and policy initiatives.
- c. To consult with and advise the president and senior academic officers on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the president and senior academic officers on questions of space allocation not restricted to the internal concerns of individual colleges and to monitor the consistency of physical plant and space allocation decisions with the University mission and educational policy.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Senate.

9. INFORMATION TECHNOLOGIES COMMITTEE

The Information Technologies Committee represents faculty, academic professional, civil service and student interests in the development, implementation, and distribution of information technologies at the University. Information technologies include information systems (including their associated hardware and software) and the electronic exchange of information among faculty, staff and students.

Membership

The Information Technologies Committee shall be composed of 10 faculty/academic professional members (with at least 7 of these members being regular teaching/research faculty), 1 civil service staff member, and 3 student members (with at least one undergraduate and one graduate student). The membership shall be selected to represent the University broadly, including the colleges, coordinate campuses or research institutes. The Chief Information Officer, or his/her designate, shall serve in an ex-officio capacity. Other designated representatives of University departments or agencies with strong information technology interests are also encouraged to participate. These include equivalent committees at the college or campus level, the University Librarian, and the directors of distance education and administrative systems. Members shall be nominated by the Committee on Committees with the approval of the Senate. The terms of members shall be staggered so as to provide continuity in the activities of the committee.

Duties and Responsibilities

- a. To make recommendations to the Senate on matters concerned with policies and administration of information technologies.
- b. To monitor the working of existing policies, advise the president, vice presidents and chief information officer, review major initiatives and propose new initiatives for the deployment and advancement of information technologies.
- c. To coordinate recommendations with the appropriate Senate and non-Senate committees, and the Senate Library, Faculty Affairs and Educational Policy Committees.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate

10. JUDICIAL COMMITTEE

Membership

The Judicial Committee shall be composed of at least 9 members of the faculty. Members shall be nominated by the Faculty Committee on Committees with the approval of the Faculty Senate.

Duties and Responsibilities

- a. The powers, duties, and procedures of the Judicial Committee are set forth in *Faculty Tenure* and in the Judicial Committee's *Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to the Tenure Code in the areas of: personnel (promotion) decisions concerning tenured faculty; personnel decisions concerning probationary faculty; improper refusal of a new appointment to a non-regular faculty member; unrequested leave of absence from disability; termination or suspension of a faculty appointment for cause; termination or suspension in instances of fiscal emergency. Faculty members may bring these types of cases directly to the Judicial Committee without first going through other grievance procedures.
- c. To hear complaints of faculty members arising within the context of a case properly before the Judicial Committee as described in Section (b) above.
- d. To cooperate with the University Grievance Officer and the University Grievance Committee regarding the routing of appeals relating to academic freedom and responsibility and other grievances and to make recommendations regarding them.
- e. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Senate.

11. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, and student interest in the University libraries.

Membership

The Library Committee shall be composed of 12 faculty/academic professional members, 4 students, and ex officio representation as specified by vote of the Senate. Members shall be nominated by the Committee on Committees with the approval of the Senate.

Duties and Responsibilities

- a. To make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- b. To advise the directors and other heads of University libraries.
- c. To evaluate University-wide library facilities, services, and collections.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Senate.

12. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of 8 faculty/academic professional members, 3 students, one civil service staff member, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service staff member shall be appointed by the president in consultation with the Civil Service Committee. The chair (or his/her designee) shall serve as an ex officio nonvoting member of the Finance and Planning Committee.

Duties and Responsibilities

- a. To recommend to the Senate Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
- b. To consult with and advise the president and senior academic officers on the stimulation of and support for research activities.
- c. To assist in the evaluation of research programs within the University.
- d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.
- e. To advise the dean of the Graduate School on matters relating to research.
- f. To appoint one of its members to serve on any administrative committee appointed to deal with animal care and one of its members to serve on any administrative committee appointed to deal with the use of human subjects in research. These representatives shall ensure that policy questions generated by these committees shall be referred to the Senate through the Research Committee.
- g. To submit an annual report to the Senate, including a review of the work of any administrative committee appointed to deal with animal care or the use of human subjects in research.

13. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social problems.

Membership

The Social Concerns Committee shall be composed of 7 faculty/academic professional members, 7 students, 3 civil service staff members, 3 alumni representatives, and ex officio representation as specified by vote of the Senate. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service members shall be appointed by the president in consultation with the Civil Service Committee. The alumni members shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To make recommendations to the Senate for the University's response to social problems and to advise the president and senior academic officers with respect to these matters.
- b. To initiate on a regular basis campus fora on current controversial issues.
- c. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Senate.

14. STUDENT ACADEMIC INTEGRITY COMMITTEE

The Student Academic Integrity Committee is an advisory body to the Executive Vice President and Provost and to the administrative officers responsible for education, outreach, and sanctions related to issues of academic integrity.

Membership

The Student Academic Integrity Committee shall be composed of 8 faculty/academic professional members (including at least one each from Crookston, Morris, and the Twin Cities), at least 4 of whom must be members of the tenured or tenure-track faculty and 5 students (at least one of whom shall be a graduate or professional student and at least one of whom shall be an undergraduate student from each of the Crookston, Duluth, Morris and Twin Cities campuses). The chair of the committee shall be a member of the tenured faculty. The Executive Vice President (or a designee) and the academic integrity officer shall be ex officio members. The chair and committee members will be nominated by the Committee on Committees in consultation with the Executive Vice President and with the approval of the Senate.

Duties and Responsibilities

- a. To advise the academic integrity officer on all matters the committee deems appropriate, including but not limited to (1) ways to make academic integrity an abiding concern of the University, (2) the development and dissemination of best practices to ensure academic integrity, (3) processes and procedures for considering allegations of student academic misconduct, and (4) the nature of sanctions that should be imposed on those who are found to have violated University rules concerning academic integrity.
- b. To determine the form of a standard statement or pledge acknowledging the standards of academic integrity to be made by each student, and the appropriate frequency and means of making such a statement or pledge.
- c. To review the appropriateness and adequacy of the mechanisms to deal with academic misconduct cases in the University as a whole, on each of the campuses, and in each of the colleges, and to make recommendations to the Executive Vice President and the Senate for revisions of University policies that are necessary to ensure academic integrity.
- d. To advise the academic integrity officer on the maintenance of records of academic misconduct allegations and their disposition and to review these records in order to make policy recommendations to the Executive President and the Senate.
- e. To advise the academic integrity officer regarding procedures to be followed and administrative assistance to be given in the investigation of suspected violations of the standards of academic integrity and in proceedings involving such allegations.

- f. To advise the Executive Vice President regarding the appointment of the academic integrity officer.
- g. To recommend to the Senate and the Executive Vice President such actions or policies relating to academic integrity as it deems appropriate.
- h. To submit an annual report to the Executive Vice President and to the Senate, and to confer with the Senate Committee on Educational Policy and the Senate Consultative Committee about its activities.

[Note: this bylaw and references to academic misconduct are not to be construed as conflicting with, or superseding, other bylaws or University policies related to research misconduct, conflict of interest, or the ethical conduct of research and scholarship.]

[Note: individual colleges and campuses may also appoint committees on academic integrity issues, which will review and promote academic integrity issues in the particular unit.]

15. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues dealing with the social welfare of students at the University of Minnesota, including services such as the operation of student/staff health service facilities, and special needs pertaining to international students.

Membership

The Student Affairs Committee shall be composed of 6 faculty/academic professional members, 9 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Senate. Student members shall exceed by at least one the total of other voting members. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Senate. The civil service member shall be appointed by the president in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations.

Duties and Responsibilities

- a. To formulate and recommend to the Senate policies pertaining to all student affairs and all University-registered student organizations that are not within the control or supervision of any other committee of the Senate.
- b. To provide a comprehensive link between the University and all University student organizations in accordance with the defined relationship between the student organization and the University as described in the Policy on Registration and Classification of Student Groups for the Twin Cities campus and as defined by coordinate campuses.
- c. To be concerned with the general welfare of international students and the services and affairs that pertain to them.
- d. To provide a link between Health Service staffs and the University community and to address problems in providing effective and efficient health care.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Senate.

RULES*

ARTICLE I. THE SENATE

1. 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. The Faculty Senate and the Student Senate shall determine their own organization.

The president of the University of Minnesota shall chair the University Senate.

A vice chair 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. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate.

The Senate Consultative Committee shall serve as the executive committee of the University Senate.

2. Meetings

Meetings of the University Senate shall be held at least twice each semester 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 ten 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 two days before the meeting. Only subjects specifically listed on the proposed agenda for any special session may be considered at that meeting.

3. Agenda

The Senate Consultative Committee 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 Senate Consultative Committee, the clerk of the 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.

* As stated in several places, *Robert's Rules of Order Newly Revised* governs the Senate committees and may be suspended only by a two-thirds majority vote of those present and voting. However, in some few procedural matters, namely those listed under Standing Rules of the Senate and Rules for Committees of the University Senate, certain rules may be suspended by simple majority vote of those present and voting. Where Standing Rules of the Senate or Rules for Committees of the University Senate simply repeat provisions of the Constitution or Bylaws, however, the Constitution and Bylaws shall prevail.

4. Amendments to the Rules

Amendments to the Rules shall be made by a majority vote of the members of the Senate present and voting at any meeting of the University Senate for matters pertaining to that Senate, or by majority vote of the members of any Senate present and voting at any meeting of any Senate for matters pertaining to that Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a constitutional or bylaws amendment motion must be undertaken.

ARTICLE II. STANDING RULES OF THE SENATE**

1. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternate) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

2. Quorum

A majority of the membership shall constitute a quorum.

3. Recognition and Participation

- In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- Speakers shall be limited to three minutes each time they are recognized.
- The member of a committee presenting an item on the docket who is not a member of the Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.
- Members of committees of the Senate who are not members of the Senate shall have the privilege of speaking on reports of their committees before the Senate.
- The usual rules of germaneness and decorum shall apply to both senators and non-senators.

4. Agenda and Procedures

- The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.
- No amendment of a motion appearing in the printed docket shall be in order unless it has been submitted in writing to the clerk of the Senate and to the chair of the committee presenting the motion at least 48 hours prior to the meeting at which it is presented.

**Standing Rules of the Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

- An item of new business presented at a meeting of the Senate by an individual member shall be referred to the Senate Consultative Committee 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 of the members of the Senate present and voting; 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.
- The motion to table shall be debatable.
- At each regular Senate meeting, Questions to the President shall be an item on the agenda.
- In the case of a tie vote, the president shall be entitled to vote.

ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE

1. Committee Structure of the University Senate

The committees of the University Senate shall be (1) Senate committees and (2) Subcommittees of Senate Committees. The Senate may also create special committees. Senate committees, subcommittees of Senate committees, and special committees are described in the Constitution and Bylaws.

2. Ex Officio Members of Senate Committees

Ex officio members shall be appointed from each of the offices listed below and are non-voting positions unless otherwise noted.

- **All-University Honors**--Office of the Executive Vice President and Provost; Office of the Vice President for Institutional Relations (three representatives, including one from Alumni Relations and one from the University Development Office)
- **Disabilities Issues**--Office of the Executive Vice President and Provost (one from the Disability Services Office and the University ADA coordinator)
- **Educational Policy**--Office of the Executive Vice President and Provost (two representatives, including the Vice Provost for Undergraduate Education); Dean of the Graduate School
- **Equal Employment Opportunity for Women**--Office of the Executive Vice President and Provost (two representatives, including one from the Office of Equal Opportunity and Affirmative Action)
- **Faculty Affairs**--Office of the Executive Vice President and Provost; Office of the Treasurer (Asset Management); Chair (or his/her designee) of the Equal Employment Opportunity for Women Committee; representative of the University of Minnesota Retirees Association; Office of the Vice President for Human Resources (two representatives, including one from Employee Benefits); Chair (or his/her designee) of the Academic Health Center Faculty Affairs Subcommittee

- **Faculty Consultative**--Vice chair of the Faculty Senate (voting); Chairs of the Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees (if a non-faculty member is appointed as chair of one of the four committees, then the faculty members of that committee shall elect from among themselves a representative); elected representative from the Duluth faculty eligible to vote in Senate elections; Faculty Legislative Liaison
- **Finance and Planning**--Controller's Organization; Office of the Executive Vice President and Provost (one from Institutional Research and Reporting and one from the Office of Budget and Finance); Office of the Vice President for University Services; Chair (or his/her designee) of the Academic Health Center Finance and Planning Subcommittee
- **Information Technologies**--Office of the Executive Vice President and Provost (two representatives, chief information officer and the Vice Provost for Instructional Technology and University Partnerships)
- **Library**--Office of the Executive Vice President and Provost; Director of University Libraries, Twin Cities campus; Director of Library Services, Crookston campus; Director of Libraries, Duluth campus; Library Director, Morris campus; Director of the Law Library, Twin Cities Campus
- **Research**--Office of the Executive Vice President and Provost (two representatives, including the Director of Agricultural Experiment Stations); Office of the Treasurer; Office of the Senior Vice President for Health Sciences; Dean of the Graduate School
- **Senate Consultative**--Vice chair of the University Senate (voting); Chairs of the Finance and Planning and Educational Policy Committees; elected representative from the Duluth faculty eligible to vote in Senate elections; Chair of the Student Senate
- **Social Concerns**--Office of the Vice President for Student Development; Office of the Treasurer (Asset Management); Office of the Executive Vice President and Provost (Office of Equal Employment Opportunity and Affirmative Action)
- **Student Academic Integrity**--Office of the Executive Vice President and Provost (two representatives, including the Academic Integrity Officer)
- **Student Affairs**--Office of the Vice President for Student Development
- **Student Consultative**--Student Member of the Educational Policy Committee, Student Member of the Finance and Planning Committee, and Student Member of the Student Affairs Committee. (All are chosen at the discretion of the Student Senate Consultative Committee)

3. Terms of Membership, Chairing of Committees, and Removal of Members for neglect of Meetings

Faculty/academic professional appointments to committees of the Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Academic professionals eligible to vote in Senate elections may serve on all committees that report to the Senate except the Consultative Committee. Faculty/academic professionals with administrative appointments (class titles 9302-9329) of 50 percent or more time are ineligible to serve on Senate committees, except ex officio.

Student appointments to committees of the Senate shall be made for terms of one year. Student members of committees must be registered for at least six credits for each semester in the academic year. University College students must be registered for at least one course in each major term in the academic year. 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.

No faculty/academic professional member is eligible to serve more than two consecutive full three-year terms on any one committee. No committee member is eligible to serve on more than two committees of the Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

Notwithstanding the preceding provisions, faculty, academic professionals, and civil service staff appointed to the four-year terms of membership on the Finance and Planning Committee shall be eligible to serve two consecutive four-year terms, for a total of eight years.

Except where specified, the chair of each committee of the Senate is appointed from the committee membership by whoever appoints the members of the committee. Chair appointments are for one-year terms, but chairs may be reappointed. An individual may chair only one committee of the Senate at a time. Terms of committee service begin July 1 and terminate June 30.

A member of a committee of the Senate shall be said to have neglected a meeting if the member does not attend and does not notify the chair of the impending absence. A non-student member of a committee of the Senate shall forfeit membership by neglecting three consecutive meetings of the committee for which notification was given. A student member of a committee of the Senate shall forfeit membership by neglecting two meetings of the committee for which notification was given. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

4. Leave Policy

If a committee member plans to be on leave from the University 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 two years of a three-year term shall be replaced by temporary appointment. Members absent in the final year of a term shall be replaced for the term remaining. Replacement procedures shall follow appointment procedures.

5. Committee Support and Service

Staff support shall be funded by the Senate through funds administered by the Senate Budget Subcommittee. Staff support and services are interpreted as financial and employee assistance in research, data collection, record-keeping, and all aspects of secretarial services. A staff support person shall not be considered an ex officio member.

6. Support of University Governance

Department chairs, deans, and faculties should recognize a faculty/academic professional member's participation in University governance as an important and integral part of the individual's work load and supply necessary assistance and support for these activities.

Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

Central administration should fund released time for the faculty chairs of the Consultative, Judicial, Educational Policy, Finance and Planning, and Faculty Affairs Committees and initially it should be equivalent to one course of teaching each year (except for the Consultative Committee, which is currently by arrangement). If the chair is a student, the student should receive compensation.

7. Procedures for Committees of the Senate

- Parliamentary authority for committees of the Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws.
- A quorum shall be a majority of the members.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Senate are appointed by the administrative office which they represent. An ex officio member is accorded rights of full participation except voting privileges unless otherwise indicated.

[In March 1994 the Senate parliamentarian ruled that alternates or proxy voting are not permitted at meetings of Senate committees.]

UNIVERSITY OF MINNESOTA

