

*Document approved at CHE College Assembly 11/06/02
Committee description changes approved May 2005*

**UNIVERSITY OF MINNESOTA
COLLEGE OF HUMAN ECOLOGY**

CONSTITUTION

Preamble

The mission of the College of Human Ecology is to examine the interaction of individuals and families in their social, natural, built, and aesthetic environments. The college's teaching/learning, research/discovery and outreach/engagement provide insights into how people affect and are affected by their surroundings in a changing world. The college focuses on the near environment of food, home, shelter, family, and community and the larger environment of public policy and institutional support.

The college aspires to maintain highly ranked graduate programs, strong undergraduate programs, continued leadership of innovative outreach/engagement programs and research/discovery productivity that empowers faculty, staff and students to work creatively and effectively to improve the human condition.

It is the purpose of this constitution to provide a framework enabling faculty, academic professional and administrative staff, students, and civil service/bargaining unit personnel to work together to accomplish the goals of the college. This constitution is not part of the employment contract between the University and its employees. It does not establish terms and conditions of employment.

ARTICLE I – GENERAL POWERS

All matters relating to the educational and administrative affairs of the college are committed to the dean and the College Assembly, 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 – THE DEAN

The dean of the college shall be appointed by the Board of Regents upon recommendation of the president or the president's designee. Appointments for the incumbent dean shall be annual and renewable (K), based each year on a performance evaluation carried out in accordance with University policy.

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 departmental programs. 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 to the executive vice president and provost. The dean is responsible for the preparation of the annual budget of the college.

ARTICLE III – CONSTITUENCIES

Section 1. Definition - Faculty

The faculty of the college shall be all faculty personnel holding appointments as regular tenure/tenure-track and non-tenure track term faculty, who are budgeted through the departments or the Office of the Dean for teaching/learning, research/discovery, and extension, including members on leave, and the dean and associate and assistant deans of the college. All above defined full-time (75%) faculty and faculty on phased retirement are voting faculty.

All faculty in the Department of Food Science and Nutrition are voting faculty in the College of Human Ecology.

Section 2. Definition - Academic Professional and Administrative (P&A) Faculty

P&A faculty are defined as Academic Professional and Administrative (P&A) personnel who are budgeted through the departments or the Office of the Dean who hold primary responsibility for enhancing the teaching/learning, research/discovery and extension/outreach functions of the college and administrative personnel who are involved in policy development or execution or in directing, coordinating or supervising activities in the college. All above defined full-time (75%) P&A faculty are voting faculty for purposes of the College Assembly and college committees.

Section 3. Definition – Civil Service/Bargaining Unit Staff

Civil service/bargaining unit employees are hired to support the discovery/research, teaching/learning and outreach/engagement functions of the college, as well as the college's administrative functions. Civil Service/bargaining unit representatives on college committees have voting rights within those committees.

Section 3. Student/Professional Training Appointees

Student/Professional Training appointees are those holding appointments such as graduate assistants and postdoctoral associates.

Section 4. Students

Undergraduate and graduate students are those who are currently enrolled in the University, and in good standing in the college.

ARTICLE IV – RIGHTS & RESPONSIBILITIES

Section 1. Faculty/Student Rights, Responsibilities, and Grievances

The college faculty shall be governed by the policies of the regents, the senate (the Twin Cities Campus Assembly), and the University's central administration, and by the University's *Regulations Concerning Faculty Tenure*, in all matters addressed by those documents or policies including, but not limited to, academic freedom and responsibility, sexual harassment, and promotion and tenure.

The college shall establish a grievance committee to resolve grievances brought by faculty, staff or students in accordance with the University-wide Grievance Rules or other applicable University grievance policies. Bargaining unit staff shall be governed by their union contract.

Section 2. Rights and Privileges

Members of constituencies defined in Article III are expected to participate in the affairs of the college, including its governance mechanism, its committee structure, its grievance procedures, and the revision of the college constitution. Representatives from these groups shall serve on college committees and should be chosen according to procedures specified in the bylaws.

ARTICLE V – GOVERNANCE/ADMINISTRATIVE STRUCTURE

Section 1. Executive Committee

The Executive Committee consists of the dean, associate and assistant deans, department heads, school directors and others as invited by the dean, and shall assist the dean in the planning, coordination and execution of the programs of the college.

Section 2. Assistant and Associate Deans

Positions of associate and assistant deans may be proposed as warranted by the administrative and 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 Policy and Planning Committee.

The dean may assign specific administrative duties to associate and assistant deans and may delegate executive authority to them. The dean shall make known to the college community the principal areas of responsibility delegated to the associate and assistant deans.

Associate and assistant deans may be appointed with reappointment, if recommended, for a term of up to 3-years. Annual reappointment is based on a performance evaluation carried out in accordance with University policy. In accord with university policy, the dean will appoint a review committee to assess the status, progress and effectiveness of the associate/assistant dean's administration and to determine if reappointment is recommended.

Section 3. Department/School Heads

The department heads/school director will have responsibility for coordination of teaching/learning activities, research/discovery, engagement/outreach and continuing education programs in consultation with the college deans.

Heads of departments/director of school will be appointed for an initial period of 3 years with possibility of reappointment for subsequent 3-year terms. Annual performance evaluations will be conducted by the dean in accordance with college policy. (Note: this is covered in article VII).

The department heads/school director will make recommendations to the dean on personnel matters and administer personnel policies as determined by tenure code, civil service rules, bargaining unit contracts and P&A regulations, after consultation with appropriate departmental faculty or staff in accordance with unit constitution or bylaws.

The department heads/school director will make recommendations to the dean on matters regarding department budgets after appropriate consultation with department faculty and staff.

Section 4. Departmental/School Structure

A department/school as established by the Board of Regents will be considered the basic organizational unit of the college. It shall be administered in accordance with the unit constitution and/or bylaws. Proposals for change in the departmental structure will be reviewed by the dean of the college in consultation with groups directly concerned, including the department faculty, the college Policy and Planning Committee, and appropriate committees of the senate.

Departments/schools desiring to establish an alternate form of departmental governance may do so with a 2/3 vote of the department voting faculty, the approval of the dean, and approval from a majority vote of the college Policy and Planning Committee. A system of review must be included in any alternate form of departmental governance.

Undergraduate curricula of the college shall be expressed as “programs” and those faculty members and students providing leadership to each program shall be known as a program committee. Programs function under the auspice of the governing department(s).

Section 5. College Committees

Standing and ad hoc college committees will be established and terminated as defined in the by-laws. Standing committees will be established by action of voting members¹ at any regular or special meeting. Ad hoc committees will be appointed by the dean.

ARTICLE VI – AMENDMENTS

Section 1. Amendments

The constitution of the college may be amended by a 2/3 majority of those present and eligible to vote at a meeting of the College Assembly, such amendment to be introduced by proposal from a standing committee or by a petition signed by members of the college community and presented to the dean’s office. All amendments will be reviewed by the Policy & Planning Committee and their recommendation presented to the College Assembly. Notice of such proposed amendments, together with the recommendation of the P&P Committee, shall be given in writing to all voting faculty and staff at least 30 days before the College Assembly is called upon to act on them. The amendment to the constitution will become effective when approved by the executive vice president and provost.

¹ Voting faculty is defined as faculty and P&A faculty. Voting members is defined as faculty, P&A faculty and chairs of student organizations and elected or appointed representatives of other constituencies, as stated in Article VII, section 7.

Section 2. Interpretation

Final authority to interpret this constitution shall reside in the College Assembly.

Section 3. Implementation

This constitution shall become effective immediately after its adoption by the College Assembly and its approval by the executive vice president and provost. Adoption will require a majority vote of the voting members of the college (by voice or mail ballot).

ARTICLE VII – BYLAWS

Procedures for operating under this constitution shall be specified in the bylaws. Any proposed amendment, addition, or deletion of the bylaws may be presented by a voting member² of the College Assembly and must be submitted as information to groups directly concerned, including faculty and other constituencies, at least two calendar weeks prior to the vote. Bylaws shall be adopted, amended, or deleted by majority vote of those voting. No items for action shall be presented during the summer. Proposed changes are encouraged to be brought first to the appropriate college committee.

Section 1. Appointment and Review of the Dean

A Selection Advisory Committee appointed by the executive vice president and provost, will recruit and review candidates. This committee, following the charge from the executive vice president and provost, will recommend candidates for interview and selection. A majority of the Selection Advisory Committee will be faculty from the college. The committee shall be composed of at least one representative from each of the following constituencies: students, P&A and civil service/bargaining unit personnel.

The dean is annually reviewed by the executive vice president and provost. The executive vice president and provost may periodically appoint a review committee to study the status, progress, and effectiveness of the college dean's administration. The Review Committee's appraisal will be forwarded to the executive vice president and provost, who will decide whether the dean will continue to serve for an additional term. In accord with University policy, a comprehensive review will be carried out by a committee appointed by the executive vice president and provost or his/her designee.

Section 2. College Administrative Structure

The administrative structure within the college office will be determined by the dean. The Executive Committee will advise the dean on the planning, coordination and execution of the activities originating in the college office.

Section 3. Appointment and Review of Assistant/Associate Deans

The dean will appoint a Selection Advisory Committee to identify qualified candidates for assistant/associate dean(s). The committee, following the charge from the dean, will submit the designated number of candidates to the dean for interview and selection.

In accord with University policy, the dean will appoint a review committee to assess the status, progress and effectiveness of the associate/assistant dean's administration and to determine if reappointment is recommended. The review committee will consist of representatives from appropriate units in the college and constituent groups.

Section 4. Voting Faculty

Voting status will be determined by Article III of the constitution. The dean will have authority to determine voting eligibility for those individuals where eligibility is questioned.

Section 5. College Assembly

The College Assembly will meet at least once each semester at the call of the dean, or by petition of 10 members of the voting faculty. A quorum will consist of a majority of those present, and eligible to vote.

A notice of college assemblies will be sent to the voting faculty and voting representatives not less than two calendar weeks prior to the date of the meeting. The dean, or designee, will preside at the meetings. *Roberts' Rules of Order*, newly revised edition, will be the parliamentary authority. Minutes of all meetings will be distributed within a reasonable time period to members of the college community.

Section 6. Appointment and Review of Department/School Heads

The dean of the college will appoint a Selection Advisory Committee to recruit and identify qualified candidates for head or director. The majority of the Selection Advisory Committee members will be faculty appointed from the unit for which leadership is being sought. Students, academic administrative & professional staff, and civil service/bargaining unit staff will each have at least one representative on the Selection Advisory Committee. The committee will submit a slate to the dean, based on the charge given to the committee, of individuals to be interviewed, and later proposed for candidacy.

In accord with University policy, the dean will appoint a review committee to assess the status, progress and effectiveness of the department/school head's administration. The dean will consult with department/school faculty concerning the process to be used to conduct the review. The department/school will conduct a thorough review, with special reference to those aspects of departmental operation influenced by the performance of the unit administrator. A written report of findings and recommendations will be prepared for the dean. The dean of the college, in consultation with the executive vice president and provost, will decide about continuation of the unit administrator for an additional term.

Section 7. Constituency Membership on College, Departmental, School, and Program Committees

Students, civil service/bargaining unit and academic administrative and professional personnel will have at least one representative on standing committees, except those dealing specifically with issues related to another employee group (civil service/bargaining consultative, promotion and tenure, faculty leave, etc.).

Student representatives on college and program committees will be elected or appointed annually according to guidelines established by the Student Ambassador Board and the graduate student organization. If no student organization exists, recommendations will come from department/school heads. Civil service/bargaining unit and academic administrative and professional personnel will be elected from and by their respective membership. The chairs of the student organizations, and elected or appointed representatives of other constituencies, or designate, will serve as voting members at the College Assembly. Constituency members of standing committees of the college may attend college assemblies as non-voting members.

Section 8. Departmental/School Organization and Governance

The department head or school director will call at least two meetings every semester of the faculty to consider matters of departmental policy. The department head/director will also call a faculty meeting within 10 days of receipt of a petition signed by 25% of the voting faculty. Notice of the agenda will be sent to individuals eligible to attend at least one week in advance. The same voting rights and selection procedures for constituency representatives will exist at college, department/school levels.

Section 9. Elected Committees

The college administration office will coordinate with units to conduct elections of voting membership on elected committees. The dean will review membership to assure appropriate representation of the college community. Faculty, civil service/bargaining unit, and academic administrative and professional staff membership on committees will be for a 3-year term, with elected alternates completing unfinished terms. When alumni or student representatives are required, they will be appointed on an annual basis according to guidelines set forth in Article VII, Section 7.

CHE Educational Planning Committee

The CHE Educational Planning Committee provides leadership and guidance on educational issues of concern to faculty, students, and the administration. The committee will provide a community space for visioning educational excellence. The committee shall meet regularly. The committee will consist of one elected faculty member from each department/school and two at large faculty/staff, two undergraduate students, and two graduate students. The associate dean for undergraduate programs, associate dean for faculty and graduate programs and associate dean for outreach and engagement will serve as non-voting members and serve as liaisons with other committees.

CHE Undergraduate Curriculum Committee

The CHE Undergraduate Curriculum Committee will review and approve course and program changes and additions as well as review college-based curriculum including Freshman and Honors seminars. This committee will consist of the program chairs from each undergraduate major program in CHE. The associate dean for undergraduate programs, the assistant dean for student services, and the coordinator for enrollment management will serve as non-voting members.

CHE Graduate Program Committee

The Graduate Program Committee will provide leadership for the graduate curriculum, the graduate programs, and the graduate faculty. The committee will identify the major issues affecting graduate education and is the point of contact between each department and the college. The committee will consist of the Directors of Graduate Studies (DGS) in all departments, the Assistant Dean (student services) and the Associate Dean (Graduate Programs). The DGS is appointed to the

committee by virtue of his/her position as a DGS in a graduate program within the College of Human Ecology.

Outreach and Engagement Committee

The Outreach and Engagement Committee provides leadership surrounding outreach and engagement work and scholarship in the College. It facilitates communication across units and serves in an advisory role for College efforts, suggesting priorities and practices. The committee will consist of one elected faculty member from each department/school, one PaCE staff member, one graduate student, and one undergraduate student. The Associate Dean for Outreach and Engagement will serve as a non-voting member.

CHE Consultative Committee

The Consultative Committee represents the faculty, staff and student of the college. The committee consults with the Dean on operational and programmatic issues critical to the college and university. Those include, as examples: strategic planning, college initiatives, policy, and anticipated changes in allocation of resources and major structural changes in the college. The committee shall meet regularly. The Dean, in consultation with the CCC Chair, will identify the major policy and planning issues to be placed on the agenda. Proposals and/or policy changes developed by task forces, work groups, Associate Deans, or standing committees shall be discussed with the Consultative Committee before the executive committee of the college makes final decisions. The Consultative Committee will consist of one faculty member elected by the voting faculty of each department/school and one person elected from each the civil service/bargaining unit staff and the professional and administrative (PA) staff to be chosen every three years. A representative from the undergraduate student body and one from the graduate student body will be appointed (annually) through existing student organizations. The Dean, Associate and Assistant Deans will be non-voting members.

Administrative Academic and Professional Advisory Committee.

The Academic and Professional Advisory Committee will serve in an advisory role to the dean on matters concerning PA staff, both teaching and non-teaching. The committee will make recommendations on any matter of college policy relevant to academic/administrative professional staff. The committee will advise the dean on leave policies and make recommendations about candidates for leaves. The committee will also review departmental documents for nominees for professional development leaves. The committee shall consist of one representative from each department/school in the college, and from administration. The committee's actions shall be governed in accordance with University regulations and college policy. The dean, or designee, shall serve as a non-voting member of the committee.

Civil Service/Bargaining Unit Advisory Committee

The Civil Service/Bargaining Unit Advisory Committee will serve in an advisory role to the dean on matters concerning civil service and bargaining unit staff, which come under the jurisdiction of the college. The committee shall consist of one representative from each department/school in the college and from administration. The committee may make recommendations of any matter on college policy relevant to civil service and bargaining unit staff. The dean, or designee, will be a non-voting member of the committee. Bargaining unit staff representation will be subject to contract specifications.

Promotion and Tenure Committee

The Promotion and Tenure Committee will review departmental documents of nominees for promotion and tenure of regular tenure/tenure-track faculty members and promotion of non-tenure track term faculty members, and may review departmental documents of academic professional

nominees for promotion within faculty rank. The committee will advise the dean on promotion and tenure policies and make recommendations about candidates for promotion and tenure. This committee's actions will be governed in accordance with pertinent sections of the University regulations governing tenure and promotion and college policy regarding promotion within rank for academic professionals. The committee will consist of two elected associate or full professors holding regular appointment with continuous tenure, from each unit. Members of the committee may vote only on promotion for those being considered at their own rank or a lower rank. The dean or designee will be a non-voting member of this committee.

Faculty Leave Committee

The Faculty Leave Committee will review departmental documents for nominees for sabbatic furlough and single semester leaves. The committee will advise the dean on leave policies and make recommendations about candidates for single semester leaves and sabbatic furloughs. The committee's actions will be governed in accordance with University regulations and college policy. The committee will consist of one elected faculty member holding regular appointment with continuous tenure from each unit. The dean will be a non-voting member of this committee.

Section 10. Appointed Committees

The dean will appoint the members of the standing committees based on the recommendations of department heads/school director. Department heads/school director will review committee membership to assure appropriate representation of the college community. When alumni or student representatives are required, they will be appointed on an annual basis according to guidelines set forth in Article VII. Section 7.

Honors and Awards Committee

The Honors and Awards Committee shall be responsible for identifying potential candidates for faculty, staff, student and alumni awards. The committee shall be made up of one representative from each department/school, two alumni of the college, one undergraduate student, a graduate student, a civil service/bargaining unit representative and an academic professional and administrative (PA) staff. The dean, or designee, shall serve as a non-voting member of this committee.

Student Academic Standards and Grievance Committee

The purpose of the Student Academic Standards and Grievance Committee is to interpret University and college policies and procedures regarding grading, curricular requirements, scholastic appraisal and student academic conduct; and to address academic grievances of students in the college. The committee shall consist of one representative from each department having an undergraduate program, the associate dean for undergraduate programs, the director of student services, one undergraduate student and other individuals designated by the associate dean.

Scholarship Committee

The purpose of the Scholarship Committee is to select outstanding students for undergraduate scholarships, and to assist them in coordinating economic support and academic success. The committee shall be made up of one representative of each department having an undergraduate program, the director of student services (or designee), the director of development, two undergraduate students, and one additional member, preferably an alumnus. The associate dean for undergraduate programs will serve as a non-voting member of this committee.

International Committee

The purpose of the International Committee is to lead efforts to increase understanding of the complexity of the global/local relationship and infuse a global perspective into the college by encouraging and supporting international connections. International study, research, partnerships, and exchanges are monitored and facilitated by the committee. This committee shall be made up of one faculty representative from each department/school, one graduate student, one undergraduate student, and one additional member, preferably an international student. The Associate Dean in charge of international activities shall serve as a non-voting member of this committee.

E-Scholarship Committee

The e-Scholarship Committee provides leadership for programs and systems in the use of technology enhanced learning for instruction and digitally oriented innovation for the scholarship of the college, including teaching and learning, research and discovery, and outreach and engagement. The committee shall be made up of one faculty member from each department/school, one graduate student, the Associate Dean for Undergraduate Student Services, the Associate Dean for Faculty and Graduate Programs, the Associate Dean for Outreach and Engagement, the Director of Information Technology, and the college's Instructional Designer. Faculty members are appointed by their respective departments or schools.

AMENDMENTS

Amendments to the bylaws may be proposed by action of the college faculty, the Policy and Planning Committee, the dean of the college, or by petition signed by ten voting members of the community. Notice of such proposed changes in the bylaws shall be sent in writing to all voting members of the college at least two calendar weeks before voting takes place. Changes in the bylaws require a majority vote of the voting members of the college.