

# UNIVERSITY OF MINNESOTA

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November 1, 1996

TO: Judy Garrard, Ph.D.  
Chair, Academic Health Center Provostal Consultative Committee

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FR: *CJB/eg*  
Carole J. Bland, Ph.D., Co-Chair, and Stan Erlandsen, Ph.D., Co-Chair  
Academic Provostal Consultative Committee Task Force on Faculty Governance:

Amos Deinard, M.D., MPH; Richard Estensen, M.D.; Bernadine Feldman, Ph.D.; Thomas Molitor, DVM; Phyllis Pirie, Ph.D., Richard Poppele, Ph.D.; Michael Speidel, DDS, MSD; Carston Wagner, Ph.D., and student representatives Susan Giovengo, Katherine James, Sean Ohms-Winnie, and Jeannine Pluhar.

RE: Academic Health Center Faculty Assembly Constitution, Bylaws and Rules

As requested, the Task Force on Faculty Governance has prepared a proposal for a faculty governance structure (Faculty Assembly) within the Academic Health Center. The proposed Faculty Assembly Constitution and Bylaws are attached.

Let us draw your attention to some highlights of the document:

It is modeled on the University of Minnesota University Senate document. In fact, this attached document is literally the Senate Constitution, Bylaws, and Rules, modified to fit the Academic Health Center.

The proposed AHC Faculty Assembly is integrated with the existing University Senate structure, in that elected University Faculty Senators from the Academic Health Center are proposed also to be the members of the Academic Health Center Faculty Assembly.

The proposed committee structure of the AHC Assembly is designed to facilitate a close working relationship between faculty and student representatives and provostal administrators in several areas of special interest to the AHC, such as research, clinical affairs, faculty/student affairs, and educational policy.

The proposed AHC Faculty Assembly is also integrated, where appropriate, with college governance. For example, the proposed AHC Education and Policy Committee includes the chairs of each college, EPC, or similar committees.

The document recognizes that the existence of an Academic Health Center Assembly is predicated on the power of the University Senate to recognize campus and provostal-area assemblies; that is, the University Senate grants approval and powers to the Provostial-area assembly.

While the Faculty Governance Task Force followed your wishes that we develop a Faculty Assembly to provide a clear faculty voice in governance issues, we also believe that on many issues it will be important for faculty and students to work together. We have developed this document in the belief that a parallel Academic Health Center Student Assembly document will be forthcoming shortly, and that the two groups will work together on many issues as a Joint Academic Health Center Faculty Student Assembly. The bylaws of this document propose two committees (Faculty Consultative Committee and Committee on Committees) will be specific to the Faculty Assembly; other committees are proposed as joint working committees of the Faculty and Student Assemblies. Until a student assembly is built, the latter committees would function as Academic Health Center Faculty Assembly Committees, with student members.

As indicated above, we note that final approval for this and related documents is granted by the University Senate. However, it is important that this document and the concepts it represents have wide discussion throughout the Academic Health Center, and that provision should be made for distributing it and obtaining formal feedback from the various colleges of the Academic Health Center.

Finally, the Chairs of the Task Force wish to commend the work of the members of this committee. This committee has worked diligently on this document throughout the summer. After careful deliberation, the committee believes this document presents a joint administration and faculty governance model that will optimally serve the Academic Health Center. Further, we believe it is important to get such a joint governance system in place as soon as possible. We would appreciate being advised of your action on this document.

cc: Frank Cerra, Provost and John Fetrow, Vice Provost Frank and John, we are copying you on this letter to advise you that this committee, which was originally a QRTC committee, has completed the task of developing an AHC Assembly document. However, we have not included the document since we are now a task force of the PFCC and it is to them that we now report. I am sure you are welcome to the document from them. But, they may well want to make changes in the document before it is distributed as a PFCC document for consideration.

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# **ACADEMIC HEALTH CENTER FACULTY ASSEMBLY CONSTITUTION, BYLAWS, AND RULES**

**AHC Provostal Consultative Committee  
Task Force on Faculty Governance  
Draft July 10, 1996  
Draft July 15, 1996  
Draft September 9, 1996  
Draft October 8, 1996  
Final Draft October 30, 1996<sup>1</sup>**

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<sup>1</sup> Only constitution and Bylaws in this draft. Rules not yet written

## ACADEMIC HEALTH CENTER FACULTY ASSEMBLY

### RATIONALE FOR ACADEMIC HEALTH CENTER FACULTY ASSEMBLY<sup>2, 3</sup>

University governance as a joint effort of governing board members, administrators, faculty members, students and staff has a long history. Writers attribute this form of governance to the unique nature of Universities. Although Universities share much in common with other organizations in industry, business, or government, they also have certain critical distinguishing characteristics that affect their decision processes, and, thus the shape of their governance structure. The most distinctive characteristics include: vague and ambiguous goals; clients who have highly varied needs and demand input into decision making processes; and a highly skilled professional staff to meet client needs.

How does a University work when its goals are unclear, its service is directed to demanding clients, and it can not use routinized methods or standardized technology to meet client needs? Rather than subdividing complicated tasks into a routine set of procedures that can be handled by less skilled workers, universities use professionals to perform a broad range of complex tasks. However, professionals demand autonomy in their work, bring a strong set of professional values to the organization, demand peer evaluation, and expect a voice in the direction and procedures of their organization. As a result, a purely bureaucratic structure does not work with colleges and universities, especially not in 'multiversities' which have multiple goals and are dominated by highly trained, entrepreneurial, forceful faculty members. Rather, a form of joint decision making has evolved that seems to serve best the unique characteristics of a University. Governance through joint decision making was outlined best in the Statement on Government of Colleges and Universities (1967) written by three groups: 1) American Association of University Professors, 2) American Council on Education and 3) the Association of Governing Boards of Universities and Colleges. It is based on the premise that...

'The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students and others. This relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning and effort. Joint effort in an academic institution will take a variety of forms appropriate to the kinds of situations encountered. In some instances,

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<sup>2</sup>Throughout this document academic health center assembly, the assembly, and academic health center faculty assembly all refer solely to the academic health center faculty assembly.

<sup>3</sup>This rationale will be removed or placed in an appendix after the constitution and by-laws take effect.

an initial exploration or recommendation will be made by the president with consideration by the faculty at a later stage; in other instances, a first and essentially definitive recommendation will be made by the faculty, subject to the endorsement of the president and the governing board. In still others, a substantive contribution can be made when student leaders are responsibly involved in the process.' (p 158)

This document further defines the joint decision making process by suggesting that there are areas in which the governing board, president, provost, or faculty, respectively, have primary responsibility. For example, faculty are typically described as having primary responsibility in areas such as:

'...curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational processes. On these matters it is suggested that the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty.' (p 161)

The governance system should acknowledge and delineate these areas of primary responsibility for the initiation and formulation of policy or action, and it should also ensure an effective communication between faculty and administration at each level of the process. Policy formulation and decision making by the faculty are basically "bottom-up" processes, while administrative decisions are basically "top-down". The communication between faculty and administration should provide for checks and balances and ensure efficient governance in both types of decision process.

Thus, areas of primary responsibility do not imply sole responsibility. In fact, more recent writings on University governance have argued against trying to assign certain decision areas to faculty and others to administration. These authors acknowledge that it certainly makes sense to have faculty be primarily responsible in their areas of expertise, e.g. curriculum and research, but they note that it is equally important that faculty participate in resource allocation decisions. Budgetary decisions ultimately affect academic areas in which faculty have a large degree of responsibility (e.g., Dimond, 1991).

## **RATIONALE FOR ACADEMIC HEALTH CENTER GOVERNANCE**

How does a University or provostal area efficiently and effectively govern itself through including all its constituencies in 'joint decision making' as described above? In fact, most Universities and Colleges do this with varying structures and varying success. However, in a study of four campuses on the sharing of authority, The University of Minnesota was described as having an effectively functioning joint-participation model

(McConnell, 1977). The joint participation model involves frequent and meaningful collaboration among administration, Regents, faculty, P&A staff, civil service and collective bargaining units at the University of Minnesota. It is the University Senate that provides the mechanism for faculty, student and some P & A staff to participate in University-wide joint governance. Similarly, the Academic Health Center Faculty Assembly; Student Assembly and Combined Assemblies will serve these roles for this provostal area.

The basic structure of the University Senate -- and the Academic Health Center Faculty Assembly -- includes an elected body to consult with and recommend policy and actions to the President (for the AHC, The Provost) of the University. The Senate functions through its standing committees which deal with specific areas of the educational, research and personnel areas of University or Provost activity. The relationship is similar to that of a national or state government between the executive branch and legislative branch. In addition the university has a grievance structure that serves the role of the judicial branch. The same basic structure as the University Senate also functions at the collegiate level with college assemblies that consult with and recommend policy and action to the deans. This organization is primarily concerned with policies and decisions that affect the operation and mission of the college.

Thus, the proposal for an AHC Faculty Assembly is partially modeled on the University of Minnesota Senate and on writings about effective University governance (see references). It is proposed to serve the same consultation and policy recommendation functions for issues that affect the mission of the AHC. The proposal outlined below describes the proposed AHC Faculty Assembly, including its: relationship to other governing bodies; characteristics; committee structure; functions and membership.

## **BENEFITS OF AHC JOINT GOVERNANCE**

Joint governance of the AHC by administrators, faculty members, students, and staff has the following benefits:

1. It marshals the brain power of all constituencies to arrive at optimal decisions for the complex problems of the AHC. Having an effective senate spreads the work of administration. The AHC has a considerable brain trust in its faculty members. Putting these people to work in developing policies for the AHC or in providing consultation allows administrators both to access this brain trust and to spread some of the work of administration.
2. It builds ownership for decisions and recommendations among the faculty staff, and students, and enfranchises them.

3. It provides a communication mechanism for faculty, staff, students, and administrators.
4. It increases leadership capacity. In recent history there are examples of University Administrators who developed many of their leadership skills and broader understandings through their senate work. Finally, and most importantly, senate governance builds leadership skills and broad understandings among faculty, staff, and students that serve them well in these roles, or in national associations, or in community outreach, and so on. Participation by students similarly builds their leadership capacity.
5. Finally, a strong faculty/student consultation system can strengthen the hand of administrators when they speak with other authorities such as Regents, funding agencies, or legislators.

### **PURPOSE OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

The Academic Health Center (AHC) Faculty Assembly will provide a mechanism for faculty to participate in the joint governance of the AHC. The primary purposes of the Assembly will serve in the joint governance of the AHC are three:

- 1) to recommend policies and actions to provostal administration and to the University Senate.
- 2) to provide consultation to provostal administration.

Policy recommendation will come from the AHC Faculty Assembly as a whole, but this group is much too large to serve in a consultant role. However, the policies it recommends will be developed by appropriate AHC committees, which, as explained below, will usually involve joint work by senators and administrators. Consultation will be the primary function of most AHC assembly committees, particularly the provostal faculty assembly consultative committee. In general it is anticipated that some AHC policy and action decisions will be made primarily by the Provost in a "top-down" process, while others will involve the faculty in a "bottom-up" process.

An example of how decision-making might work in the "bottom-up" mode is illustrated by issues related to educational policy:

The initiation of curricular changes and the development and implementation of educational policy is primarily a faculty function. Education and curricular issues or objectives may also emerge from AHC long-range planning as a result of the strategic planning process. The faculty at the departmental and collegiate levels would be primarily involved in the implementation of these AHC objectives. Issues that involve coordination across colleges (e.g. semester conversion, or service

courses) would be brought to an AHC faculty assembly committee. However there would be administrative involvement at each level to ensure compatibility with available resources, since mission objectives must also be compatible with budgetary objectives.

An example of how the system might work in the "top-down" mode is given by the decision-making for primarily budgetary issues:

Basic budgetary objectives and proposals are established administratively at the Provost level. These issues may also emerge from the planning process, and they are also a part of an annual administrative cycle. The priorities inherent in budgetary proposals must be subject to appropriate faculty review to ensure their compatibility with mission objectives. For example, a proposal concerning overall salary levels could impact seriously on plans to recruit new faculty or implement a new educational program. This review might lead to a final agreement at the AHC senate level, but it would also involve affected faculty at collegiate and departmental levels via their representatives on AHC committees (such as Faculty Affairs, Finance, Consultative) and on the Senate. The point is that budgetary decisions must be made on more than just budgetary considerations.

# **ACADEMIC HEALTH CENTER FACULTY ASSEMBLY CONSTITUTION**

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## **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. The University Senate has the power to recognize campus assemblies [and provostal senates] as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus [provostal] assembly in the University Senate Constitution and Bylaws.

## **ARTICLE II. PRESIDENT OF THE UNIVERSITY**

### **1. Position and Authority OF THE PRESIDENT**

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.

## **2. POSITION AND AUTHORITY OF THE PROVOST OF THE ACADEMIC HEALTH CENTER**

The Provost of the Academic Health Center shall be the representative of the President, the AHC Assembly, the AHC faculties, and the students, and the chief executive officer of the ahc. The provost shall have general administrative authority over ahc affairs. The provost, as chief executive officer of the AHC, shall have final authority to make budgetary recommendations to the president. However, in view of the necessary weighing of educational policies and objectives involved, the provost shall consult with and ask for the recommendations of other AHC academic officers and of the assembly consultative committee and of the assembly committee on finance and planning concerning such budgetary recommendations as materially affect the ahc as a whole. The Provost may suspend action taken by the assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the Provost and the AHC Assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the university senate by the AHC Assembly, any college assembly or college faculty, or student constituency.

## **ARTICLE III. AHC FACULTY ASSEMBLY**

### **1. Membership**

The AHC Assembly shall be composed of the following voting members: (a) the provost of the Academic Health Center; (b) members of the Provostal Consultative Committee; and (c) the elected faculty, and academic professional representatives of the AHC's constituent colleges and schools. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members.

### **2. Powers in General**

The AHC Faculty Assembly shall have general legislative authority over educational matters concerning more than one school or college within the Academic Health Center, but not over the internal affairs of a single school or college, except where these materially affect the interests of the AHC as a whole or the interests of other colleges or schools.

### **3. Allocation of Functions and Powers <sup>4</sup>**

- a. The combined Faculty and Student Academic Health Center Assemblies (CFSAHCA) shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Assembly or to the Student Assembly.
- b. Upon recommendation of the Combined Provostal Faculty and Student Assembly Consultative Committee, the CFSAHCA may delegate particular functions for exclusive action by either the Faculty Assembly or the Student Assembly.
- c. In general, functions allocated to the Student Assembly 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 Assembly shall include but not be limited to accreditation, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs Committee.
- e. In case of disagreement by the Provostal Faculty Consultative Committee or the Provostal Student Consultative Committee with a decision of the Combined Consultative Committees concerning the allocation of functions, either committee may refer the matter to the Faculty Assembly for resolution.

### **4. Election of AHC Faculty Assembly Members**

- a. The elected representatives of the faculty and academic professionals to the University Senate shall comprise the AHC Faculty Assembly.

### **5. Removal for Neglect of Meetings**

- a. A member of the AHC Faculty Assembly 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 AHC Faculty Assembly shall forfeit membership by neglecting three consecutive meetings.

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<sup>4</sup>This section describes the function of the Faculty Assembly and Combined Assemblies. The AHC Provostal Consultative Committee Task Force on faculty governance suggest this be left here in anticipation that a student assembly and combined assembly will be built. Until such time, all authority and responsibility of the CFSAHCA is held by the Faculty AHC Assembly.

- c. The clerk of the Faculty Assembly shall notify any member who will forfeit AHC Faculty Assembly membership by neglecting the next meeting of the Faculty Assembly.
- d. The Provostal Faculty 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 Faculty Assembly.
- e. A member whose membership has been forfeited may appeal to the Faculty Provostal Consultative Committee for reinstatement.

#### **6. AHC Faculty Assembly Officers**

- a. The provost of the AHC shall chair the AHC Faculty Assembly. A vice chair shall be elected by the Faculty Assembly at its first meeting the academic year from among its current members for a term of one year and shall be eligible for reelection. The provost, with the consent of the Faculty Assembly, shall appoint a clerk and a parliamentarian of the Faculty Assembly (non-members of the Faculty Assembly), whose duties shall be prescribed in the Faculty Assembly Bylaws.

#### **7. AHC Faculty Assembly Agenda and Minutes**

The agenda of each AHC Faculty Assembly meeting shall be distributed in advance to all Assembly members, to all faculty/academic professional members entitled to vote for Faculty Assembly members, to members of all committees of the Faculty Assembly, and to the students and others in such manner as the Faculty Assembly may direct. The minutes of Faculty Assembly meetings shall be distributed in like manner. Matters under Faculty Assembly jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Faculty Assembly or any Faculty Assembly member.

#### **8. AHC Faculty Assembly Meetings--Call--Quorum**

The AHC Faculty Assembly shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the provost. Special meetings of the AHC Faculty Assembly may be held upon the call of the provost 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 the Assembly, a majority of its membership shall constitute a quorum. Any member of the faculty or academic professional eligible to vote for senators may be admitted to AHC Faculty Assembly meetings and shall be

entitled to speak at the discretion of the Faculty Assembly. Only elected Faculty Assembly members (or their designated alternates) and, in the case of a tie, the presiding officer, shall be entitled to vote.

#### **ARTICLE IV. COMMITTEES OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

The committees of the AHC Faculty Assembly shall be (1) Faculty Assembly committees and (2) Faculty Subcommittees of Faculty Assembly committees. The Faculty Assembly also may create Special committees.

##### **1. Faculty Assembly Committees**

AN AHC Faculty Assembly committee is any committee to which the AHC Faculty Assembly delegates responsibilities in broad areas of AHC concern and whose reports are made directly to the Faculty Assembly. Membership of all Faculty Assembly committees and procedures for electing or appointing members are described in the Bylaws. The AHC Faculty Assembly by appropriate bylaws may create or terminate Faculty Assembly committees vested with such responsibilities as the Faculty Assembly has the power to confer.

##### **2. Subcommittees of Faculty Assembly Committees**

Faculty Assembly 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 AHC Faculty Assembly. Special committees may be created or terminated either by the AHC Faculty Assembly or by the AHC Faculty Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the AHC Faculty Assembly, 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 Faculty Assembly, the special committee shall make interim

and final reports to the AHC Faculty Consultative Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Faculty Assembly 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 VII. JURISDICTIONAL QUESTIONS**

### **1. Intercollege Controversies**

Controversies arising between colleges or schools within the AHC may be presented, after mutual conference, to a special committee appointed by the provost and confirmed by the AHC Faculty Assembly. 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 AHC Faculty Assembly for decision. The Faculty Assembly's decision may be appealed to the provost.

### **2. Controversies Between the AHC Faculty Assembly and Colleges or Schools**

Controversies arising between the AHC Faculty Assembly or its committees and a college or school government or other division of the AHC shall be brought to the provost, after conference with representatives of the Faculty Assembly and of the units

in question. If the resolution is not achieved, the matter can be brought to the University Senate.

#### **ARTICLE VIII. AMENDING PROCEDURE**

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the AHC Faculty Assembly at a regular or special meeting, or by a majority of all voting members of the Faculty Assembly 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 Faculty Assembly 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 AHC and University Senate.

#### **ARTICLE IX. BYLAWS**

The AHC Faculty Assembly may enact or amend its Bylaws by majority vote of the total membership of the Faculty Assembly provided the proposed change has been submitted, in writing, to each member of the Faculty Assembly 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 University Senate.

## **BYLAWS FOR ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

### **ARTICLE I. ACADEMIC HEALTH CENTER FACULTY ASSEMBLY MEMBERSHIP, ELECTIONS, AND OFFICERS**

#### **1. Membership**

The members of the Academic Health Center Faculty Assembly shall be the members of the University Faculty Senate elected from the following Units: Schools of Dentistry, Nursing, Public Health Veterinary Medicine, College of Pharmacy, Medical School and UMD Medical School.

#### **2. Vice Chair**

The chair of the Faculty Assembly is the Provost. The Vice Chair of the Faculty Assembly shall be elected to a one year term by majority vote of the members of the Faculty Assembly. The vice chair shall preside over meetings of the Faculty Assembly in the absence of the chair and serve as an ex officio member of the Faculty Assembly Consultative Committee.

#### **3. Clerk**

The clerk of the Faculty Assembly shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Faculty Assembly meetings as directed by the Faculty Assembly Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the Provost.

#### **4. Parliamentarian**

The parliamentarian shall advise the presiding officer or, upon request, any member of the Faculty Assembly on matters pertaining to parliamentary procedure. Parliamentary authority for the Faculty Assembly shall be Robert's Rules of Order Newly Revised, provided these rules are not in conflict with the Faculty Assembly constitution or bylaws.

### **ARTICLE II. RULES FOR COMMITTEES OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

1. All committees of the Faculty Assembly shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Faculty Assembly and shall be available for inspection. Portions of the minutes that contain certain private data about individuals are accessible only subject to the

provisions of the Minnesota Data Privacy Act. [Refer to Guidelines for University Senate Committee Minutes.]

2. Any committee of the Faculty Assembly may be required, upon a majority vote of the members of the Faculty Assembly present and voting, to report to the Faculty Assembly at its next meeting.
3. An ex officio member of any committee of the Faculty Assembly shall not be entitled to vote as a member of the committee, unless provided for in the Faculty Assembly Constitution or Bylaws.
4. Faculty/academic professional appointments to committees of the Faculty Assembly 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 Academic Health Center Faculty Assembly except the Consultative Committee. Student appointments to committees of the Faculty Assembly shall be made for terms of one year.
5. Committees shall submit items for action simultaneously to the Faculty Assembly Consultative Committee and to the clerk of the Faculty Assembly at least ten days before the Faculty Assembly agenda deadline.
6. Committees of the Faculty Assembly 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, or when closed sessions are required to protect the right of individuals. As an exception to this rule, the Faculty Assembly Consultative Committee, and the Student 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 Faculty Assembly.

7. Additional general rules for functions and operational procedures of all committees of the Faculty Assembly shall be contained in the Rules of the Faculty Assembly.

## ARTICLE III. CONSULTATIVE AND FACULTY ASSEMBLY COMMITTEES

### 1. FACULTY ASSEMBLY CONSULTATIVE COMMITTEE

#### Membership

The Faculty Assembly Consultative Committee shall be composed of the elected members of the Provostal Faculty Consultative Committee, and the vice chair of the Academic Health Center Faculty Assembly. In addition, the chairs of the designated Faculty Assembly Committees shall serve as ex officio, nonvoting members of the Consultative Committee.

FAC =  
PFCC +  
Vice Chair  
(see pg 14)

The Provostal Faculty Consultative committee shall be composed of 8 faculty members as follows: 2 from the medical school and 1 each from dentistry, nursing, pharmacy, public health, veterinary medicine, and the UMD school of medicine. Members shall be nominated in accordance with procedures established for the University Faculty Consultative Committee election and elected by college. Terms of office shall be three years with terms beginning July 1 and terminating June 30. No member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted so 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 Provostal Faculty Consultative Committee by majority votes shall fill the vacancy by interim appointment until the next general election.

**Duties and Responsibilities.** The Faculty Assembly Consultative Committee has consultative, steering and executive duties and responsibilities.

#### *Consult with the Provost*

- a. To meet with the Provost to discuss issues or policies of the Academic Health Center of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Faculty Assembly.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the Provost or Vice Provosts or from committees of the Faculty Assembly.
- c. To consult with the Provost or Vice Provosts on planning and on the annual budget and the biennial request.
- d. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the Provost or Vice Provosts.

- e. To advise the Provost on procedures for making administrative appointments and to participate in the selection process.

***Consult with the University Senate***

- a. To meet with the Faculty Consultative Committee/Twin Cities Faculty Assembly Steering Committee at least annually.
- b. To report to the Twin Cities Faculty Assembly Steering Committee .
- c. To submit an annual report to the Twin Cities Faculty Assembly Steering Committee.

***Direct Faculty Assembly Committees***

- a. To superintend and direct all committees of the Faculty Assembly, which includes the authority to require that any committee of the Faculty Assembly 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 Faculty Assembly 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 Faculty Assembly.
- d. To convene on a regular basis the chairs of Faculty Assembly committees without ex officio representation on the Consultative Committee to discuss and track agenda items.
- e. To serve as a coordinating body between the Provost and the Faculty Assembly or a committee of the Faculty Assembly.
- f. The chair shall meet quarterly with the chair of the Academic Health Center Student Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.
- g. To prepare and distribute the agenda for each meeting of the Faculty Assembly in accordance with the Constitution, Bylaws, and Rules of the Faculty Assembly.
- h. To recommend, with the approval of the Faculty Assembly, such rules of procedure as are not provided in the Constitution or Bylaws.

- i. To keep the published Constitution, Bylaws, and Rules of the Faculty Assembly up to date.

### ***Faculty Assembly Executive***

- a. To serve as a deliberative body of the Faculty Assembly on all major items it deems necessary and appropriate and call periodic meetings of the Faculty Assembly.
- b. To act on behalf of the Faculty Assembly when a decision is required prior to the next scheduled meeting of the Faculty Assembly and when a decision is required when it would not be possible to convene a special meeting of the Faculty Assembly in a timely fashion.
- c. To examine any action taken respecting the Academic Health Center 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-Faculty Assembly 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 Academic Health Center or specifically to the attention and consideration of the Faculty Assembly.
- g. To dispose of business which appears to be not germane to the purposes of the Faculty Assembly.
- h. To submit an annual report to the Faculty Assembly.

## **2. STUDENT CONSULTATIVE COMMITTEE <sup>5</sup>**

The Student Consultative Committee shall represent graduate, professional, and undergraduate students of the Academic Health Center and not the individual institutes, colleges, schools, or departments within the Health Center.

### **Membership:**

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<sup>5</sup>The Student Consultative Committee is not a Committee of the Faculty Assembly. It is described here, however, because it is a committee to which the Provostal Faculty Consultative Committee relates. This description will change to match what students put into their constitution.

There shall be 7 graduate/professional student members and 1 undergraduate student. *Student = 7*  
Members shall be elected by their respective student organizations (MSA and GAPSA). *Undergrad = 1*  
MSA and GAPSA shall also appoint alternates for students whose classroom 8  
responsibilities conflict with committee meeting times.

The chair shall be elected by the members of the committee for a one year term. The chair shall be eligible for re-election to that position.

### Duties and Responsibilities

- a. To meet at least monthly to discuss matters of concern to students.
- b. To meet regularly with the Provost or other academic officers to represent the viewpoints of students.
- c. The chair shall meet quarterly with the chair of the Academic Health Center Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.
- d. To meet periodically with the Student Senate/Twin Cities Campus Student Assembly members from the Academic Health Center to facilitate communication with the students.
- e. To meet with the Student Senate/Twin Cities Campus Student Assembly Steering Committee quarterly.
- f. To report to the Student Senate/Twin Cities Campus Student Assembly Steering Committee.
- g. To submit an annual report to the Twin Cities Campus Student Assembly Steering Committee.

### 3. COMMITTEE ON COMMITTEES

The Committee on Committees appoints members of certain committees of the Academic Health Center Faculty Assembly and advises the Faculty Assembly Consultative Committee on the committee structure of the Faculty Assembly.

#### Membership

The Committee on Committees shall be composed of the elected faculty/academic professional and student representatives from the Academic Health Center. It shall be composed of 7 elected faculty/academic professional members and 2 students. *Faculty / AP = 7*  
*Students = 2*  
9

Faculty/academic professional members must have served as members of the Faculty Assembly within the last five years.

A special faculty/academic professional nominating committee, appointed by the Faculty Assembly Consultative Committee and approved by the faculty/academic professional representatives of the Faculty Assembly, shall nominate twice as many faculty/academic professional candidates for the committee as are to be elected each year. These candidates shall be announced prior to the last regular Faculty Assembly meeting of the academic year. Additional nominations, certified as available, may be made by the petition of 8 faculty/academic professional representatives of the Faculty Assembly, provided that the petition is in the hands of the clerk of the Faculty Assembly the day before the Faculty Assembly meeting. At the last regular Faculty Assembly meeting of the academic year, the faculty/academic professional representatives of the Faculty Assembly shall elect by secret ballot two members of the committee for three-year terms. No faculty/academic professional member is eligible to serve more than two consecutive full terms. In the case of a tie, the chair of the Faculty Assembly shall cast the deciding vote.

The elected representatives of the students shall be elected by the Student, Senate members of the Graduate and Professional Student Assembly. Students shall serve a one-year term and are eligible for re-election.

### **ELIGIBILITY FOR SERVICE ON ASSEMBLY COMMITTEES**

Any faculty/academic professional in the Academic Health Center who is eligible to serve on the University Senate is eligible to serve on any other assembly committee. In addition, any full time faculty/academic professional who has been continuously employed full time for at least the five preceding years, even if on a temporary appointment, is eligible to serve on any assembly committee.

### **Duties and Responsibilities**

- a. To forward annually to the Faculty Assembly for approval names of faculty members, academic professionals, students, and chairs it recommends for appointment to those committees of the Faculty Assembly specified in the Bylaws. The committee shall give consideration to:
  - 1) representation from the various units when appropriate;
  - 2) the number of committees on which the faculty/academic professional or student member currently is serving;

- 3) the principle of rotation of committee assignments;
- 4) the recommendations of the respective committee chairs, faculty, academic professional, and student members; and
- 5) expressions of interest in committee service offered by faculty, academic professionals, and students.

In addition, the committee shall select members of the Faculty Assembly for committee membership when appropriate to encourage communication between the Faculty Assembly 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 Faculty Assembly a list of Faculty Assembly committees on which the member of the Faculty Assembly 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 Faculty Assembly and make a summary of this study available to the Faculty Assembly.
- 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 Faculty Assembly and recommend to the Faculty Assembly Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- f. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Faculty Assembly.

#### 4. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education in the Academic Health Center. It deals primarily with those affairs which affect educational policy and procedures on a Health Center-wide basis.

It shall have two permanent subcommittees: the Professional Education and Graduate Education subcommittees.

The Professional Education Subcommittee shall be composed of a faculty/academic professional member and a student to be nominated from each unit of the Academic Health Center. The subcommittee shall also include ex officio representation from the Office of the Vice Provost for Clinical Affairs. The chair or designee shall serve as an ex officio, nonvoting member of the clinical affairs committee.

Faculty/AP = 6  
Student = 6  

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12

The Graduate Education Subcommittee shall be composed of the Directors of Graduate Studies or their designees from 7 the graduate programs indicated below, plus 7 graduate students, and ex officio representation from the Office of the Vice Provost for Research. The chair or designee shall serve as an ex officio, nonvoting member of the research committee.

Faculty!  
DGS = 7  
Students = 7  

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14

The representation of graduate programs shall include the 4 programs having the largest number of doctoral candidates advised by members of the academic health center faculty, plus 3 programs from those with at least 8 graduate students advised by members of the academic health center faculty. Representation from the 3 smaller programs shall be selected by lottery and shall be for one-year, nonconsecutive terms.

Both subcommittees shall also have ex officio representation from the Office of the Vice Provost for Education. The chair of each subcommittee shall serve as a voting member of the educational policy committee.

#### MEMBERSHIP

The Educational Policy Committee shall be composed of 4 faculty/academic professional and 2 student representatives from the Academic Health Center and ex officio representation from the Vice Provost for Education. Members shall be nominated by the Committee on Committees with the approval of the Assembly. In addition, the chairs (or their designees) of the educational policy committees of each of the colleges/schools of the Academic Health Center and the two permanent subcommittees will serve as voting members of the committee. Some of these representatives may be included among the 4 elected faculty/academic professional committee members. The chair of the committee shall serve as an ex officio, nonvoting member of the Assembly Consultative Committee.

Faculty/AP = 4  
Students = 2  
Faculty (EPC) = 6  
Chairs = 2  

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## Duties and Responsibilities

- a. To consult with and advise the Provost and Vice Provosts on all matters of educational policy and to recommend to the Faculty Assembly such policies on educational issues as it deems appropriate and necessary.
- b. To set the academic calendar of the Academic Health Center with the approval of the Faculty Assembly and the University Senate Committee on Educational Policy.
- c. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Faculty Assembly.
- e. To receive reports on the quality and effectiveness of graduate, professional and education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.

## 5. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the Provost and Vice Provosts on all major issues of budget and planning, including the capital request.

It shall have a permanent subcommittee on facilities management composed of 7 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 Provost and Vice Provost for Finance and Operations, and also from Vice Provosts for Research, Clinical Affairs and Education. 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.

*Facilities Mgt*  
*Faculty/AP: 7*  
*Students = 2*  
*Civil Ser. = 1*  

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*10*

### Membership

The Finance and Planning Committee shall be composed of 7 faculty/academic professional members, 2 students, 1 civil service staff members, and ex officio representation from the Provost and Vice Provost for Finance and Operations. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly. Civil service members shall be appointed by the Provost in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years. The chairs (or their designee) of the Research Committee and Clinical Affairs Committee shall serve as ex officio, nonvoting members of the committee. (The representatives from the Facilities

*F + P*  
*Faculty/AP = 7*  
*Students = 2*  
*CS = 1*  

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*10*

Management Subcommittee may be included in the preceding numbers in this paragraph, or may be appointed to the committee in addition to those individuals.) The chair of the committee shall serve as an ex officio, nonvoting member of the Faculty Assembly Consultative Committee.

### **Duties and Responsibilities**

- a. To consult with and advise the Provost and Vice Provosts 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 Provost and Vice Provosts on the financial aspects of all major proposals and policy initiatives, including tuition, fees, and financial aid.
- c. To consult with and advise the Provost and Vice Provosts on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the Provost and Vice Provosts 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 Academic Health Center mission and educational policy.
- f. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Faculty Assembly.

### **6. RESEARCH COMMITTEE**

The Research Committee serves as the consultative body to the Provost and Vice Provosts on all major issues pertaining to research and support for research at the Academic Health Center.

#### **Membership**

The Research Committee shall be composed of 12 faculty/academic professional members, 2 students, one civil service staff member, and ex officio representation from the Vice Provost for Research. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly. The civil service staff member shall be appointed by the Provost 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. The

Faculty/AP: 12  
Students: 2  
CS: 1  

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chair of the committee shall serve as an ex officio, nonvoting member of the Faculty Assembly Consultative Committee.

### Duties and Responsibilities

- a. To recommend to the Faculty Assembly 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 Provost and Vice Provosts on the stimulation of and support for research activities.
- c. To consult with and advise the Provost and Vice Provosts on matters dealing with the ethical conduct of research.
- d. 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 Faculty Assembly through the Research Committee.
- e. To submit an annual report to the Faculty Assembly.

## 7. CLINICAL AFFAIRS COMMITTEE

The Clinical Affairs Committee serves as the consultative body to the Provost and Vice Provosts on all major issues pertaining to the clinical activities that support the missions of the Academic Health Center.

### Membership

The Research Committee shall be composed of 5 faculty/academic professional members from the clinical services, 2 faculty/academic professional members from the basic sciences, 2 students, 2 post professional degree clinical students, (e.g., residents), one civil service staff member, and ex officio representation from the Vice Provost for Clinical Affairs and any Health Center-wide clinical practice plan. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Assembly. The civil service staff member shall be appointed by the Provost 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. The chair of the committee shall serve as an ex officio, nonvoting member of the Assembly Consultative Committee.

Faculty = 7  
5+2  
Students = 2  
Residents = 2  
C.S. = 1  

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12

## Duties and Responsibilities

- a. To recommend to the Faculty Assembly Consultative Committee such policies as it deems necessary and appropriate with respect to the conduct and scope of clinical activities on a Health-Center wide basis.
- b. To consult with and advise the Provost and Vice Provosts on the support for clinical activities.
- c. To submit an annual report to the Faculty Assembly.

## 8. INFORMATION TECHNOLOGY COMMITTEE

The Information Technology Committee serves as the consultative body to the Provost and Vice Provosts on all major issues pertaining to computing, information systems and informatics, including telecommunications in the Academic Health Center.

### Membership

The Information Technology Committee shall be composed of 7 faculty/academic professional members, 2 student members, and ex officio representation from the Provost and Vice Provosts for Research, Clinical Affairs and Education and others as may be specified by vote of the Faculty Assembly. Members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly.

Faculty = 7  
Students = 2  

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9

### Duties and Responsibilities

- a. To make recommendations to the Faculty Assembly on matters concerned with policies and administration of computing, telecommunications, informatics and information systems.
- b. To monitor the working of existing policies, advise the Provost and Vice Provosts, and propose new initiatives in these matters.
- c. To coordinate such matters with the appropriate Faculty Assembly committees, especially the Educational Policy, Research and Clinical Affairs Committees.
- d. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Faculty Assembly.

## 9. 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 7 members of the faculty, one member of the academic professional staff, and ex officio representation from the Provost. Members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly. The chair of the committee shall serve as an ex officio, nonvoting member of the Faculty Assembly Consultative Committee.

Faculty = 7  
A-Prof = 1  

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8

### Duties and Responsibilities

- a. To examine all policies and procedures of the Academic Health Center 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 Assembly additions to and modifications and interpretations of the rules and procedures of the Academic Health Center regarding faculty tenure.
- c. To examine and propose Academic Health Center policies and programs associated with faculty and academic professional staff development.
- d. 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.
- e. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Assembly.

## 10. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues, policies and procedures that influence the personal, professional and educational welfare of the students in the Academic Health Center.

## Membership

The Student Affairs Committee shall be composed of 7 faculty/academic professional members, 7 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Faculty Assembly. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly. The civil service member shall be appointed by the Provost in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations. The chair of the committee shall serve as an ex officio, nonvoting member of the Faculty Assembly Consultative Committee.

Faculty = 7  
Students = 7  
CS = 1  
Alumni = 1  

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## Duties and Responsibilities

- a. To formulate and recommend to the Faculty Assembly policies pertaining to all student affairs in the Academic Health Center.
- b. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- c. To submit an annual report to the Faculty Assembly.

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## **ARTICLE I. AHC FACULTY ASSEMBLY**

### **1. Membership**

The AHC Assembly shall be composed of the following voting members: (a) members of the Provostal Consultative Committee; and (b) the elected faculty and academic professional representatives of the AHC's constituent colleges and schools. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members.

### **2. Powers in General**

The AHC Faculty Consultative Committee and the Faculty Assembly shall have general legislative authority over educational matters concerning more than one school or college within the Academic Health Center, but not over the internal affairs of a single school or college, except where these materially affect the interests of the AHC as a whole or the interests of other colleges or schools.

### **3. Allocation of Functions and Powers**

The AHC Faculty Assembly shall perform all functions and exercise all powers described in Article I, Section 2.

### **4. Election of AHC Faculty Assembly Members**

- a. The elected representatives of the faculty and academic professionals to the University Senate shall be those persons who comprise the AHC Faculty Assembly.
- b. The term of elected Faculty Assembly Members shall coincide with their terms as University Senate representatives and AHC Faculty Consultative representatives.

### **5. AHC Faculty Assembly Officers**

- a. The chair of the Faculty Consultative Committee of the AHC shall chair the AHC Faculty Assembly. A vice chair shall be elected by the Faculty Assembly at its first meeting of the academic year from among its current members for a term of one year and shall be eligible for reelection. The staff of the AHC FCC shall serve as clerk of the Faculty Assembly. The Faculty Consultative Committee, with the consent of the Faculty Assembly shall appoint a parliamentarian of the Faculty Assembly (non-members of the Assembly)

### **6. AHC Faculty Assembly Agenda and Minutes**

The agenda of the Faculty Assembly shall be prepared by the Faculty Consultative Committee and distributed in advance to all Assembly members and to others in such manner as the Faculty Consultative Committee may direct. The minutes of Faculty Assembly meetings shall be distributed in like manner. Matters under Faculty Assembly jurisdiction, including proposed amendments to this Constitution, may be submitted by any committee of the Faculty Assembly or any Faculty Assembly member.

## **7. AHC Faculty Assembly Meetings--Call--Quorum**

The AHC Faculty Assembly shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the chair and vice chair of the Faculty Assembly. Special meetings of the AHC Faculty Assembly may be held upon the call of the Consultative Committee, or upon written request of ten members of the Faculty Assembly in question.

At any regular or special meeting of the Assembly, a majority of its membership shall constitute a quorum. Any member of the faculty or academic professional eligible to vote for senators may be admitted to AHC Faculty Assembly meetings and shall be entitled to speak at the discretion of the Faculty Assembly. Only elected Faculty Assembly members (or their designated alternates) and, in the case of a tie, the presiding officer, shall be entitled to vote.

## **ARTICLE II. COMMITTEES OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

AHC Committee on Committees shall have the authority to appoint or terminate committees as it deems necessary and appropriate. Such action requires the approval of the AHC Faculty Consultative Committee and the AHC Faculty Assembly.

### **1. Faculty Assembly Committees**

An AHC Faculty Assembly committee is any committee to which the AHC Committee on Committees delegates responsibilities in broad areas of AHC concern and whose reports are made jointly to the AHC FCC and the Faculty Assembly. Membership of all Faculty Assembly committees and procedures for electing or appointing members are described in Article II of the Bylaws.

## **ARTICLE III. AMENDING PROCEDURE**

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the AHC Faculty Assembly at a regular or special meeting, or by a majority of all voting members of the Faculty Assembly 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 Faculty Assembly for distribution of the Faculty Assembly 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 AHC Faculty Assembly.

## **ARTICLE IV. BYLAWS**

The AHC Faculty Assembly may enact or amend its Bylaws by majority vote of all voting membership of the Faculty Assembly provided the proposed change has been submitted, in writing, to each member of the Faculty Assembly at least ten days prior to the date of the vote on the approval of the proposed change.

## **ARTICLE V. EFFECTIVE DATE OF CONSTITUTION**

This Constitution shall take effect following its approval by the AHC Faculty Assembly.

## **BYLAWS FOR ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

### **ARTICLE I. ACADEMIC HEALTH CENTER FACULTY ASSEMBLY MEMBERSHIP, ELECTIONS, AND OFFICERS**

#### **1. Membership**

The members of the Academic Health Center Faculty Assembly shall be the members of the University Faculty Senate elected from the following Units: Schools of Dentistry, Nursing, Public Health, Veterinary Medicine, College of Pharmacy, Medical School and UMD Medical School.

#### **2. Vice Chair**

The chair of the Faculty Assembly is the chair of the Faculty Consultative Committee. The Vice Chair of the Faculty Assembly shall be elected to a one year term by majority vote of the members of the Faculty Assembly. The vice chair shall preside over meetings of the AHC Faculty Consultative Committee in the absence of the chair and serve as an ex officio member of the AHC Faculty Consultative Committee.

#### **3. Clerk**

The clerk of the Faculty Assembly shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Faculty Assembly meetings as directed by the AHC Faculty Consultative Committee.

#### **4. Parliamentarian**

The parliamentarian shall advise the presiding officer or, upon request, any member of the Faculty Assembly on matters pertaining to parliamentary procedure. Parliamentary authority for the Faculty Assembly shall be Robert's Rules of Order Newly Revised, provided these rules are not in conflict with the Faculty Assembly constitution or bylaws.

### **ARTICLE II. RULES FOR COMMITTEES OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

#### **Eligibility for Service on Assembly Committees**

Any faculty/academic professional in the Academic Health Center who is eligible to serve on the University Senate is eligible to serve on any other assembly committee. In addition, any full time faculty/academic professional who has been continuously employed full time for at least the five preceding years, even if on a temporary appointment, is eligible to serve on any assembly committee.

1. All committees of the Faculty Assembly shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Faculty Assembly and shall be available for inspection. Portions of the minutes that contain certain private data about individuals are accessible only subject to the provisions of the Minnesota Data Privacy Act. [Refer to Guidelines for University Senate Committee Minutes.]

2. Any committee of the Faculty Assembly may be required, upon a majority vote of the members of the Faculty Assembly present and voting, to report to the Faculty Assembly at its next meeting.
3. An ex officio member of any committee of the Faculty Assembly shall not be entitled to vote as a member of the committee, unless provided for in the Faculty Assembly Constitution or Bylaws.
4. Faculty/academic professional appointments to committees of the Faculty Assembly 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 Academic Health Center Faculty Assembly except the Consultative Committee.
5. Committees shall submit items for action simultaneously to the AHC Consultative Committee and to the clerk of the Faculty Assembly at least ten days before the Faculty Assembly agenda deadline.
6. Committees of the Faculty Assembly 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, or when closed sessions are required to protect the right of individuals. As an exception to this rule, the AHC Faculty Consultative Committee is 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 Faculty Assembly.

7. Additional general rules for functions and operational procedures of all committees of the Faculty Assembly shall be contained in the Rules of the Faculty Assembly.
8. In March 1994 the University Senate parliamentarian ruled that alternates or proxy voting are NOT permitted at meetings of Senate committees. This rule shall apply to AHC Faculty Assembly Committees.

### **ARTICLE III. CONSULTATIVE AND FACULTY ASSEMBLY COMMITTEES**

#### **1. AHC FACULTY CONSULTATIVE COMMITTEE**

##### **Membership**

The AHC Faculty Consultative Committee shall be composed of the elected members of the Provostal Faculty Consultative Committee. The vice chair of the Academic Health Center Faculty Assembly shall serve as ex officio, nonvoting member of the Consultative Committee.

The AHC Faculty Consultative committee shall be composed of 8 faculty members as follows: 2 from the Medical School and 1 each from Dentistry, Nursing, Pharmacy, Public Health, Veterinary Medicine, and the UMD School of Medicine. Members shall be nominated in accordance with procedures established for the University Faculty

Consultative Committee election and elected by college. Terms of office shall be three years with terms beginning July 1 and terminating June 30. No member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted so 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 AHC Faculty Consultative Committee by majority votes shall fill the vacancy by interim appointment until the next general election.

The committee has the authority to identify ex officio representation as it deems necessary and appropriate.

**Duties and Responsibilities.** The Faculty Assembly Consultative Committee has consultative, steering and executive duties and responsibilities.

***Consult with the Provost***

- a. To meet with the Provost to discuss issues or policies of the Academic Health Center of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Faculty Assembly.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the Provost or Vice Provosts or from committees of the Faculty Assembly.
- c. To consult with the Provost or Vice Provosts on planning and on the annual budget and the biennial request.
- d. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the Provost or Vice Provosts.
- e. To advise the Provost on procedures for making administrative appointments and to participate in the selection process.

***Consult with the University Senate***

- a. To meet with the Faculty Consultative Committee/Twin Cities Faculty Assembly Steering Committee at least annually.
- b. To report to the Twin Cities Faculty Assembly Steering Committee .
- c. To submit an annual report to the Twin Cities Faculty Assembly Steering Committee.

***Direct Faculty Assembly Committees***

- a. To superintend and direct all committees of the Faculty Assembly, which includes the authority to require that any committee of the Faculty Assembly 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 Faculty Assembly 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 Faculty Assembly.
- d. To meet on a regular basis with the chairs of Faculty Assembly committees.
- e. To serve as a coordinating body between the Provost and the Faculty Assembly or a committee of the Faculty Assembly.
- f. The chair shall meet quarterly with the chair of the Academic Health Center Student Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.
- g. To prepare and distribute the agenda for each meeting of the Faculty Assembly in accordance with the Constitution, Bylaws, and Rules of the Faculty Assembly.
- h. To recommend, with the approval of the Faculty Assembly, such rules of procedure as are not provided in the Constitution or Bylaws.
- i. To keep the published Constitution, Bylaws, and Rules of the Faculty Assembly up to date.

***Faculty Assembly Executive***

- a. To serve as a deliberative body of the Faculty Assembly on all major items it deems necessary and appropriate and call periodic meetings of the Faculty Assembly.
- b. To act on behalf of the Faculty Assembly when a decision is required prior to the next scheduled meeting of the Faculty Assembly and when a decision is required when it would not be possible to convene a special meeting of the Faculty Assembly in a timely fashion.
- c. To examine any action taken respecting the Academic Health Center 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-Faculty Assembly committees.
- e. To solicit nominations for the AHC Committee on Committees and determine voting procedures for the election.
- f. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- g. To report regularly on any matters which, in its judgment, should be brought to the attention of the Academic Health Center or specifically to the attention and consideration of the Faculty Assembly.
- h. To dispose of business which appears to be not germane to the purposes of the Faculty Assembly.
- i. To submit an annual report to the Faculty Assembly.

## **2. COMMITTEE ON COMMITTEES**

The Committee on Committees establishes certain committees and appoints its members of the Academic Health Center Faculty Assembly and advises the AHC Faculty Consultative Committee on the committee structure of the Faculty Assembly.

### **Membership**

The Committee on Committees shall be composed of elected faculty and academic professional representatives from the Academic Health Center. It shall be composed of 8 elected faculty/academic professional members (2 from the Medical School and 1 each from Dentistry, Nursing, Pharmacy, Public Health, Veterinary Medicine, and the UMD School of Medicine). Faculty/academic professional members must have served as members of the University Senate within the last five years.

A special faculty/academic professional nominating committee, appointed by the AHC Faculty Consultative Committee and approved by the faculty/academic professional representatives of the Faculty Assembly, shall generate annually, the names of twice as many faculty/academic professional candidates from each college for the committee as are rotating off. The election will take place during spring quarter of the academic year. Additional nominations, certified as available, may be made by the petition of 4 faculty/academic professional representatives of the Faculty Assembly, provided that the petition is in the hands of the clerk of the Faculty Assembly the day before the Faculty Assembly meeting. Following the first meeting of spring quarter of the Faculty Assembly, ballots will be mailed to faculty/academic professional representatives of the Faculty Assembly to elect the appropriate number of individuals for three-year terms. No faculty/academic professional member is eligible to serve more than two consecutive full terms. In the case of a tie, the chair of the Faculty Assembly shall cast the deciding vote.

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.

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 identify and recommend to the AHC Faculty Consultative Committee and the AHC Faculty Assembly committees of the Assembly as deemed necessary and appropriate. Upon approval of these two bodies, Committee on Committees will establish and develop committee structure and charge.
- b. To forward annually to the Faculty Assembly, for approval, names of faculty/academic professionals it recommends for appointment to those committees of the Faculty Assembly specified in the Bylaws. The committee shall give consideration to:
  - 1) representation from the various units when appropriate;
  - 2) the number of committees on which the faculty/academic professional member currently is serving;

- 3) the principle of rotation of committee assignments;
- 4) the recommendations of the respective committee chairs, faculty, academic professional.

In addition, the committee shall select members of the Faculty Assembly for committee membership when appropriate to encourage communication between the Faculty Assembly and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.

- c. To review annually the committees of the Faculty Assembly and recommend to the AHC Faculty Consultative Committee any changes in committee structure, charge, or membership which deems appropriate.
- d. To recommend to the AHC Faculty Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Faculty Assembly.

**April, 1997**

Received: from mhub2.tc.umn.edu by mailbox.mail.umn.edu; Wed, 16 Apr 97 15:14:09  
Return-Path: <corco001@maroon.tc.umn.edu>  
Received: from maroon.tc.umn.edu by mhub2.tc.umn.edu; Wed, 16 Apr 97 15:06:49 -0  
Received: from x84-14-18.ejack.umn.edu by maroon.tc.umn.edu; Wed, 16 Apr 97 15:0  
To: ahcfcc96-97@maroon.tc.umn.edu  
From: "sheila corcoran-perry" <corco001@maroon.tc.umn.edu>  
Subject: This Thursday Column  
Date: Wed, 16 Apr 1997 16:10:59  
X-Tick-Nemesis: The Idea Men  
Mime-Version: 1.0  
Content-Type: text/plain; charset="us-ascii"  
Message-Id: <3355315954f8848@mhub2.tc.umn.edu>

Below is a draft of the AHC-PFCC column that I wrote for the next issue of This Thursday. Please review it quickly and let me know if there are any corrections, additions, etc. It is at the "word limit" and is due by 4pm today.

Sorry that I wasn't able to get this too you sooner, but I would appreciate your review.

Sheila

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AHC Faculty,

What would you like as a structure for faculty governance within the Academic Health Center? As your elected representatives on the AHC Provostal Faculty Consultative Committee (AHC-PFCC), we need your input. In particular, we want to hear about the committees that you deem necessary for AHC faculty governance.

Since initial implementation of the provostal system on the Twin Cities campus, the development of an AHC faculty governance structure has been evolving. Thus far, only the AHC-PFCC has been established. The AHC-PFCC consists of two elected members from the Medical School (one from basic sciences and one from clinical sciences) and one elected member from each of the other AHC units. These AHC-PFCC members represent the AHC as a whole, not their particular units. There is a current proposal for a Faculty Assembly composed of the elected faculty University Senators from all of the AHC units, plus the eight members of the AHC-PFCC; Senators would represent their particular units in the Assembly. In addition to these two structural components, other committees will be needed for effective faculty governance, but they have not been designated yet. Now is the time for you to speak up. What committees do you think are needed?

An initial meeting of the proposed AHC Assembly meeting is scheduled for Thursday, May 1, 1997. If the Assembly becomes formally established, one of the issues that it will address will be completion of a faculty governance design and implementation of it. The intent is to have a parsimonious organization that: (a) serves the AHC faculty, but does not overtax them or the AHC, and (b) complements the University Senate organization, but does not duplicate it. Groundwork was begun by an AHC-PFCC appointed Task Force on Faculty Governance. When members of this task force discussed their report with the AHC-PFCC, it was suggested that there be faculty advisory committees to each of the three Vice-Provosts: Education VP (TBA), Research VP (TBA), and Clinical Affairs VP (Roby Thompson). In addition there was support for a faculty affairs committee and a finance and planning committee. What are your views about such

committees? How would you like to see these committees and components interrelating? Any other committees needed?

To have your voice heard on this matter, contact one of your unit's Senators or a member of the AHC-PFCC listed below:

Judith Garrard, Public Health, Chair of AHC-PFCC,  
jgarrard@maroon.tc.umn.edu  
Muriel Bebeau, Dentistry,  
bebea001@maroon.tc.umn.edu  
Peter Bitterman, Medicine Clinical Sciences,  
bitte001@maroon.tc.umn.edu  
Sheila Corcoran-Perry, Nursing,  
corco001@maroon.tc.umn.edu  
Daniel Feeney, Veterinary Medicine,  
feene001@maroon.tc.umn.edu  
Cynthia Gross, Pharmacy,  
gross002@maroon.tc.umn.edu  
Frederic Hafferty, Medicine-Duluth,  
fhaffert@d.umn.edu  
David Hamilton, Medicine Basic Sciences,  
dwh@med.umn.edu

Sheila A. Corcoran-Perry, PhD, RN, FAAN  
Professor  
School of Nursing  
University of Minnesota  
6-101 Weaver-Densford Hall  
308 Harvard Street  
Minneapolis, MN 55455  
(612) 624-6956

**MOTION 2:**

- To approve the following Provostal Faculty Councils' Constitution, Bylaws, and Rules:

**PROVOSTAL FACULTY COUNCILS' CONSTITUTION**

*Mathias Rules*

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**ARTICLE I. GENERAL POWERS**

**1. Authority and Powers in General of the Provostal Faculty Councils**

The Provostal Faculty Councils (hereinafter called the Councils) are the elected governing bodies of the 1) arts, sciences, and engineering; 2) professional studies; and 3) academic health center provostal areas of the University of Minnesota.

The Councils exercise the general legislative authority and responsibility over educational matters concerning their respective provostal areas which are delegated to them by the Twin Cities Campus Faculty Assembly and the regents of the University.

Each Council shall have legislative authority, as defined above, over its provostal area 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 other institutes, colleges, or schools within the provostal area.

Matters having implications for more than one provostal area shall be referred to the Twin Cities Campus Assembly or University Senate, as appropriate, for debate and action.

**ARTICLE II. PROVOSTAL FACULTY COUNCILS**

**1. Membership**

Each Council shall be composed of the following voting members: (a) the provost, (b) members of the Provostal Faculty Consultative Committee, (c) the elected faculty and academic professional representatives to the Twin Cities Campus Assembly from the various institutes, colleges, and schools of collegiate rank within the provostal area. Each member of the Council shall represent the provostal area as a whole and not individual institutes, colleges, or schools. The academic officers within each provostal area with class titles 9302-9329 shall serve as ex officio nonvoting members.

**2. Allocation of Functions and Powers**

The Councils shall perform all functions and exercise all powers described in Article I, Section I.

**3. Election of Council Members**

The elected representatives to the Councils shall be those persons who are the elected faculty and academic professional representatives to the Twin Cities Campus Assembly from the several institutes, colleges, or schools of collegiate rank within the provostal areas.

The term of office of elected Council representatives shall coincide with their terms as Twin Cities Campus Assembly representatives. Elected alternate representatives to the Twin Cities Campus Assembly from the several institutes, colleges, or schools of collegiate rank within the provostal areas shall be the elected alternate representatives to the respective Councils.

**4. Council Officers**

The provost and chair of the Provostal Faculty Consultative Committee of each provostal area shall serve as co-chairs of their respective Council. A vice chair shall be elected by each Council 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 Council co-chairs, with the consent of the Council, shall appoint a clerk and a parliamentarian of the Faculty Council (non-members of the Council), whose duties shall be prescribed in the Bylaws.

**5. Council Agendas and Minutes**

The agenda of each Council meeting shall be prepared by the Provostal Faculty Consultative Committee and distributed in advance to all Council members and to others in such manner as the Council may direct. The minutes of Council meetings shall be distributed in like manner. Matters under Council jurisdiction may be submitted by any committee of the Council or any Council member.

**6. Council Meetings--Call--Quorum**

A Council meeting may be called upon the request of either co-chair, at a time and place determined by the co-chairs, or upon written request of ten members of the Council.

At any Council meeting, a majority of its membership shall constitute a quorum. Any member of the faculty eligible to vote for Council members may be admitted to his/her respective Council meetings and shall be entitled to speak at the discretion of the Council. Only elected Council members (or designated faculty alternates) shall be entitled to vote.

**ARTICLE III. COMMITTEES OF THE PROVOSTAL FACULTY COUNCILS**

Each Council shall establish a Provostal Faculty Consultative Committee and may establish other such committees as it deems necessary and appropriate.

**ARTICLE IV. RELATIONS WITH OTHER GOVERNING BODIES**

The Councils shall communicate both formally and informally with other governing bodies on the Twin Cities campus of the University.

**ARTICLE V. JURISDICTIONAL QUESTIONS**

Jurisdictional conflicts between or among the Councils and/or between the Councils and the University Senate or Twin Cities Campus Assembly may be appealed to the President.

**ARTICLE VI. AMENDING PROCEDURE**

An amendment to this Constitution shall be approved either by a two-thirds majority of the voting

membership of the Twin Cities Campus Faculty Assembly at a regular or special meeting, or by a majority of the voting membership of the Faculty Assembly 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, at least 10 days prior to the date of the vote on the approval of the proposed amendment to the persons and in the manner provided in Article II, Section 5 of the Twin Cities Campus Assembly Constitution. An amendment shall be effective following approval by the Twin Cities Campus Faculty Assembly, and the Board of Regents.

#### **ARTICLE VII. BYLAWS**

The Twin Cities Campus Faculty Assembly may enact or amend the Bylaws of the Provostal Faculty Councils by majority vote of the voting membership of the Faculty Assembly provided the proposed change has been submitted, in writing, to each member of the Faculty Assembly at least ten days prior to the date of the vote on the approval of the proposed change.

#### **ARTICLE VIII. EFFECTIVE DATE OF CONSTITUTION**

This Constitution shall take effect following its approval by the Twin Cities Campus Faculty Assembly and Board of Regents.

## BYLAWS

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### ARTICLE I. DUTIES AND RESPONSIBILITIES OF COUNCIL OFFICERS

#### 1. Co-chairs and Vice Chair

The co-chairs of each Council shall be the provost and chair of the Provostal Faculty Consultative Committee. Either co-chair may call for a meeting of the Council at a time and place determined by the co-chairs, and one of the co-chairs shall preside at Council meetings. In their absence, the vice chair shall preside.

#### 2. Clerk

The clerk of the Twin Cities Campus Assembly (or his/her designee) shall serve as the clerk of the Faculty Councils and shall be the custodian of their records and shall prepare and circulate the agendas and minutes of Faculty Council meetings as directed by the Provostal Faculty Consultative Committees.

#### 3. Parliamentarian

The parliamentarian of each Council shall advise the presiding officer or, upon request, any member of the Council on matters pertaining to parliamentary procedure. Parliamentary authority for the Councils shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Councils' Constitution or Bylaws.

### ARTICLE II. PROCEDURES FOR COMMITTEES OF THE FACULTY COUNCILS

1. All committees of the Councils shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Faculty Councils 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 Faculty Councils a version of the minutes of the committee meetings that contains all information other than detailed information about individuals.

2. Committees of the Councils 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. As an exception to this rule, the Provostal Faculty Consultative Committees 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 and make the list available upon request.

3. At any Council committee meeting, a majority of its membership shall constitute a quorum.

## **ARTICLE III. COMMITTEES OF THE PROVOSTAL FACULTY COUNCILS**

### **1. PROVOSTAL FACULTY CONSULTATIVE COMMITTEES**

Each Council shall have a Provostal Faculty Consultative Committee.

#### **Membership**

Each Provostal Faculty Consultative Committee shall be comprised of 6-8 faculty representatives elected from amongst the membership of the Faculty Council. Each Council shall determine the election process. Terms of office shall be three years with terms beginning July 1 and terminating June 30. 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.

The elected members of the Faculty Assembly Steering Committee shall serve as ex officio nonvoting members on their respective Provostal Faculty Consultative Committees.

In case of a faculty vacancy, the remaining members of the Provostal Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

Each Provostal Faculty Consultative Committee 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 meet at least monthly to discuss matters of concern to the faculty.
- b. To meet regularly with the provost and other academic officers to represent the viewpoints of the faculty.
- c. To serve as the executive committee and steering committee for the appropriate Faculty Council.
- d. To meet with the Twin Cities Campus Assembly Steering Committee at least annually.
- e. To submit an annual report to the appropriate Faculty Council.

# RULES<sup>1</sup>

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## ARTICLE I. RULES OF THE FACULTY COUNCILS

### 1. Seating

The meeting room shall provide a clear and definite area reserved for members of the Council.

### 2. Quorum

A majority of the membership shall constitute a quorum.

### 3. Recognition and Participation

- In deliberations, priority of recognition shall be given to members of the Council over non-members; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- Any member of the Council, upon recognition from the chair, may yield time in debate to a non-member.
- In the event that a member of the Council has yielded time to a non-member, 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 Council 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 a Council who are not members of the Council shall have the privilege of speaking on reports of their committee before the Council.
- The usual rules of germaneness and decorum shall apply to both members and non-members.

### 4. Agenda and Procedures

- The time limits specified on the agenda are the maximum times for debate or discussion. A motion to extend the limit 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 Faculty Council 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 Council meeting by an individual member shall be referred to the appropriate Provostal Faculty Consultative Committee for consideration and presentation at the next regular meeting of the Council; but such an item of business may be

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<sup>1</sup>*Robert's Rules of Order Newly Revised* governs the Faculty Councils and its committees and may be suspended only by a two-thirds majority vote of those present and voting.

considered and voted on at the meeting at which it is introduced by a two-thirds majority vote of the members of the Council 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 Council 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 Council present and voting on a proposal for immediate consideration as an item for action.

- The motion to table shall be debatable.
- At each Council meeting, Questions to the Provost shall be an item on the agenda.

## **ARTICLE II. RULES FOR COMMITTEES OF THE PROVOSTAL FACULTY COUNCILS**

### **1. Committees of the Provostal Faculty Councils**

The committees of the Councils shall be the Provostal Faculty Consultative Committees and other committees the Councils deem necessary and appropriate. The Councils shall report the membership, duties and responsibilities of each committee to the clerk of the Faculty Councils.

### **2. Procedures for Committees of the Councils**

- Parliamentary authority for committees of the Faculty Councils shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Councils' Constitution or Bylaws.
- A quorum shall be a majority of the membership.
- Ex officio representation is representation because of, or by virtue of, a specified office. Ex officio members of committees of the Councils 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.
- Alternates or proxy voting shall not be permitted at meetings of Council committees.

### **3. Committee Support and Service**

Staff support for the Councils and Provostal Faculty Consultative Committees shall be provided and funded by the University Senate Office. Staff support and services are interpreted as employee assistance in research, data collection, record-keeping, and all aspects of secretarial services.

### **4. Support of University Governance**

Department chairs, deans, and faculties should recognize a faculty member's participation in faculty governance as an important and integral part of the individual's workload and supply necessary assistance and support for these activities.

**ARTICLE III. AMENDING PROCEDURE**

Amendments to the Rules shall be made by a majority vote of the members of the Twin Cities Campus Faculty Assembly present and voting at any meeting of the Faculty Assembly. 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.

**CARL ADAMS, Chair**

November 1, 1996

**TO:** Judy Garrard, Ph.D.  
Chair, Academic Health Center Provostal Consultative Committee

Muriel Bebeau, Ph.D.; Peter Bitterman, M.D.; Sheila Corcoran-Perry, Ph.D.; Daniel Feeney, D.V.M.; Cynthia Gross, Ph.D.; Frederic Hafferty, Ph.D., and David Hamilton, Ph.D.

**FR:** Carole J. Bland, Ph.D., Co-Chair, and Stan Erlandsen, Ph.D., Co-Chair  
Academic Provostal Consultative Committee Task Force on Faculty Governance:

Amos Deinard, M.D., MPH; Richard Estensen, M.D.; Bernadine Feldman, Ph.D.; Thomas Molitor, DVM; Phyllis Pirie, Ph.D., Richard Poppele, Ph.D.; Michael Speidel, DDS, MSD; Carston Wagner, Ph.D., and student representatives Susan Giovengo, Katherine James, Sean Ohms-Winnie, and Jeannine Pluhar.

**RE:** Academic Health Center Faculty Assembly Constitution, Bylaws and Rules

As requested, the Task Force on Faculty Governance has prepared a proposal for a faculty governance structure (Faculty Assembly) within the Academic Health Center. The proposed Faculty Assembly Constitution and Bylaws are attached.

Let us draw your attention to some highlights of the document:

It is modeled on the University of Minnesota University Senate document. In fact, this attached document is literally the Senate Constitution, Bylaws, and Rules, modified to fit the Academic Health Center.

The proposed AHC Faculty Assembly is integrated with the existing University Senate structure, in that elected University Faculty Senators from the Academic Health Center are proposed also to be the members of the Academic Health Center Faculty Assembly.

The proposed committee structure of the AHC Assembly is designed to facilitate a close working relationship between faculty and student representatives and provostal administrators in several areas of special interest to the AHC, such as research, clinical affairs, faculty/student affairs, and educational policy.

The proposed AHC Faculty Assembly is also integrated, where appropriate, with college governance. For example, the proposed AHC Education and Policy Committee includes the chairs of each college, EPC, or similar committees.

The document recognizes that the existence of an Academic Health Center Assembly is predicated on the power of the University Senate to recognize campus and provostal-area assemblies; that is, the University Senate grants approval and powers to the Provostal-area assembly.

While the Faculty Governance Task Force followed your wishes that we develop a Faculty Assembly to provide a clear faculty voice in governance issues, we also believe that on many issues it will be important for faculty and students to work together. We have developed this document in the belief that a parallel Academic Health Center Student Assembly document will be forthcoming shortly, and that the two groups will work together on many issues as a Joint Academic Health Center Faculty Student Assembly. The bylaws of this document propose two committees (Faculty Consultative Committee and Committee on Committees) will be specific to the Faculty Assembly; other committees are proposed as joint working committees of the Faculty and Student Assemblies. Until a student assembly is built, the latter committees would function as Academic Health Center Faculty Assembly Committees, with student members.

As indicated above, we note that final approval for this and related documents is granted by the University Senate. However, it is important that this document and the concepts it represents have wide discussion throughout the Academic Health Center, and that provision should be made for distributing it and obtaining formal feedback from the various colleges of the Academic Health Center.

Finally, the Chairs of the Task Force wish to commend the work of the members of this committee. This committee has worked diligently on this document throughout the summer. After careful deliberation, the committee believes this document presents a joint administration and faculty governance model that will optimally serve the Academic Health Center. Further, we believe it is important to get such a joint governance system in place as soon as possible. We would appreciate being advised of your action on this document.

cc: Frank Cerra, Provost and John Fetrow, Vice Provost Frank and John, we are copying you on this letter to advise you that this committee, which was originally a QRTC committee, has completed the task of developing an AHC Assembly document. However, we have not included the document since we are now a task force of the PFCC and it is to them that we now report. I am sure you are welcome to the document from them. But, they may well want to make changes in the document before it is distributed as a PFCC document for consideration.

A:\PIRIE.910

Received: from mhub2.tc.umn.edu by mailbox.mail.umn.edu; Wed, 4 Sep 96 13:20:53  
Return-Path: <jgarrard@maroon.tc.umn.edu>  
Received: from maroon.tc.umn.edu by mhub2.tc.umn.edu; Wed, 4 Sep 96 13:18:51 -05  
Received: from x244-58.hsr.umn.edu by maroon.tc.umn.edu; Wed, 4 Sep 96 13:18:50  
From: "Judith Garrard" <jgarrard@maroon.tc.umn.edu>  
Reply-To: "Judith Garrard" <jgarrard@maroon.tc.umn.edu>  
To: courtney  
Subject: Task Force Charge  
Mime-Version: 1.0  
Content-Type: text/plain; charset="us-ascii"  
X-Mailer: POPmail 2.3b7  
Message-Id: <322dc80b4e0b321@mhub2.tc.umn.edu>  
Date: Wed, 4 Sep 96 13:18:51 -0500

Vickey,

Please send the following MEMO to all faculty members of the QRTC Governance Committee and to all AHC FCC members (alerting the FCC to the fact that this was what was sent to the QRTC). Thanks, Judy.

MEMO

September 4, 1996

To: Carole Bland, Ph.D. and Stan Erlandsen, Ph.D.  
Co-chairs, QRTC on Governance  
and  
Faculty Members of the QRTC on Governance

From: Judith Garrard, Ph.D.  
Chair, Academic Health Center (AHC) Faculty Consultative Committee (FCC)

RE: Recommendations for AHC Faculty Governance Organization

The purpose of this memo is to clarify the discussions we have had between and between our two committees concerning the AHC faculty governance structure. The points we have discussed include the following:

% Task Force on Faculty Governance Structure. The faculty members of the Governance QRTC are invited to reconstitute themselves as a Faculty Task Force on Faculty Governance and develop recommendations for a faculty governance structure.

Rationale. We are aware that the original charge last fall by Provost Cerrra to the QRTC on Governance to develop a governance structure for the AHC was subsequently withdrawn by Vice Provost John Fetro. We concur with VP Fetro that the development of a governance structure by an administratively appointed group is not appropriate given the creation of the AHC FCC (in June, 1996) as an elected faculty governance committee. In our capacity as elected faculty representatives, however, the AHC FCC is therefore re-constituting this same group of faculty to serve as a Task Force on AHC Faculty Governance in order to benefit from their experience and deliberations.

This Task Force is charged with making a report to the AHC FCC consisting their recommendations for the governance structure by the end of fall quarter or earlier, if possible.

The AHC FCC would be glad to meet with members of the Task Force during development of these recommendations. Please let me know of your need to meet and I will make the arrangements.

% Scope of Charge. The recommendations for a governance structure to be submitted in the form of recommendations to the AHC FCC should describe a role for faculty governance that is separate from any other constituent groups within the AHC.

Rationale. Our two committees have discussed the need for a clear faculty voice at both the FCC and the Assembly levels, with the understanding that there also needs to be a clear and separate student voice at both of these levels. There will be many issues in which faculty and students agree, and the AHC FCC believes that having the two voices in concert will be extremely important and will have a greater impact than having a combined Faculty-Student group.

Our two committees have also discussed the importance of having a comprehensive governance structure that includes both faculty and student components. We believe, however, that our counterpart, the Student Consultative Committee (SCC), should develop the student governance structure.

We ask, therefore, that the Task Force make recommendations for a comprehensive governance structure that includes faculty and student components; however, recommendations for an Assembly needs to describe separate faculty and student components.

We also have discussed the need for a committee structure consisting of committees that could be advisory to the Vice Provost for Education, Research, Clinical Services, and possibly other administrators in the Provost's Office. We recognize that these committees will include faculty and student representatives, and urge you to consider these possibilities in your recommendations.

I appreciate the willingness of the QRTC on Governance to assume this responsibility for developing a set of recommendations that will be considered by the AHC FCC. There is a great need for all faculty to work together to create a governance structure that will work successfully with the Provost and his office as we move into the future. Thank you for your willingness to take on this task.

cc: AHC FCC members

\*\*\*\*\*  
\* Judith Garrard, Ph.D. \*  
\* Professor \*  
\* Institute for Health Services Research \*  
\* School of Public Health \*  
\* 420 Delaware Street S E \*  
\* University of Minnesota \*  
\* Minneapolis, MN 55455 \*  
\* Telephone: (612) 625-9169 \*  
\* FAX: (612) 624-2196 \*  
\*\*\*\*\*

To: Faculty Task Force on Faculty Governance  
Carole Bland -- Co-chair  
Stan Erlandsen -- Co-chair  
Amos S. Deinard  
Bernadine M Feldman  
Carston R. Wagner  
Dick Popple  
Dick Estensen  
Phyllis Pirie  
T. Michael Speidel  
Thomas W. Molitor

From: Judy Garrard, Chair, and AHC-FCC Members  
Muriel Bebeau  
Peter Bitterman  
Sheila Corcoran-Perry  
Daniel Feeney  
Cynthia Gross  
Frederic Hafferty  
David Hamilton

RE: Meeting to discuss concepts of faculty governance

Date: February 20, 1997

Time: 12-1:30 (bring your own lunch)

Place: 3-127 Owre Hall

On behalf of the AHC-FCC, I would like to invite the Faculty Task Force on Faculty Governance to meet with the members of the AHC Faculty Consultative Committee at our next meeting. The purpose of this meeting is to discuss concepts of faculty governance.

As you will recall, in September 1996, I appointed the Faculty Task Force on Faculty Governance to develop recommendations for a faculty governance structure. We appreciated the report delivered by the committee and considered it seriously. This was an excellent report; however, for reasons that we described in the December 19, 1996, minutes of the AHC-FCC, we did adopt the plan proposed.

The AHC-FCC committee members did agree, however, with many of the concepts in the Task Force report, and we have been discussing ways in which those concepts could be used as a basis for a faculty governance system that would be both practical and within a reduced budget. We would therefore like to invite the members of the Faculty Task Force on Faculty Governance to meet with us to continue that discussion. Our goal at that meeting will not be to finalize such a plan, but rather to discuss as broadly as possible an underlying rationale and concepts of a faculty governance system for the Academic Health Center. Details about the date, time, and place of the meeting are described above. We hope each of you will be able to join us.

As background material in preparation for our February 20 meeting, I am enclosing copies of two documents: (1) the memo of appointment of

the Faculty Task Force, dated September 4, 1996, and (2) the AHC-FCC minutes of December 19, 1996.

\*\*\*\*\*

MEMO

September 4, 1996

To: Carole Bland, Ph.D. and Stan Erlandsen, Ph.D.  
Co-chairs, QRTC on Governance and  
Faculty Members of the QRTC on Governance

From: Judith Garrard, Ph.D., Chair, Academic Health Center (AHC)  
Faculty Consultative Committee (FCC)

RE: Recommendations for AHC Faculty Governance Organization

The purpose of this memo is to clarify the discussions we have had between us and between our two committees concerning the AHC faculty governance structure. The points we have discussed include the following:

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\* Scope of Charge.

The recommendations for a governance structure to be submitted in the form of recommendations to the AHC FCC should describe a role for faculty governance that is separate from any other constituent groups within the AHC.

Rationale. Our two committees have discussed the need for a clear faculty voice at both the FCC and the Assembly levels, with the understanding that there also needs to be a clear and separate student voice at both of these levels. There will be many issues in which faculty and students agree, and the AHC FCC believes that having the two voices in concert will be extremely important and will have a greater impact than having a combined Faculty-Student group.

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We ask, therefore, that the Task Force make recommendations for a comprehensive governance structure that includes faculty and student components; however, recommendations for an Assembly needs to describe separate faculty and student components.

We also have discussed the need for a committee structure consisting of committees that could be advisory to the Vice Provost for Education, Research, Clinical Services, and possibly other administrators in the Provost's Office. We recognize that these committees will include faculty and student representatives, and urge you to consider these possibilities in your recommendations.

I appreciate the willingness of the QRTC on Governance to assume this responsibility for developing a set of recommendations that will be considered by the AHC FCC. There is a great need for all faculty to work together to create a governance structure that will work successfully with the Provost and his office as we move into the future. Thank you for your willingness to take on this task.

cc: AHC FCC members

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ACADEMIC HEALTH CENTER FCC  
December 19, 1996  
Minutes of the Meeting

[These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate or Twin Cities Campus Assembly; none of the comments, conclusions, or actions reported in these minutes reflect the views of, nor are they binding on, the Senate or Assembly, the Administration, or the Board of Regents.]

PRESENT: Judy Garrard (chair), Peter Bitterman, Sheila Corcoran-Perry, David

Hamilton, Cynthia Gross

REGRETS: Dan Feeney, Peter Hafferty

The meeting of the AHCFCFCC was convened at 12:00 by chair, Judy Garrard. The first item of business was to discuss the draft proposal submitted by the AHCFCFCC Task Force on Faculty Governance regarding a faculty governance structure within the Academic Health Center. The proposal is modeled on the University of Minnesota Senate structure and is literally the Senate Constitution, Bylaws, and Rules, modified to fit the Academic Health Center. Professor Garrard called for discussion.

The following points were made regarding the proposal:

- . To implement such a structure would be divisive - it will harm the University as a whole;
- . There would be indirect costs of adding another governance structure like the University Senate. The expectation that faculty have time and energy to serve on the University Senate and its committees in addition to an AHC Senate is too burdensome;
- . The direct costs of maintaining a duplicate system is anticipated to be unacceptably high (approximately \$500,000).

After considerable deliberation, members of AHCFCFCC unanimously voted to rejected the structure proposed by the AHCFCFCC Governance Task Force. Members noted that the report was very clear and the Task Force did an excellent job of explicating their point of view.

Professor Garrard will send a letter to the Task Force thanking them for their work and informing them that the FCC rejected their proposal.

Professor Garrard reported that she had a meeting with Provost Cerra and he agreed that there are too many direct and indirect costs associated with duplicating the University Senate structure. She said that she did however push for the following:

- . The AHCFCFCC want a faculty elected advisory group for each of the Vice Provosts (Research, Education, and Clinical Affairs) and the FCC remaining advisory to the Provost;
- . A strong faculty voice;
- . A portion of the salary of the FCC chair and the three chairs of the advisory committees should be paid (after this year) by the Provost.

One member disagreed that advisory committee members be elected, rather that it be a meritocracy and that the rules for getting on the committee should be clear and the power of the committee should go beyond advisory, it should be equal footing in terms of reporting to the provost. This lead to a lengthy discussion about the kind of criteria that might be used to determine who would serve on the "advisory" committees.

Another member suggested establishing a nominating committee to develop the credentials and then allow the faculty to vote. This would be a reasonable blending of our democratic urges and our need to be lead by qualified leaders, it was said. It was agreed that faculty need to be selected by faculty and that the voice of faculty needs to be heard, specifically as policies are being developed.

Members then spent some time discussing grants management and the CUFS system. Members voiced a strong opinion regarding the importance of having competent people manage grants.

Professor Hamilton commented that the Grants Management Committee (hereafter GMC) has been working very hard and suggested that the AHCFC set aside time to meet with key people working on grants management. Professor Hamilton explained that the GMC is comprised of several individuals, two of whom are faculty (Fennel Evans and David Hamilton). The other members are those who are involved in making policy. He described the financial management of the institution as a silo. He reported that the GMC has been working on the generation of NIH Grants and how to aid people electronically to do that. In addition, the BA23 is almost finished to go on-line and NIH Grant applications are almost ready to go on the WEB. He noted that accurate grant year reports will be available to the PI's as soon as the PI's agree to go on biweekly payroll. This then lead to a discussion about the biweekly payroll system.

Basically, this system has denied people ten days of income, one said.

This is a lot of money across the whole system. One member suggested that the GMC look into this. Problems with the CUFS system do not allow the conversion to be done very easily at the department level.

Switching from one payroll salary can be accomplished without stealing ten days salary, another interjected. The financial people should be able to figure this out - if not, maybe we need new finance people.

Members then returned to the discussion about a governance structure for the AHC.

There was general consensus that:

- 1) The three elected faculty chairs of the three vice provosts areas as ex officio on the AHCFC;
- 2) The chair's would be paid a stipend for service to be paid to the department (by the provost);
- 3) The vice provosts offices would provide staff support but the chair would have authority over the minutes;

The discussion was brought to a close at this point because Professor Garrard had to leave for a meeting. Discussion will continue at an upcoming meeting.

Professor Hamilton gave a brief update regarding the Bureau of Mediation that is not part of the record.

Received: from mhub1.tc.umn.edu by mailbox.mail.umn.edu; Fri, 31 Jan 97 17:16:10  
Return-Path: <jgarrard@maroon.tc.umn.edu>  
Received: from maroon.tc.umn.edu by mhub1.tc.umn.edu; Fri, 31 Jan 97 17:14:37 -0  
Received: from x244-58.hsr.umn.edu by maroon.tc.umn.edu; Fri, 31 Jan 97 17:14:37  
Message-Id: <v03007800af181f35f501@[128.101.244.58]>  
Mime-Version: 1.0  
Content-Type: text/plain; charset="us-ascii"  
Date: Fri, 31 Jan 1997 17:15:21 -0500  
To: Muriel J Bebeau <bebea001@maroon.tc.umn.edu>,  
Daniel A Feeney <feene001@maroon.tc.umn.edu>, dwh@med.umn.edu,  
Peter B Bitterman <bitte001@maroon.tc.umn.edu>,  
Cynthia R Gross <gross002@maroon.tc.umn.edu>,  
Sheila A Corcoran-Perry <corco001@maroon.tc.umn.edu>,  
fhaffert@d.umn.edu, courtney  
From: Judy Garrard <jgarrard@maroon.tc.umn.edu>  
Subject: FYI

To: Judith M Garrard <jgarrard@maroon.tc.umn.edu>  
From: "bland001" <bland001@maroon.tc.umn.edu>  
Date: Fri, 31 Jan 1997 14:09:10

Hi Judy, thanks for your memo of invitation and for copies of the original memos charging the task force. After we talked on Thursday, I too went back and looked again at those original memos. I believe we followed them to the letter.

You asked that the SAME MEMBERS OF THE QRTC committee be reconstituted to develop a separate FACULTY governance system. The QRTC committee included students, so the reconstituted committee continued to include those students. We did develop a separate FACULTY governance structure as requested and particularly attended to the aspects layed out in your memo, i.e., FACULTY governance committees to work with administrators and issues in education, research, etc. and a comprehensive structure that would eventually include both faculty and student governance, once the students had their system built.

I mention this, just to be clear that we thought we were completely in concert with the charge from your committee. Also, I feel very badly leaving the students out at this stage. They understood the charge and hung in there with us to help develop a faculty governance system and to have input into what the eventual comprehensive structure would look like, with the full understanding that they would then need to develop a student governance sytem.

I am also surprised at the PFCC reception of the proposal. We designed the proposal around your request. Certainly, things in it can be modified. As I said in my earlier memo, much of what your committee proposed is the same as the proposal and seemed very reasonable. However, I fail to see how what we proposed could in any way be devisive. And yes, it will cost something. But, I certainly think a faculty governance system is worth the cost of one other major full time administrator. As for the time it takes from faculty, that is an issue. But, the solution is not to leave them out of the decision making, the solution is to come up with a way to make it possible for them to meaningfully participate.

On a philosphical level, I am very concerned with the lack of wider faculty participation in the governance of the AHC. Much better decisions and ownership would be developed with broader faculty input. More importantly, participative governance is a hallmark of an academic institution. As Cerra mentioned at the FCC meeting, our academic culture, our soul, is in



February 3, 1997

Dr. Judith M. Garrard, Chair  
Provostal Faculty Consultative Committee  
Academic Health Center  
Box 729 Mayo

Dear Dr. Garrard,

I am writing to you in reference to the creation of a governance-consultative structure for the Academic Health Center. As you well know, Provost Frank Cerra is looking to develop such a structure to facilitate the interactions between the Provost's office and the faculty, staff, and students which make up the AHC. The AHC PSCC sees this as a wonderful opportunity for faculty and students to work together in order to create a strong, effective system which will serve its members for many years to come.

It is our understanding that the AHC PFCC has already begun to address this issue. It is also our understanding that the PFCC is only addressing the needs of the faculty and not considering the needs of the students in this process nor is it consulting with students about the creation of this system. With the University being an educational institution, faculty and students are interdependent, thus separating the two entities is counter-productive. The major strength of our own University Senate is the fact that students and faculty work side-by-side to help better the University. Separating the two groups creates an interaction barrier which is detrimental to the healthy growth of the institution.

In light of these ideas, we would like to propose an alternative model. We support the concepts brought forward by the governance committee chaired by Drs. Bland and Erlandsen which called for joint efforts by students and faculty. We would like to see consultative committees formed in each of the major areas (e.g. clinical affairs, education, etc.) in which it is felt communication with the Provost's office is important. These committees should be made up of faculty, students, and other representatives, allowing for participation by groups, such as residents, which have been traditionally left out of the consultative process. This type of system would be simple to implement and maintain because there would be one committee specializing in a particular area allowing for clear interaction with the Provost's office. Otherwise, multiple committees made up of different groups of people would certainly lead to confusing messages and redundancies. Most of all, it provides for effective communication between faculty, students, and other groups which is vital for the health and longevity of the Academic Health Center.

Since the creation of this governance-consultative structure so greatly affects both students and faculty, a joint effort is essential, if not required, to create an effective system that serves all parties satisfactorily. For this reason, I would like to request a joint meeting of the AHC PFCC and AHC PSCC to build a strong foundation on which to build this structure. Also, since it would be most beneficial to establish such a system as soon as is possible, I would request that this joint meeting occur within the next thirty days.

I greatly appreciate your most serious consideration of our proposal. I also look forward to working with you and the PFCC on this issue in the very near future. Together, we can create a very effective system which will enhance our already strong Academic Health Center.

Sincerely,



Michael B. Armstrong, Chair  
Provostal Student Consultative Committee  
Academic Health Center

cc: Dr. Frank Cerra, Provost  
University Senate Office  
AHC PFCC Members  
Dr. Muriel Bebeau  
Dr. Peter Bitterman  
Dr. Sheila Corcoran-Perry  
Dr. Daniel Feeney  
Dr. Cynthia Gross  
Dr. Frederic Hafferty  
Dr. David Hamilton

Constitution of  
the AHC FAC Assembly  
and its Committees.

**ACADEMIC HEALTH CENTER FACULTY ASSEMBLY  
CONSTITUTION, BYLAWS, AND RULES**

**AHC Provostal Consultative Committee  
Task Force on Faculty Governance  
Draft July 10, 1996  
Draft July 15, 1996  
Draft September 9, 1996  
Draft October 8, 1996  
Final Draft October 30, 1996<sup>1</sup>**

**ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

**RATIONALE FOR ACADEMIC HEALTH CENTER FACULTY ASSEMBLY<sup>2, 3</sup>**

University governance as a joint effort of governing board members, administrators, faculty members, students and staff has a long history. Writers attribute this form of governance to the unique nature of Universities. Although Universities share much in common with other organizations in industry, business, or government, they also have certain critical distinguishing characteristics that affect their decision processes, and, thus the shape of their governance structure. The most distinctive characteristics include: vague and ambiguous goals; clients who have highly varied needs and demand input into decision

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<sup>1</sup> *Only constitution and Bylaws in this draft. Rules not yet written*

<sup>2</sup> Throughout this document academic health center assembly, the assembly, and academic health center faculty assembly all refer solely to the academic health center faculty assembly.

<sup>3</sup> *This rationale will be removed or placed in an appendix after the constitution and by-laws take effect.*

making processes; and a highly skilled professional staff to meet client needs.

How does a University work when its goals are unclear, its service is directed to demanding clients, and it can not use routinized methods or standardized technology to meet client needs? Rather than subdividing complicated tasks into a routine set of procedures that can be handled by less skilled workers, universities use professionals to perform a broad range of complex tasks. However, professionals demand autonomy in their work, bring a strong set of professional values to the organization, demand peer evaluation, and expect a voice in the direction and procedures of their organization. As a result, a purely bureaucratic structure does not work with colleges and universities, especially not in 'multiversities' which have multiple goals and are dominated by highly trained, entrepreneurial, forceful faculty members. Rather, a form of joint decision making has evolved that seems to serve best the unique characteristics of a University. Governance through joint decision making was outlined best in the Statement on Government of Colleges and Universities (1967) written by three groups: 1) American Association of University Professors, 2) American Council on Education and 3) the Association of Governing Boards of Universities and Colleges. It is based on the premise that...

'The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students and others. This relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning and effort. Joint effort in an academic institution will take a variety of forms appropriate to the kinds of situations encountered. In some instances, an initial exploration or recommendation will be made by the president with consideration by the faculty at a later stage; in other instances, a first and essentially definitive recommendation will be made by the faculty, subject to the endorsement of the president and the governing board. In still others, a substantive contribution can be made when student leaders are responsibly involved in the process.' (p 158)

This document further defines the joint decision making process by suggesting that there are areas in which the governing board, president, provost, or faculty, respectively, have primary responsibility. For example, faculty are typically described as having primary responsibility in areas such as:

'...curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational processes. On these matters it is suggested that the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty.' (p 161)

The governance system should acknowledge and delineate these areas of primary responsibility for the initiation and formulation of policy or action, and it should also ensure an effective communication between faculty and administration at each level of the process. Policy formulation and decision making by the faculty are basically "bottom-up" processes, while administrative decisions are basically "top-down". The communication between faculty and administration should provide for checks and balances and ensure efficient governance in both types of decision process.

Thus, areas of primary responsibility do not imply sole responsibility. In fact, more recent

writings on University governance have argued against trying to assign certain decision areas to faculty and others to administration. These authors acknowledge that it certainly makes sense to have faculty be primarily responsible in their areas of expertise, e.g. curriculum and research, but they note that it is equally important that faculty participate in resource allocation decisions. Budgetary decisions ultimately affect academic areas in which faculty have a large degree of responsibility (e.g., Dimond, 1991).

## **RATIONALE FOR ACADEMIC HEALTH CENTER GOVERNANCE**

How does a University or provostal area efficiently and effectively govern itself through including all its constituencies in 'joint decision making' as described above? In fact, most Universities and Colleges do this with varying structures and varying success. However, in a study of four campuses on the sharing of authority, The University of Minnesota was described as having an effectively functioning joint-participation model (McConnell, 1977). The joint participation model involves frequent and meaningful collaboration among administration, Regents, faculty, P&A staff, civil service and collective bargaining units at the University of Minnesota. It is the University Senate that provides the mechanism for faculty, student and some P & A staff to participate in University-wide joint governance. Similarly, the Academic Health Center Faculty Assembly; Student Assembly and Combined Assemblies will serve these roles for this provostal area.

The basic structure of the University Senate -- and the Academic Health Center Faculty Assembly -- includes an elected body to consult with and recommend policy and actions to the President (for the AHC, The Provost) of the University. The Senate functions through its standing committees which deal with specific areas of the educational, research and personnel areas of University or Provost activity. The relationship is similar to that of a national or state government between the executive branch and legislative branch. In addition the university has a grievance structure that serves the role of the judicial branch. The same basic structure as the University Senate also functions at the collegiate level with college assemblies that consult with and recommend policy and action to the deans. This organization is primarily concerned with policies and decisions that affect the operation and mission of the college.

Thus, the proposal for an AHC Faculty Assembly is partially modeled on the University of Minnesota Senate and on writings about effective University governance (see references). It is proposed to serve the same consultation and policy recommendation functions for issues that affect the mission of the AHC. The proposal outlined below describes the proposed AHC Faculty Assembly, including its: relationship to other governing bodies; characteristics; committee structure; functions and membership.

## **BENEFITS OF AHC JOINT GOVERNANCE**

Joint governance of the AHC by administrators, faculty members, students, and staff has the following benefits:

1. It marshals the brain power of all constituencies to arrive at optimal decisions for the complex problems of the AHC. Having an effective senate spreads the work of administration. The AHC has a considerable brain trust in its faculty members. Putting these people to work in developing policies for the AHC or in providing consultation allows administrators both to access this brain trust and to spread some of the work of administration.

2. It builds ownership for decisions and recommendations among the faculty staff, and students, and enfranchises them.
3. It provides a communication mechanism for faculty, staff, students, and administrators.
4. It increases leadership capacity. In recent history there are examples of University Administrators who developed many of their leadership skills and broader understandings through their senate work. Finally, and most importantly, senate governance builds leadership skills and broad understandings among faculty, staff, and students that serve them well in these roles, or in national associations, or in community outreach, and so on. Participation by students similarly builds their leadership capacity.
5. Finally, a strong faculty/student consultation system can strengthen the hand of administrators when they speak with other authorities such as Regents, funding agencies, or legislators.

#### **PURPOSE OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

The Academic Health Center (AHC) Faculty Assembly will provide a mechanism for faculty to participate in the joint governance of the AHC. The primary purposes of the Assembly will serve in the joint governance of the AHC are three:

- 1) to recommend policies and actions to provostal administration and to the University Senate.
- 2) to provide consultation to provostal administration.

Policy recommendation will come from the AHC Faculty Assembly as a whole, but this group is much too large to serve in a consultant role. However, the policies it recommends will be developed by appropriate AHC committees, which, as explained below, will usually involve joint work by senators and administrators. Consultation will be the primary function of most AHC assembly committees, particularly the provostal faculty assembly consultative committee. In general it is anticipated that some AHC policy and action decisions will be made primarily by the Provost in a "top-down" process, while others will involve the faculty in a "bottom-up" process.

An example of how decision-making might work in the "bottom-up" mode is illustrated by issues related to educational policy:

The initiation of curricular changes and the development and implementation of educational policy is primarily a faculty function. Education and curricular issues or objectives may also emerge from AHC long-range planning as a result of the strategic planning process. The faculty at the departmental and collegiate levels would be primarily involved in the implementation of these AHC objectives. Issues that involve coordination across colleges (e.g. semester conversion, or service courses) would be brought to an AHC faculty assembly committee. However there would be administrative involvement at each level to ensure compatibility with available resources, since mission objectives must also be compatible with budgetary objectives.

An example of how the system might work in the "top-down" mode is given by the decision-making for primarily budgetary issues:

Basic budgetary objectives and proposals are established administratively at the Provost level. These issues may also emerge from the planning process, and they are also a part of an annual administrative cycle. The priorities inherent in budgetary proposals must be subject to appropriate faculty review to ensure their compatibility with mission objectives. For example, a proposal concerning overall salary levels could impact seriously on plans to recruit new faculty or implement a new educational program. This review might lead to a final agreement at the AHC senate level, but it would also involve affected faculty at collegiate and departmental levels via their representatives on AHC committees (such as Faculty Affairs, Finance, Consultative) and on the Senate. The point is that budgetary decisions must be made on more than just budgetary considerations.

## **ACADEMIC HEALTH CENTER FACULTY ASSEMBLY CONSTITUTION**

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### **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. The University Senate has the power to recognize campus assemblies [and provostal senates] as official campus legislative and policy-making bodies and, upon so doing, such organizations shall have all powers permitted the campus [provostal] assembly in the University Senate Constitution and Bylaws.

### **ARTICLE II. PRESIDENT OF THE UNIVERSITY**

#### **1. Position and Authority OF THE PRESIDENT**

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.

#### **2. POSITION AND AUTHORITY OF THE PROVOST OF THE ACADEMIC HEALTH CENTER**

The Provost of the Academic Health Center shall be the representative of the President, the AHC Assembly, the AHC faculties, and the students, and the chief executive officer of the ahc. The provost shall have general administrative authority over ahc affairs. The provost, as chief executive officer of the AHC, shall have final authority to make budgetary recommendations to the president. However, in view of the necessary weighing of educational policies and objectives involved, the provost shall consult with and ask for the recommendations of other AHC academic officers and of the assembly consultative

committee and of the assembly committee on finance and planning concerning such budgetary recommendations as materially affect the ahc as a whole. The Provost may suspend action taken by the assembly, by any college faculty, or by any student constituency and ask for a reconsideration of such action. If the Provost and the AHC Assembly, a college faculty, or a student constituency do not reach agreement on the action, the question may be appealed to the university senate by the AHC Assembly, any college assembly or college faculty, or student constituency.

**ARTICLE III. AHC FACULTY ASSEMBLY**

**1. Membership**

The AHC Assembly shall be composed of the following voting members: (a) the provost of the Academic Health Center; (b) members of the Provostal Consultative Committee; and (c) the elected faculty, and academic professional representatives of the AHC's constituent colleges and schools. Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members.

**2. Powers in General**

The AHC Faculty Assembly shall have general legislative authority over educational matters concerning more than one school or college within the Academic Health Center, but not over the internal affairs of a single school or college, except where these materially affect the interests of the AHC as a whole or the interests of other colleges or schools.

**3. Allocation of Functions and Powers <sup>4</sup>**

- a. The combined Faculty and Student Academic Health Center Assemblies (CFSAHCA) shall perform all functions and exercise all powers described in Section 2 of this article which are not specifically delegated to the Faculty Assembly or to the Student Assembly.
- b. Upon recommendation of the Combined Provostal Faculty and Student Assembly Consultative Committee, the CFSAHCA may delegate particular functions for exclusive action by either the Faculty Assembly or the Student Assembly.
- c. In general, functions allocated to the Student Assembly 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 Assembly shall include but not be limited to accreditation, policies concerning faculty appointment and tenure, and matters within the jurisdiction of the Faculty Affairs Committee.

<sup>4</sup>This section describes the function of the Faculty Assembly and Combined Assemblies. The AHC Provostal Consultative Committee Task Force on faculty governance suggest this be left here in anticipation that a student assembly and combined assembly will be built. Until such time, all authority and responsibility of the CFSAHCA is held by the Faculty AHC Assembly.

*Amend*

*elected to be its constituent colleges & schools + PFCC*

*Amend to say that PFCC has the power to bring forward Rec. to U Senate*

- e. In case of disagreement by the Provostal Faculty Consultative Committee or the Provostal Student Consultative Committee with a decision of the Combined Consultative Committees concerning the allocation of functions, either committee may refer the matter to the Faculty Assembly for resolution.

*Keep*

**4. Election of AHC Faculty Assembly Members**

- a. The elected representatives of the faculty and academic professionals to the University Senate shall comprise the AHC Faculty Assembly.

**5. Removal for Neglect of Meetings**

- a. A member of the AHC Faculty Assembly 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 AHC Faculty Assembly shall forfeit membership by neglecting three consecutive meetings.
- c. The clerk of the Faculty Assembly shall notify any member who will forfeit AHC Faculty Assembly membership by neglecting the next meeting of the Faculty Assembly.
- d. The Provostal Faculty 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 Faculty Assembly.
- e. A member whose membership has been forfeited may appeal to the Faculty Provostal Consultative Committee for reinstatement.

*Put  
Blind in  
a box  
refers in  
the U Senate*

**6. AHC Faculty Assembly Officers**

- a. <sup>Chair</sup> The provost of the AHC shall chair the AHC Faculty Assembly. A vice chair shall be elected by the Faculty Assembly at its first meeting the academic year from among its current members for a term of one year and shall be eligible for reelection. The provost, with the consent of the Faculty Assembly, shall appoint a clerk and a parliamentarian of the Faculty Assembly (non-members of the Faculty Assembly), whose duties shall be prescribed in the Faculty Assembly Bylaws.

*amend*

**7. AHC Faculty Assembly Agenda and Minutes**

The agenda of each AHC Faculty Assembly meeting shall be distributed in advance to all Assembly members, to all faculty/academic professional members entitled to vote for Faculty Assembly members, to members of all committees of the Faculty Assembly, and to the students and others in such manner as the Faculty Assembly may direct. The minutes of Faculty Assembly meetings shall be distributed in like manner. Matters under Faculty Assembly jurisdiction, including proposed amendments to this Constitution or Bylaws, may be submitted by any committee of the Faculty Assembly or any Faculty Assembly member.

*add*

*and  
Fac*

**8. AHC Faculty Assembly Meetings--Call--Quorum**

AHC  
FCC

The AHC Faculty Assembly shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the provost. Special meetings of the AHC Faculty Assembly may be held upon the call of the provost 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 the Assembly, a majority of its membership shall constitute a quorum. Any member of the faculty or academic professional eligible to vote for senators may be admitted to AHC Faculty Assembly meetings and shall be entitled to speak at the discretion of the Faculty Assembly. Only elected Faculty Assembly members (or their designated alternates) and, in the case of a tie, the presiding officer, shall be entitled to vote.

Maybe put this in  
Change of AHC

(Senate or AHC FCC)

**ARTICLE IV. COMMITTEES OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

The committees of the AHC Faculty Assembly shall be <sup>advisory</sup> (1) Faculty Assembly committees and (2) Faculty Subcommittees of Faculty Assembly committees. The Faculty Assembly also may create Special committees.

**1. Faculty Assembly Committees**

AN AHC Faculty Assembly committee is any committee to which the AHC Faculty Assembly delegates responsibilities in broad areas of AHC concern and whose reports are made directly to the Faculty Assembly. Membership of all Faculty Assembly committees and procedures for electing or appointing members are described in the Bylaws. The AHC Faculty Assembly by appropriate bylaws may create or terminate Faculty Assembly committees vested with such responsibilities as the Faculty Assembly has the power to confer.

in accordance with the  
FCC  
only AHC & the Assembly.

**2. Subcommittees of Faculty Assembly Committees**

Faculty Assembly 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 AHC Faculty Assembly. Special committees may be created or terminated either by the AHC Faculty Assembly or by the AHC Faculty Consultative Committee. Whenever the task of a special committee falls within the duties and responsibilities of a committee of the AHC Faculty Assembly, 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 Faculty Assembly, the special committee shall make interim and final reports to the

9  
the AHC FCC and/or the Fac. Assembly.

~~AHC Faculty Consultative Committee. The membership of a special committee shall consist of (a) representatives of the committee of the Faculty Assembly to which it reports, and (b) such other members as the task of the special committee requires.~~ *shall be determined by the AHC C-82-C*

**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.

*does not apply*

**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 VII. JURISDICTIONAL QUESTIONS**

**1. Intercollege Controversies**

Controversies arising between colleges or schools within the AHC may be presented, after mutual conference, to a special committee appointed by the provost and confirmed by the AHC Faculty Assembly. 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 AHC Faculty Assembly for decision. The Faculty Assembly's decision may be appealed to the provost.

**2. Controversies Between the AHC Faculty Assembly and Colleges or Schools**

Controversies arising between the AHC Faculty Assembly or its committees and a college or school government or other division of the AHC shall be brought to the provost, after conference with representatives of the Faculty Assembly and of the units in question. If the resolution is not achieved, the matter can be brought to the University Senate.

**ARTICLE VIII. AMENDING PROCEDURE**

An amendment to this Constitution shall be approved either by a ~~two-thirds~~ majority of all voting members of the AHC Faculty Assembly at a regular or special meeting, ~~or by a majority of all voting members of the Faculty Assembly 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 Faculty Assembly 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 AHC and ~~University Senate.~~ *Fac. Assembly.*

*AHC Fac. Assembly*

**ARTICLE IX. BYLAWS**

The AHC Faculty Assembly may enact or amend its Bylaws by majority vote of ~~the total~~ membership of the Faculty Assembly provided the proposed change has been submitted, in writing, to each member of the Faculty Assembly at least ten days prior to the date of the vote on the approval of the proposed change.

*all voting*

**ARTICLE X. EFFECTIVE DATE OF CONSTITUTION**

*AHC Fac. Assembly*

This Constitution shall take effect following its approval by the ~~University Senate~~.

## BYLAWS FOR ACADEMIC HEALTH CENTER FACULTY ASSEMBLY

### ARTICLE I. ACADEMIC HEALTH CENTER FACULTY ASSEMBLY MEMBERSHIP, ELECTIONS, AND OFFICERS

#### 1. Membership

The members of the Academic Health Center Faculty Assembly shall be the members of the University Faculty Senate elected from the following Units: Schools of Dentistry, Nursing, Public Health Veterinary Medicine, College of Pharmacy, Medical School and UMD Medical School.

#### 2. Vice Chair

The chair of the Faculty Assembly ~~is the Provost~~. The Vice Chair of the Faculty Assembly shall be elected to a one year term by majority vote of the members of the Faculty Assembly. The vice chair shall preside over meetings of the Faculty Assembly in the absence of the chair, ~~and serve as an ex-officio member of the Faculty Assembly Consultative Committee.~~

#### 3. Clerk

The clerk of the Faculty Assembly shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Faculty Assembly meetings as directed by the ~~Faculty Assembly Consultative Committee, and shall perform such additional functions as shall be assigned to the clerk in the Bylaws, in the Rules, or by the Provost.~~

#### 4. Parliamentarian

The parliamentarian shall advise the presiding officer or, upon request, any member of the Faculty Assembly on matters pertaining to parliamentary procedure. Parliamentary authority for the Faculty Assembly shall be Robert's Rules of Order Newly Revised, provided these rules are not in conflict with the Faculty Assembly constitution or bylaws.

### ARTICLE II. RULES FOR COMMITTEES OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY

1. All committees of the Faculty Assembly shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Faculty Assembly and shall be available for inspection. Portions of the minutes that contain certain private data about individuals are accessible only subject to the provisions of the Minnesota Data Privacy Act. [Refer to Guidelines for University Senate Committee Minutes.]
2. Any committee of the Faculty Assembly may be required, upon a majority vote of the members of the Faculty Assembly present and voting, to report to the Faculty Assembly at its next meeting.
3. An ex officio member of any committee of the Faculty Assembly shall not be entitled to vote as a member of the committee, unless provided for in the Faculty Assembly Constitution or Bylaws.

4. Faculty/academic professional appointments to committees of the Faculty Assembly 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 Academic Health Center Faculty Assembly except the Consultative Committee. ~~Student appointments to committees of the Faculty Assembly shall be made for terms of one year.~~
5. Committees shall submit items for action simultaneously to the ~~Faculty Assembly Consultative Committee~~ and to the clerk of the Faculty Assembly at least ten days before the Faculty Assembly agenda deadline. *PAHC FCC*
6. Committees of the Faculty Assembly 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, or when closed sessions are required to protect the right of individuals. As an exception to this rule, the ~~Faculty Assembly Consultative Committee, and the Student 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 Faculty Assembly.

7. Additional general rules for functions and operational procedures of all committees of the Faculty Assembly shall be contained in the Rules of the Faculty Assembly.

*#8 add - page 11 (cred book) after # 7.*

**ARTICLE III. CONSULTATIVE AND FACULTY ASSEMBLY COMMITTEES**

**1. ~~FACULTY ASSEMBLY~~ CONSULTATIVE COMMITTEE**

**Membership**

*do we drop*

The Faculty Assembly Consultative Committee shall be composed of the elected members of the Provostal Faculty Consultative Committee, and the vice chair of the Academic Health Center Faculty Assembly. In addition, the chairs of the designated Faculty Assembly Committees shall serve as ex officio, nonvoting members of the Consultative Committee.

The Provostal Faculty Consultative committee shall be composed of 8 faculty members as follows: 2 from the medical school and 1 each from dentistry, nursing, pharmacy, public health, veterinary medicine, and the UMD school of medicine. Members shall be nominated in accordance with procedures established for the University Faculty Consultative Committee election and elected by college. Terms of office shall be three years with terms beginning July 1 and terminating June 30. No member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted so 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 Provostal Faculty Consultative Committee by majority votes shall fill the vacancy by interim appointment until the next general election.

**Duties and Responsibilities.** The Faculty Assembly Consultative Committee has consultative, steering and executive duties and responsibilities.

*TO Comply with the charge in The FC Bylaws*

***Consult with the Provost***

- a. To meet with the Provost to discuss issues or policies of the Academic Health Center of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Faculty Assembly.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the Provost or Vice Provosts or from committees of the Faculty Assembly.
- c. To consult with the Provost or Vice Provosts on planning and on the annual budget and the biennial request.
- d. To receive from any faculty member, academic professional, ~~or student~~ notification of concerns which may require consultation with the Provost or Vice Provosts.
- e. To advise the Provost on procedures for making administrative appointments and to participate in the selection process.

***Consult with the University Senate***

- a. To meet with the Faculty Consultative Committee/Twin Cities Faculty Assembly Steering Committee at least annually.
- b. To report to the Twin Cities Faculty Assembly Steering Committee .
- c. To submit an annual report to the Twin Cities Faculty Assembly Steering Committee.

***Direct Faculty Assembly Committees***

- a. To superintend and direct all committees of the Faculty Assembly, which includes the authority to require that any committee of the Faculty Assembly 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 Faculty Assembly 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 Faculty Assembly.
- d. To convene on a regular basis the chairs of Faculty Assembly committees ~~without ex-officio representation on the Consultative Committee~~ to discuss and track agenda items.
- e. To serve as a coordinating body between the Provost and the Faculty Assembly or a committee of the Faculty Assembly.
- f. The chair shall meet quarterly with the chair of the Academic Health Center Student Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.

*needs to be determined if such are or their quality*

- g. To prepare and distribute the agenda for each meeting of the Faculty Assembly in accordance with the Constitution, Bylaws, and Rules of the Faculty Assembly.
- h. To recommend, with the approval of the Faculty Assembly, such rules of procedure as are not provided in the Constitution or Bylaws.
- i. To keep the published Constitution, Bylaws, and Rules of the Faculty Assembly up to date.

**Faculty Assembly Executive**

- a. To serve as a deliberative body of the Faculty Assembly on all major items it deems necessary and appropriate and call periodic meetings of the Faculty Assembly.
- b. To act on behalf of the Faculty Assembly when a decision is required prior to the next scheduled meeting of the Faculty Assembly and when a decision is required when it would not be possible to convene a special meeting of the Faculty Assembly in a timely fashion.
- c. To examine any action taken respecting the Academic Health Center by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. *→ TO select nominations for the AHC Council and determine voting procedure for the election.*  
To appoint or assist in appointing, when requested, members of non-Faculty Assembly 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 Academic Health Center or specifically to the attention and consideration of the Faculty Assembly.
- g. To dispose of business which appears to be not germane to the purposes of the Faculty Assembly.
- h. To submit an annual report to the Faculty Assembly.

**2. STUDENT CONSULTATIVE COMMITTEE <sup>5</sup>**

The Student Consultative Committee shall represent graduate, professional, and undergraduate students of the Academic Health Center and not the individual institutes, colleges, schools, or departments within the Health Center.

**Membership:**

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<sup>5</sup>The Student Consultative Committee is not a Committee of the Faculty Assembly. It is described here, however, because it is a committee to which the Provostal Faculty Consultative Committee relates. This description will change to match what students put into their constitution.

There shall be 7 graduate/professional student members and 1 undergraduate student. Members shall be elected by their respective student organizations (MSA and GAPSA). MSA and GAPSA shall also appoint alternates for students whose classroom responsibilities conflict with committee meeting times.

The chair shall be elected by the members of the committee for a one year term. The chair shall be eligible for re-election to that position.

**Duties and Responsibilities**

- a. To meet at least monthly to discuss matters of concern to students.
- b. To meet regularly with the Provost or other academic officers to represent the viewpoints of students.
- c. The chair shall meet quarterly with the chair of the Academic Health Center Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.
- d. To meet periodically with the Student Senate/Twin Cities Campus Student Assembly members from the Academic Health Center to facilitate communication with the students.
- e. To meet with the Student Senate/Twin Cities Campus Student Assembly Steering Committee quarterly.
- f. To report to the Student Senate/Twin Cities Campus Student Assembly Steering Committee.
- g. To submit an annual report to the Twin Cities Campus Student Assembly Steering Committee.

**3. COMMITTEE ON COMMITTEES**

The Committee on Committees appoints members of certain committees of the Academic Health Center Faculty Assembly and advises the Faculty Assembly Consultative Committee on the committee structure of the Faculty Assembly. *AHC*

**Membership**

The Committee on Committees shall be composed of ~~the elected faculty/academic professional and student representatives from the Academic Health Center. It shall be composed of 7 elected faculty/academic professional members and 2 students.~~ Faculty/academic professional members must have served as members of the Faculty Assembly within the last five years.

A special faculty/academic professional nominating committee, appointed by the Faculty Assembly Consultative Committee and approved by the faculty/academic professional representatives of the Faculty Assembly, shall nominate twice as many faculty/academic professional candidates for the committee as are to be elected each year. ~~These candidates shall be announced prior to the last regular Faculty Assembly meeting of the academic year.~~ Additional nominations, certified as available, may be made by the petition of *8/4*

*P. 12  
green  
book*

*AHC APE shall nominate, annually, the names from which*

*University Senate colleges are rotating*

*The elections will take place during Spring quarter of the academic year.*

*Submitting the first meeting of spring faculty*

faculty/academic professional representatives of the Faculty Assembly, provided that the petition is in the hands of the clerk of the Faculty Assembly the day before the Faculty Assembly meeting. ~~At the last regular Faculty Assembly meeting of the academic year, the faculty/academic professional representatives of the Faculty Assembly shall elect by secret ballot two members of the committee for three-year terms.~~ No faculty/academic professional member is eligible to serve more than two consecutive full terms. In the case of a tie, the chair of the Faculty Assembly shall cast the deciding vote.

*Ballots will be mailed to*

The elected representatives of the students shall be elected by the ~~Student Senate members of the Graduate and Professional Student Assembly.~~ Students shall serve a one-year term and are eligible for re-election.

*to elect the appropriate number of individuals*

### ELIGIBILITY FOR SERVICE ON ASSEMBLY COMMITTEES

Any faculty/academic professional in the Academic Health Center who is eligible to serve on the University Senate is eligible to serve on any other assembly committee. In addition, any full time faculty/academic professional who has been continuously employed full time for at least the five preceding years, even if on a temporary appointment, is eligible to serve on any assembly committee.

### Duties and Responsibilities

a. To forward annually to the Faculty Assembly for approval names of faculty members, academic professionals, ~~students, and chairs~~ it recommends for appointment to those committees of the Faculty Assembly specified in the Bylaws. The committee shall give consideration to:

- 1) representation from the various units when appropriate;
- 2) the number of committees on which the faculty/academic professional ~~or student~~ member currently is serving;
- 3) the principle of rotation of committee assignments;
- 4) the recommendations of the respective committee chairs, faculty, academic professional, ~~and student members~~; and
- 5) expressions of interest in committee service offered by faculty, academic professionals, ~~and students.~~

*Move this whole thing*

In addition, the committee shall select members of the Faculty Assembly for committee membership when appropriate to encourage communication between the Faculty Assembly 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.~~

*Page 13  
Re d book  
add them*

*omit*

- b. To solicit annually from each newly elected faculty/academic professional member of the Faculty Assembly a list of Faculty Assembly committees on which the member of the Faculty Assembly 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 Faculty Assembly and make a summary of this study available to the Faculty Assembly.
- 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 Faculty Assembly and recommend to the Faculty Assembly Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.
- f. To recommend to the ~~Faculty Assembly~~ <sup>Academic Health Center</sup> Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Faculty Assembly.

*page 13 3rd para about clinical and board interest in committees change*

**4. EDUCATIONAL POLICY COMMITTEE**

The Educational Policy Committee is concerned with all matters that influence the quality of education in the Academic Health Center. It deals primarily with those affairs which affect educational policy and procedures on a Health Center-wide basis.

*omit?* It shall have two permanent subcommittees: the Professional Education and Graduate Education subcommittees.

The Professional Education Subcommittee shall be composed of a faculty/academic professional member and a student to be nominated from each unit of the Academic Health Center. The subcommittee shall also include ex officio representation from the Office of the Vice Provost for Clinical Affairs. The chair or designee shall serve as an ex officio, nonvoting member of the clinical affairs committee.

The Graduate Education Subcommittee shall be composed of the Directors of Graduate Studies or their designees from 7 the graduate programs indicated below, plus 7 graduate students, and ex officio representation from the Office of the Vice Provost for Research. The chair or designee shall serve as an ex officio, nonvoting member of the research committee.

The representation of graduate programs shall include the 4 programs having the largest number of doctoral candidates advised by members of the academic health center faculty, plus 3 programs from those with at least 8 graduate students advised by members of the academic health center faculty. Representation from the 3 smaller programs shall be selected by lottery and shall be for one- year, nonconsecutive terms.

Both subcommittees shall also have ex officio representation from the Office of the Vice Provost for Education. The chair of each subcommittee shall serve as a voting member of the educational policy committee.

## MEMBERSHIP

The Educational Policy Committee shall be composed of 4 faculty/academic professional and 2 student representatives from the Academic Health Center and ex officio representation from the Vice Provost for Education. Members shall be nominated by the Committee on Committees with the approval of the Assembly. In addition, the chairs (or their designees) of the educational policy committees of each of the colleges/schools of the Academic Health Center and the two permanent subcommittees will serve as voting members of the committee. Some of these representatives may be included among the 4 elected faculty/academic professional committee members. The chair of the committee shall serve as an ex officio, nonvoting member of the Assembly Consultative Committee.

### Duties and Responsibilities

- a. To consult with and advise the Provost and Vice Provosts on all matters of educational policy and to recommend to the Faculty Assembly such policies on educational issues as it deems appropriate and necessary.
- b. To set the academic calendar of the Academic Health Center with the approval of the Faculty Assembly and the University Senate Committee on Educational Policy.
- c. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Faculty Assembly.
- e. To receive reports on the quality and effectiveness of graduate, professional and education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.

## 5. FINANCE AND PLANNING COMMITTEE

*Keep*  
The Finance and Planning Committee serves as the consultative body to the Provost and Vice Provosts on all major issues of budget and planning, including the capital request.

It shall have a permanent subcommittee on facilities management composed of 8 ~~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 Provost and Vice Provost for Finance and Operations, and also from Vice Provosts for Research, Clinical Affairs and Education. 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 7 faculty/academic professional members, 2 students, 1 civil service staff members, and ex officio representation from the Provost and Vice Provost for Finance and Operations. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly. Civil service members shall be appointed by the Provost in consultation with the Civil Service Committee. All terms (except student terms) shall be for four years. The chairs (or their designee) of the Research Committee and Clinical Affairs

Committee shall serve as ex officio, nonvoting members 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.) The chair of the committee shall serve as an ex officio, nonvoting member of the Faculty Assembly Consultative Committee.

#### **Duties and Responsibilities**

- a. To consult with and advise the Provost and Vice Provosts 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 Provost and Vice Provosts on the financial aspects of all major proposals and policy initiatives, including tuition, fees, and financial aid.
- c. To consult with and advise the Provost and Vice Provosts on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the Provost and Vice Provosts 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 Academic Health Center mission and educational policy.
- f. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- g. To submit an annual report to the Faculty Assembly.

#### **6. RESEARCH COMMITTEE**

*Keep*  
The Research Committee serves as the consultative body to the Provost and Vice Provosts on all major issues pertaining to research and support for research at the Academic Health Center.

*Committee's may identify ex officio representation as deemed necessary*  
**Membership**

The Research Committee shall be composed of 12 faculty/academic professional members, 2 students, one civil service staff member, and ex officio representation from the Vice Provost for Research. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly. The civil service staff member shall be appointed by the Provost 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. The chair of the committee shall serve as an ex officio, nonvoting member of the Faculty Assembly Consultative Committee.

#### **Duties and Responsibilities**

- a. To recommend to the Faculty Assembly 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 Provost and Vice Provosts on the stimulation of and support for research activities.
- c. To consult with and advise the Provost and Vice Provosts on matters dealing with the ethical conduct of research.
- d. 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 Faculty Assembly through the Research Committee.
- e. To submit an annual report to the Faculty Assembly.

## **7. CLINICAL AFFAIRS COMMITTEE**

*Keep*  
The Clinical Affairs Committee serves as the consultative body to the Provost and Vice Provosts on all major issues pertaining to the clinical activities that support the missions of the Academic Health Center.

### **Membership**

The Research Committee shall be composed of 5 faculty/academic professional members from the clinical services, 2 faculty/academic professional members from the basic sciences, 2 students, 2 post professional degree clinical students, (e.g., residents), one civil service staff member, and ex officio representation from the Vice Provost for Clinical Affairs and any Health Center-wide clinical practice plan. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Assembly. The civil service staff member shall be appointed by the Provost 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. The chair of the committee shall serve as an ex officio, nonvoting member of the Assembly Consultative Committee.

### **Duties and Responsibilities**

- a. To recommend to the Faculty Assembly Consultative Committee such policies as it deems necessary and appropriate with respect to the conduct and scope of clinical activities on a Health-Center wide basis.
- b. To consult with and advise the Provost and Vice Provosts on the support for clinical activities.
- c. To submit an annual report to the Faculty Assembly.

## **8. INFORMATION TECHNOLOGY COMMITTEE**

The Information Technology Committee serves as the consultative body to the Provost and Vice Provosts on all major issues pertaining to computing, information systems and informatics, including telecommunications in the Academic Health Center.

### **Membership**

The Information Technology Committee shall be composed of 7 faculty/academic professional members, 2 student members, and ex officio representation from the Provost and Vice Provosts for Research, Clinical Affairs and Education and others as may be specified by vote of the Faculty Assembly. Members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly.

### **Duties and Responsibilities**

- a. To make recommendations to the Faculty Assembly on matters concerned with policies and administration of computing, telecommunications, informatics and information systems.
- b. To monitor the working of existing policies, advise the Provost and Vice Provosts, and propose new initiatives in these matters.
- c. To coordinate such matters with the appropriate Faculty Assembly committees, especially the Educational Policy, Research and Clinical Affairs Committees.
- d. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- e. To submit an annual report to the Faculty Assembly.

## **9. FACULTY AFFAIRS COMMITTEE**

*Keep*  
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 7 members of the faculty, one member of the academic professional staff, and ex officio representation from the Provost. Members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly. The chair of the committee shall serve as an ex officio, nonvoting member of the Faculty Assembly Consultative Committee.

### **Duties and Responsibilities**

- a. To examine all policies and procedures of the Academic Health Center 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 Assembly additions to and modifications and interpretations of the rules and procedures of the Academic Health Center regarding faculty tenure.
- c. To examine and propose Academic Health Center policies and programs associated with faculty and academic professional staff development.
- d. 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.
- e. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- f. To submit an annual report to the Faculty Assembly.

#### **10. STUDENT AFFAIRS COMMITTEE**

The Student Affairs Committee is concerned with all issues, policies and procedures that influence the personal, professional and educational welfare of the students in the Academic Health Center.

##### **Membership**

The Student Affairs Committee shall be composed of 7 faculty/academic professional members, 7 students, one civil service staff member, one alumni representative, and ex officio representation as specified by vote of the Faculty Assembly. Faculty/academic professional and student members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly. The civil service member shall be appointed by the Provost in consultation with the Civil Service Committee. The alumni member shall be appointed by the president in consultation with the director of alumni relations. The chair of the committee shall serve as an ex officio, nonvoting member of the Faculty Assembly Consultative Committee.

##### **Duties and Responsibilities**

- a. To formulate and recommend to the Faculty Assembly policies pertaining to all student affairs in the Academic Health Center.
- b. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- c. To submit an annual report to the Faculty Assembly.

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# ACADEMIC HEALTH CENTER FACULTY ASSEMBLY CONSTITUTION

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## ARTICLE I. AHC FACULTY ASSEMBLY

### 1. Membership

The AHC Assembly shall be composed of the following voting members: (a) members of the Provostal Consultative Committee; and (b) the elected faculty and academic professional representatives of the AHC's constituent colleges and schools. [Academic officers with class titles 9302-9329 shall serve as ex officio nonvoting members.] ?

### 2. Powers in General

The AHC Faculty Consultative Committee and the Faculty Assembly shall have general legislative authority over educational matters concerning more than one school or college within the Academic Health Center, but not over the internal affairs of a single school or college, except where these materially affect the interests of the AHC as a whole or the interests of other colleges or schools.

### 3. Allocation of Functions and Powers

The AHC Faculty Assembly shall perform all functions and exercise all powers described in Article I, Section 2.

### 4. Election of AHC Faculty Assembly Members

- up next about FCC*
- a. The elected representatives of the faculty and academic professionals to the University Senate shall be those persons who comprise the AHC Faculty Assembly.
  - b. The term of elected Faculty Assembly Members shall coincide with their terms as University Senate representatives and AHC Faculty Consultative representatives.

### 6. AHC Faculty Assembly Officers

- a. The chair of the Faculty Consultative Committee of the AHC shall chair the AHC Faculty Assembly. A vice chair shall be elected by the Faculty Assembly at its first meeting the academic year from among its current members for a term of one year

*d*  
L Should this person sit as ex officio on FCC - if so - may need to change PFCC

#### **ARTICLE IV. BYLAWS**

The AHC Faculty Assembly may enact or amend its Bylaws by majority vote of all voting membership of the Faculty Assembly provided the proposed change has been submitted, in writing, to each member of the Faculty Assembly at least ten days prior to the date of the vote on the approval of the proposed change.

#### **ARTICLE V. EFFECTIVE DATE OF CONSTITUTION**

This Constitution shall take effect following its approval by the AHC Faculty Assembly.

## **BYLAWS FOR ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

### **ARTICLE I. ACADEMIC HEALTH CENTER FACULTY ASSEMBLY MEMBERSHIP, ELECTIONS, AND OFFICERS**

#### **1. Membership**

The members of the Academic Health Center Faculty Assembly shall be the members of the University Faculty Senate elected from the following Units: Schools of Dentistry, Nursing, Public Health, Veterinary Medicine, College of Pharmacy, Medical School and UMD Medical School.

#### **2. Vice Chair**

The chair of the Faculty Assembly is the chair of the Faculty Consultative Committee. The Vice Chair of the Faculty Assembly shall be elected to a one year term by majority vote of the members of the Faculty Assembly. The vice chair shall preside over meetings of the Faculty Assembly in the absence of the chair and serve as an ex officio member of the Faculty Assembly Consultative Committee. ✱

#### **3. Clerk**

The clerk of the Faculty Assembly shall be the custodian of its records, shall prepare and circulate the agenda and minutes of Faculty Assembly meetings as directed by the AHC Faculty Consultative Committee.

#### **4. Parliamentarian**

The parliamentarian shall advise the presiding officer or, upon request, any member of the Faculty Assembly on matters pertaining to parliamentary procedure. Parliamentary authority for the Faculty Assembly shall be Robert's Rules of Order Newly Revised, provided these rules are not in conflict with the Faculty Assembly constitution or bylaws.

### **ARTICLE II. RULES FOR COMMITTEES OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

1. All committees of the Faculty Assembly shall keep records of their meetings and proceedings. Copies of these records shall be placed on file with the clerk of the Faculty Assembly and shall be available for inspection. Portions of the minutes that contain certain private data about individuals are accessible only subject to the provisions of the Minnesota Data Privacy Act. [Refer to Guidelines for University Senate Committee Minutes.]
2. Any committee of the Faculty Assembly may be required, upon a majority vote of the members of the Faculty Assembly present and voting, to report to the Faculty Assembly at its next meeting.
3. An ex officio member of any committee of the Faculty Assembly shall not be entitled to vote as a member of the committee, unless provided for in the Faculty Assembly Constitution or Bylaws.
4. Faculty/academic professional appointments to committees of the Faculty Assembly normally shall be made for terms of three years with appointments so adjusted that the

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and shall be eligible for reelection. The staff of the AHC FCC shall serve as clerk of the Faculty Assembly. The Faculty Consultative Committee, with the consent of the Faculty Assembly shall appoint a parliamentarian of the Faculty Assembly (non-members of the Assembly)

#### **7. AHC Faculty Assembly Agenda and Minutes**

The agenda of the Faculty Assembly shall be prepared by the Faculty Consultative Committee and distributed in advance to all Assembly members and to others in such manner as the Faculty Consultative Committee may direct. The minutes of Faculty Assembly meetings shall be distributed in like manner. Matters under Faculty Assembly jurisdiction, including proposed amendments to this Constitution, may be submitted by any committee of the Faculty Assembly or any Faculty Assembly member.

#### **8. AHC Faculty Assembly Meetings--Call--Quorum**

The AHC Faculty Assembly shall hold regular meetings, at least once in each quarter of the academic year, at a time and place determined by the chair and vice chair of the Faculty Assembly. Special meetings of the AHC Faculty Assembly may be held upon the call of the Consultative Committee, or upon written request of ten members of the Faculty Assembly in question.

At any regular or special meeting of the Assembly, a majority of its membership shall constitute a quorum. Any member of the faculty or academic professional eligible to vote for senators may be admitted to AHC Faculty Assembly meetings and shall be entitled to speak at the discretion of the Faculty Assembly. Only elected Faculty Assembly members (or their designated alternates) and, in the case of a tie, the presiding officer, shall be entitled to vote.

### **ARTICLE IV. COMMITTEES OF THE ACADEMIC HEALTH CENTER FACULTY ASSEMBLY**

The Faculty Assembly may create or terminate committees as it deems necessary and appropriate.

#### **1. Faculty Assembly Committees**

AN AHC Faculty Assembly committee is any committee to which the AHC Faculty Assembly delegates responsibilities in broad areas of AHC concern and whose reports are made jointly to the AHC FCC and the Faculty Assembly. Membership of all Faculty Assembly committees and procedures for electing or appointing members are described in SECTION ?.

### **ARTICLE III. AMENDING PROCEDURE**

An amendment to this Constitution shall be approved either by a two-thirds majority of all voting members of the AHC Faculty Assembly at a regular or special meeting, or by a majority of all voting members of the Faculty Assembly 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 Faculty Assembly for distribution of the Faculty Assembly 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 AHC Faculty Assembly.

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 Academic Health Center Faculty Assembly except the Consultative Committee.

5. Committees shall submit items for action simultaneously to the AHC Consultative Committee and to the clerk of the Faculty Assembly at least ten days before the Faculty Assembly agenda deadline.
6. Committees of the Faculty Assembly 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, or when closed sessions are required to protect the right of individuals. As an exception to this rule, the AHC Faculty Consultative Committee is 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 Faculty Assembly.

7. Additional general rules for functions and operational procedures of all committees of the Faculty Assembly shall be contained in the Rules of the Faculty Assembly.
8. In March 1994 the University Senate parliamentarian ruled that alternates or proxy voting are NOT permitted at meetings of Senate committees. This rule shall apply to AHC Faculty Assembly Committees.

Rules need to be written up.

### ARTICLE III. CONSULTATIVE AND FACULTY ASSEMBLY COMMITTEES

TALK TO BECKY ABOUT THIS

#### 1. AHC FACULTY CONSULTATIVE COMMITTEE

##### Membership

The Faculty Assembly Consultative Committee shall be composed of the elected members of the Provostal Faculty Consultative Committee, and the vice chair of the Academic Health Center Faculty Assembly. In addition, the chairs of the designated Faculty Assembly Committees shall serve as ex officio, nonvoting members of the Consultative Committee.

vice chair serve as ex officio?

The Provostal Faculty Consultative committee shall be composed of 8 faculty members as follows: 2 from the medical school and 1 each from dentistry, nursing, pharmacy, public health, veterinary medicine, and the UMD school of medicine. Members shall be nominated in accordance with procedures established for the University Faculty Consultative Committee election and elected by college. Terms of office shall be three years with terms beginning July 1 and terminating June 30. No member is eligible to serve more than two consecutive full terms. Elections shall be so adjusted so 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 Provostal Faculty Consultative Committee by majority votes shall fill the vacancy by interim appointment until the next general election.

do we insert this in each committee chair?

**Duties and Responsibilities.** The Faculty Assembly Consultative Committee has consultative, steering and executive duties and responsibilities.

***Consult with the Provost***

- a. To meet with the Provost to discuss issues or policies of the Academic Health Center of concern to the faculty or to the students and, as appropriate, to make recommendations concerning such matters to the Faculty Assembly.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the Provost or Vice Provosts or from committees of the Faculty Assembly.
- c. To consult with the Provost or Vice Provosts on planning and on the annual budget and the biennial request.
- d. To receive from any faculty member, academic professional, or student notification of concerns which may require consultation with the Provost or Vice Provosts.
- e. To advise the Provost on procedures for making administrative appointments and to participate in the selection process.

***Consult with the University Senate***

- a. To meet with the Faculty Consultative Committee/Twin Cities Faculty Assembly Steering Committee at least annually.
- b. To report to the Twin Cities Faculty Assembly Steering Committee.

*Handwritten:* c. TO meet quarterly with chairs of committees of the Fac. Assembly

- d. To submit an annual report to the Twin Cities Faculty Assembly Steering Committee.

***Direct Faculty Assembly Committees***

- a. To superintend and direct all committees of the Faculty Assembly, which includes the authority to require that any committee of the Faculty Assembly 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 Faculty Assembly 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 Faculty Assembly.
- d. To convene on a regular basis the chairs of Faculty Assembly committees without ex officio representation on the Consultative Committee to discuss and track agenda items.  
?????????what about ex officio??????
- e. To serve as a coordinating body between the Provost and the Faculty Assembly or a committee of the Faculty Assembly.
- f. The chair shall meet quarterly with the chair of the Academic Health Center Student

Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.

- g. To prepare and distribute the agenda for each meeting of the Faculty Assembly in accordance with the Constitution, Bylaws, and Rules of the Faculty Assembly.
- h. To recommend, with the approval of the Faculty Assembly, such rules of procedure as are not provided in the Constitution or Bylaws.
- i. To keep the published Constitution, Bylaws, and Rules of the Faculty Assembly up to date.

#### ***Faculty Assembly Executive***

- a. To serve as a deliberative body of the Faculty Assembly on all major items it deems necessary and appropriate and call periodic meetings of the Faculty Assembly.
- b. To act on behalf of the Faculty Assembly when a decision is required prior to the next scheduled meeting of the Faculty Assembly and when a decision is required when it would not be possible to convene a special meeting of the Faculty Assembly in a timely fashion.
- c. To examine any action taken respecting the Academic Health Center 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-Faculty Assembly committees.
- e. To solicit nominations for the AHC Committee on Committees and determine voting procedures for the election.

→ ~~f.~~ To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.

- g. To report regularly on any matters which, in its judgment, should be brought to the attention of the Academic Health Center or specifically to the attention and consideration of the Faculty Assembly.
- h. To dispose of business which appears to be not germane to the purposes of the Faculty Assembly.
- i. To submit an annual report to the Faculty Assembly.

#### **ELIGIBILITY FOR SERVICE ON ASSEMBLY COMMITTEES**

Any faculty/academic professional in the Academic Health Center who is eligible to serve on the University Senate is eligible to serve on any other assembly committee. In addition, any full time faculty/academic professional who has been continuously employed full time for at least the five preceding years, even if on a temporary appointment, is eligible to serve on any assembly committee.

### 3. COMMITTEE ON COMMITTEES

The Committee on Committees appoints members of certain committees of the Academic Health Center Faculty Assembly and advises the AHC Faculty Consultative Committee on the committee structure of the Faculty Assembly.

#### Membership

The Committee on Committees shall be composed of the elected faculty and academic professional representatives from the Academic Health Center. It shall be composed of 8 elected faculty/academic professional members (2 from the Medical School and 1 each from Dentistry, Nursing, Pharmacy, Public Health, Veterinary Medicine, and the UMD School of Medicine). Faculty/academic professional members must have served as members of the University Senate within the last five years.

A special faculty/academic professional nominating committee, appointed by the AHC Faculty Consultative Committee and approved by the faculty/academic professional representatives of the Faculty Assembly, shall generate annually, the names of twice as many faculty/academic professional candidates from each college for the committee as are rotating off. The election will take place during spring quarter of the academic year. Additional nominations, certified as available, may be made by the petition of 4 faculty/academic professional representatives of the Faculty Assembly, provided that the petition is in the hands of the clerk of the Faculty Assembly the day before the Faculty Assembly meeting. Following the first meeting of spring quarter of the Faculty Assembly, ballots will be mailed to faculty/academic professional representatives of the Faculty Assembly to elect the appropriate number of individuals for three-year terms. No faculty/academic professional member is eligible to serve more than two consecutive full terms. In the case of a tie, the chair of the Faculty Assembly shall cast the deciding vote.

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.

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 Faculty Assembly for approval names of faculty/members, academic professionals, ~~students, and chairs~~ it recommends for appointment to those committees of the Faculty Assembly specified in the Bylaws. The committee shall give consideration to:
  - 1) representation from the various units when appropriate;
  - 2) the number of committees on which the faculty/academic professional or student member currently is serving;
  - 3) the principle of rotation of committee assignments;
  - 4) the recommendations of the respective committee chairs, faculty, academic professional.

In addition, the committee shall select members of the Faculty Assembly for committee membership when appropriate to encourage communication between the Faculty Assembly 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.

- b. To review annually the committees of the Faculty Assembly and recommend to the AHC Faculty Consultative Committee any changes in committee structure, charge, or membership which deems appropriate.
- c. To recommend to the AHC Faculty Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Faculty Assembly.

*Faculty*  
**4. ADVISORY COMMITTEE TO THE VICE PROVOST FOR EDUCATION**

The Advisory Committee on Education is concerned with all matters that influence the quality of education in the Academic Health Center. It deals primarily with those affairs which affect educational policy and procedures on a Health Center-wide basis.

**MEMBERSHIP**

*Members*  
The Educational Policy Committee shall be composed of 8 voting faculty/academic professional representatives from the Academic Health Center (2 from the Medical School and 1 each from Dentistry, Nursing, Pharmacy, Public Health, Veterinary Medicine, and the UMD School of Medicine) and nonvoting ex officio representation from the Vice Provost for Education. Members shall be nominated by the Committee on Committees with the approval of the Assembly.

*another piece*  
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 consult with and advise the Provost and Vice Provosts on all matters of educational policy and to recommend to the Faculty Assembly such policies on educational issues as it deems appropriate and necessary.
- b. To set the academic calendar of the Academic Health Center with the approval of the Faculty Assembly and the University Senate Committee on Educational Policy.
- c. To recommend to the Faculty Assembly Consultative Committee such actions or policies as it deems appropriate.
- d. To submit an annual report to the Faculty Assembly.
- e. To meet quarterly with the AHC Faculty Consultative Committee.

f. To receive reports on the quality and effectiveness of graduate, professional and education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.

## 5. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the Provost and Vice Provosts on all major issues of budget and planning, including the capital request.

The chair shall be elected by committee members from among their numbers for a one-year term of office. The chair is eligible for re-election to that position.

### Membership

The Finance and Planning Committee shall be composed of 8 voting faculty/academic professional members from the AHC: (2 from the Medical School and 1 each from Dentistry, Nursing, Pharmacy, Public Health, Veterinary Medicine, and the UMD School of Medicine). Faculty/academic professional members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly.

### Duties and Responsibilities

- a. To consult with and advise the Provost and Vice Provosts 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 Provost and Vice Provosts on the financial aspects of all major proposals and policy initiatives, including tuition, fees, and financial aid.
- c. To consult with and advise the Provost and Vice Provosts on planning.
- d. To participate in the development and review of all physical facilities planning.
- e. To advise the Provost and Vice Provosts 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 Academic Health Center mission and educational policy.
- f. To recommend to the AHC Faculty Consultative Committee such actions or policies as it deems appropriate.
- g. To meet quarterly with the AHC Faculty Consultative Committee.
- h. To submit an annual report to the Faculty Assembly.

## 6. FACULTY ADVISORY COMMITTEE ~~TO THE VICE PROVOST~~ FOR RESEARCH

The Research Committee serves as the consultative body to the Provost and Vice Provosts on all major issues pertaining to research and support for research at the Academic Health Center.

*Another piece*

*Membership?*

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**Membership**

The Research Committee shall be composed of 8 voting faculty/academic professional members from the AHC: ( 2 from the Medical School and 1 each from Dentistry, Nursing, Pharmacy, Public Health, Veterinary Medicine, and the UMD School of Medicine). Faculty/academic professional membes shall be nominated by the Committee on Committees with the approval of the Faculty Assembly.

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.

*Another piece*  
**Duties and Responsibilities**

- a. To recommend to the AHC Faculty 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 Provost and Vice Provosts on the stimulation of and support for research activities.
- c. To consult with and advise the Provost and Vice Provosts on matters dealing with the ethical conduct of research.
- d. 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 Faculty Assembly through the Research Committee.
- e. To meet quarter with the AHC Faculty Consultative Committee.
- f. To submit an annual report to the Faculty Assembly.

**7. FACULTY ADVISORY COMMITTEE ON CLINICAL AFFAIRS**

The Clinical Affairs Committee serves as the consultative body to the Provost and Vice Provosts on all major issues pertaining to the clinical activities that support the missions of the Academic Health Center.

*Another piece*  
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.

**Membership** ?

The Research Committee shall be composed of 8 faculty/academic professional members from the AHC: (2 from the Medical School and 1 each from Dentistry, Nursing, Pharmacy, Public Health, Veterinary Medicine, and the UMD School of Medicine). Faculty/academic professional members shall be nominated by the Committee on Committees with the approval of the Assembly.

## **Duties and Responsibilities**

- a. To recommend to the AHC Faculty Consultative Committee such policies as it deems necessary and appropriate with respect to the conduct and scope of clinical activities on a Health-Center wide basis.
- b. To consult with and advise the Provost and Vice Provosts on the support for clinical activities.
- c. To meet quarterly with the AHC Faculty Consultative Committee.
- d. To submit an annual report to the Faculty Assembly.

## **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.

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.

### **Membership**

The Faculty Affairs Committee shall be composed of 8 voting faculty/academic professional members of the AHC: (2 from the Medical School and 1 each from Dentistry, Nursing, Pharmacy, Public Health, Veterinary Medicine, and the UMD School of Medicine). Members shall be nominated by the Committee on Committees with the approval of the Faculty Assembly.

## **Duties and Responsibilities**

- a. To examine all policies and procedures of the Academic Health Center 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 Assembly additions to and modifications and interpretations of the rules and procedures of the Academic Health Center regarding faculty tenure.
- c. To examine and propose Academic Health Center policies and programs associated with faculty and academic professional staff development.
- d. 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.
- e. To recommend to the AHC Faculty Consultative Committee such actions or policies as it deems appropriate.

*Another piece*