

UNIVERSITY OF MINNESOTA--GENERAL COLLEGE
CONSTITUTION*

Approved by GC Assembly--May 31, 1991
Amended by GC Assembly vote--April 26, 1994
Revised to reflect recent administrative changes--June 12, 1997

*This constitution is not part of the employment contract between the University and its employees. It does not establish terms and conditions of employment.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation.

Preamble

The General College is an undergraduate college of the University of Minnesota. Its mission is to prepare University students who, because of personal circumstances or previous educational experiences, are not adequately prepared for the demands of post-secondary academic work. In the General College, special attention is given to areas of developmental and multicultural education. Pursuant to this mission the General College plays a special role in the University's realization of the egalitarian principles that sustain its vitality as an urban, land grant, research institution. The faculty and support staff of the General College, through research, teaching, and creative activity, share the common goal of fostering human development through educational access.

ARTICLE I. GENERAL POWERS

All matters relating to the educational and administrative affairs of the College are committed to the Dean, the College Assembly, and the College faculty, as delegated by the Board of Regents and in accord with the constitution of the University Senate, and consistent with actions of these bodies heretofore or hereafter taken.

ARTICLE II. ADMINISTRATIVE OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Appointment of Dean

The appropriate Vice Provost or senior administrator shall recommend to the Board of Regents for its approval the individual chosen to serve the College as its Dean. The initial appointment is for three years; subsequent appointments are annual and renewable. While ongoing appraisals of performance are the responsibility of the appointing officer, where appointments are continuing, the faculty and staff of the College shall at intervals not greater than two years be invited to contribute to a comprehensive review of the performance of the Dean.

1.1 Duties and Responsibilities. The Dean shall have general administrative authority over the affairs of the College. The Dean shall provide leadership in formulating policies, introducing and testing educational ideas and proposals, and supporting efforts toward continued improvement of the College's programs. The Dean shall be responsible for the development and periodic review of units and programs of the College. The Dean shall be responsible for the interpretation of the College's programs to the University and community.

The Dean or the Dean's designee shall serve as the primary medium of communication for official business of the College with other University authorities. Where action of the Board of Regents is requested or required, the Dean shall make such recommendations as are necessary through appropriate channels to the appropriate Vice Provost or senior administrator. Such recommendations shall include, but shall not be limited to, appointment, promotion, tenure, salary increases, and matters of curriculum.

The Dean is responsible for the preparation of the annual budget of the College.

Section 2. Associate and Assistant Deans

2.1 Positions of Associate and Assistant Deans may be proposed as warranted by the program needs of the College. Establishment of the positions of Associate and/or Assistant Deans shall be initiated by the Dean of the College after consultation with the General College Policy and Planning Committee. Selection shall follow procedures as established in the bylaws. The Dean may assign specific administrative duties to Associate and Assistant Deans and may delegate authority to them. The Dean shall make known to the faculty and staff the principal areas of responsibility delegated to the Associate and Assistant Deans.

2.2 Terms of office of Associate and Assistant Deans shall not be of specified length. Incumbents serve at the pleasure of the Dean. However, performance evaluations of incumbents shall be conducted on a formal basis not less than every fifth year, as provided for in the bylaws.

Section 3. The Executive Committee

3.1 Purpose. The Executive Committee shall offer assistance and guidance to the College Dean in the execution of the Dean's responsibilities--particularly in areas of daily decisions and policy formation. The Executive Committee shall be chaired by the Dean and meet upon call by the Dean.

3.2 Membership. The Executive Committee shall be composed of the Dean, the Associate Dean, the Directors, the chair of the General College Policy and Planning Committee, and such additional personnel as the Dean shall invite. The composition of the Executive Committee shall reflect the current administrative organization of the College.

ARTICLE III. CONSTITUENT BODIES

Section 1. The Faculty

1.1 Definition. The faculty of the College shall consist of all persons holding appointments as Instructor, Assistant Professor, Associate Professor, Professor, or Regents' Professor and who are budgeted in the General College for teaching, research, or extension activities. This includes members on leave and the Dean and all Associate and Assistant Deans of the College holding faculty rank. Individuals who hold tenure in the General College but whose assignments and salaries stem in whole from administrative units other than the General College shall resume full participatory rights as members of the faculty at such time as their salaries and primary responsibilities are derived through the General College. Visiting Professors and Lecturers who are budgeted in the General College shall be courtesy appointments to the faculty, without voting rights.

1.2 Academic Freedom, Rights, Privileges, Responsibilities, and Grievances. The College faculty shall be guided by the policies (and constitutions where applicable) of the Regents, the University Senate, the Twin Cities Campus Assembly, and by the University's *Regulations Concerning Faculty Tenure*, in all matters addressed by those documents or policies which are in effect at the time of adoption or amendment of this constitution or as such documents or policies may be subsequently amended, including, but not limited to, policies and procedures on academic freedom and responsibility, on sexual harassment, on discrimination, and on implementation of the faculty tenure regulations.

Section 2. Academic Professional and Administrative (PA) Staff

2.1 Definition. Academic Professional and Administrative (PA) staff shall consist of professional personnel, including Fellows, who are assigned to duties enhancing the research, teaching, and service functions of the College; administrative personnel who are involved in policy development or execution or in directing, coordinating, or supervising activities in the College; and professional and administrative staff on special program appointments in the College.

2.2 Academic Freedom, Rights, Privileges, Responsibilities, and Grievances. Academic Professional and Administrative staff shall be guided by the University of Minnesota *Academic Professional and Administrative Staff Policies & Procedures*, as revised, September 1990 or thereafter.

Section 3. Civil Service Staff

3.1 Definition. Civil Service employees are those hired through the University's Personnel Department, and affiliated with programs administered by the College.

3.2 Academic Freedom, Rights, Privileges, Responsibilities, and Grievances. Administration of Civil Service staff shall be guided by the most recent version of the University of Minnesota *Civil Service Rules*.

Section 4. Graduate Assistants

4.1 Definition. Graduate Assistants (Graduate Teaching Assistants, Graduate Research Assistants, and Administrative Fellows) are those holding appointments in the 95xx classes.

4.2 Academic Freedom, Rights, Privileges, Responsibilities, and Grievances.

Administration of Graduate Assistants shall be guided by the *Handbook for Graduate Assistants*, 1989-91, or as subsequently revised.

Section 5. Students

5.1 Definition. Students are those undergraduate students of the University who are currently enrolled in the General College.

5.2 Academic Freedom, Rights, Privileges, Responsibilities, and Grievances. "A Statement of Student Conduct Enforceable by University Agencies," revised July 1978, or as subsequently revised, will guide students and units in their relationships.

Section 6. General Obligations of Constituent Bodies

Members of all constituencies are expected to participate in the affairs of the College, including its governance, its committee structure, and its grievance procedures. Representatives on College committees shall be chosen according to procedures specified in the bylaws.

ARTICLE IV. THE GENERAL COLLEGE ASSEMBLY

Section 1. Purposes

The General College Assembly shall provide opportunity for interaction and interchange between and among all personnel administered through or by the General College. It shall seek to build common understandings among General College personnel as to College goals, objectives, and progress as a means of encouraging high unit morale and as a basis for consistent public expressions as to the College's goals and objectives. Through its committee structures and the interplay between the constituent groups of the College it shall develop policy direction on matters relating to the goals and objectives of the College.

Section 2. Membership

All employees of the General College, including its faculty, Academic Professional and Administrative staff, Civil Service appointees, graduate assistants, related program personnel, and the members of the Executive Committee of the General College Student Association shall constitute the General College Assembly. Any members of standing committees of the Assembly not included in the foregoing list shall be invited to attend General College Assembly meetings, although not as voting members of the Assembly.

Section 3. Voting in the Assembly

The mission of the General College necessitates the fullest cooperation of all personnel of the College in accomplishing stated goals and objectives. All members of the Assembly are

expected to participate in discussion and debate on matters coming before the Assembly. In keeping with the provisions of the constitution of the University Senate, and in recognizing that policy decisions on program and admissions matters should be made by those for whom length of participation in and nature of involvement with the College program and the University community has provided useful perspective, voting in the Assembly shall be guided by the following:

3.1 Matters of general interest and concern relating to the College shall be brought to the Assembly for discussion, advisory expression, or decision, as appropriate.

3.2 On matters pertaining to admission and advancement of students, the following members of the Assembly shall vote:

- a. All tenured and tenure-track faculty
- b. Academic Professional and Administrative (PA) personnel on continuous or probationary appointment and those who are or have been on regular appointment for a total of two years or longer in PA capacity within the General College
- c. The Dean, Associate and Assistant Deans, and Senior Administrative Director
- d. The chair and vice chair of the Civil Service Committee and one additional member of the Civil Service Association at large
- e. Four representatives of the graduate assistants of the College
- f. The President and Vice President of the General College Student Association

3.3 On matters pertaining to faculty appointments, promotions, tenure, academic curriculum, and General College course offerings, and on issues relating to faculty research and welfare, voting shall be restricted to members of the regular faculty.

3.4 On matters pertaining to the Student Services co-curriculum program,** voting shall be restricted to Academic Professional and Administrative (PA) personnel within the General College Student Services on continuous or probationary appointment and those who are or have been on regular appointment for a total of two years or longer in PA capacity within the General College Student Services.

**Student Services "co-curriculum program" refers to advising, counseling, educational and academic planning, and extracurricular activities that respond to the personal/social developmental needs of students. The co-curriculum program is complementary to, supportive of, and interactive with the academic curriculum. Such a co-curriculum is grounded in research supporting current student development theories and is engaged in by trained practitioners.

3.5 Where there is uncertainty as to which voting segment should take action upon an item under consideration, the General College Policy and Planning Committee shall decide which group will receive the item for action.

Section 4. Organization and Procedures

4.1 The General College Assembly shall be chaired by the Dean. The chair of the Policy and Planning Committee, who shall be a tenured, regular faculty member, shall be vice-chair of the Assembly.

4.2 The Assembly shall meet quarterly or more frequently upon call of the Dean or of the faculty and staff following procedures established in the bylaws.

4.3 The Assembly may operate as a committee of the whole or through standing and/or ad hoc committees, as the agendas warrant. Standing committees shall be established in the bylaws. One of the standing committees of the Assembly shall be the Policy and Planning Committee, whose function shall be to serve as a principal voice for the faculty and staff in the conduct of the Assembly and the College. The chair of the Policy and Planning Committee, who shall be a member of the regular, tenured faculty, shall be elected according to procedures specified in the bylaws (Article IV., Section 4.36 a.). The chair of the Policy and Planning Committee shall also serve as vice-chair of the Assembly (as provided in 4.1, above). The Dean shall be invited to serve, *ex officio*, without vote, on the Policy and Planning Committee.

4.4 Each of the constituent bodies of the General College (faculty, academic professionals, Civil Service, graduate assistants, and students) is empowered to meet, deliberate, and act on matters that concern it as a distinct group. The bylaws shall provide for the organization and meetings of constituent groups. The Dean may be invited to meet with each of these groups at least once per academic year.

ARTICLE V. IMPLEMENTATION, INTERPRETATION, AND AMENDMENTS

Section 1. Implementation

This constitution shall become effective immediately upon its adoption by sixty (60) percent of those voting--provided that at least a simple majority of eligible voters of the General College Assembly cast ballots--and its approval by the appropriate Vice Provost or senior administrator. Assembly members eligible to vote are all tenured and tenure-track faculty, all Academic Professional and Administrative (PA) personnel on continuous or probationary appointment and those who are or have been on regular appointment for a total of two years or longer in PA capacity within the General College, and all Civil Service staff on at least 75% appointment who have been employed in the College for at least one year. All committees, provisions, rules, and regulations in existence at the time this constitution becomes effective, and not in violation of its provisions, shall continue in force; those not compatible with the provisions of this constitution shall be modified in accordance with provisions and procedures established herein.

Section 2. Interpretation

Authority to interpret this constitution shall reside in an interpretation committee composed of the Dean of the College and the members of the General College Policy and Planning Committee, with the Dean chairing the interpretation sessions. Challenges to such interpretations as may be made shall be considered by the General College Assembly.

Section 3. Amendments

Proposed amendments to the General College constitution shall be presented to the General College Assembly in writing at least thirty (30) days prior to Assembly discussion. Following Assembly discussion at a regularly scheduled meeting, a mail ballot shall be forwarded to all eligible voters of the Assembly, with an established time frame for return of ballots. Assembly members eligible to vote are all tenured and tenure-track faculty, all Academic Professional and Administrative (PA) personnel on continuous or probationary appointment and those who are or have been on regular appointment for a total of two years or longer in PA capacity within the General College, and all Civil Service staff on at least 75% appointment who have been employed in the College for at least one year. A sixty (60) percent affirmative vote--provided that at least a simple majority of eligible voters of the General College Assembly cast ballots--shall permit forwarding the amendment for approval by the Senior Vice President for Academic Affairs, after which the amendment becomes effective.

ARTICLE VI. BYLAWS

Procedures for operating under this constitution shall be specified in the bylaws. Any proposed amendment of, addition to, or deletion from the bylaws shall be provided in writing, for information, to the General College Student Association. Notice of the appearance of the proposed amendment on the General College Assembly agenda shall go to Assembly members at least two weeks prior to a regularly scheduled meeting. Following Assembly discussion, a mail ballot shall be forwarded to all eligible voters of the Assembly, with an established time frame for return of ballots. Assembly members eligible to vote are all tenured and tenure-track faculty, all Academic Professional and Administrative (PA) personnel on continuous or probationary appointment and those who are or have been on regular appointment for a total of two years or longer in PA capacity within the General College, and all Civil Service staff on at least 75% appointment who have been employed in the College for at least one year. Bylaws shall be adopted, amended, or deleted by 60% of those voting, provided that at least a simple majority of eligible voters of the General College Assembly cast ballots.