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### All University Senate Handbook-Draft Copy

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## ALL UNIVERSITY SENATE HANDBOOK

University of Minnesota

The campuses of the University of Minnesota are the following and such others as may be designated in the future by the Board of Regents: University of Minnesota, Minneapolis-St. Paul Campus, known as the Twin Cities Campus; the University of Minnesota, Duluth, known as the Duluth Campus; the University of Minnesota, Morris, known as the Morris Campus.

I. All University Senate

The All University Senate is the legislative body of the faculty of the campuses of the University of Minnesota in matters concerning the University as a whole, and is composed of Senators elected on a proportional basis from the total faculty on all campuses of the University. The All University Senate exercises the legislative and policy making powers and responsibilities assigned by the Regents of the University to the University faculty.

The All University Senate directly exercises faculty authority in matters which concern more than one campus of the University or the University as a whole, and on which it is necessary to have a uniform policy. Faculty authority on matters which concern only a single campus of the University rests with each separate campus faculty or the Twin Cities Campus Senate. Faculties of the separate campuses may send reports and recommendations to the All University Senate. In cases of conflict of jurisdiction between the All University Senate and any Campus faculty organization, the decision of the All University Senate carries. Decisions of the All University Senate may be appealed to the Regents by the President of by the Campus faculty.

1. Composition of the All University Senate

Senators of the All University Senate are elected according to the regulations as set forth in the Constitution of the University Senate,

Article III, Section 4 (revised). The number of elected members of each campus is determined by the size of that campus, and the method of nomination of candidates is relegated to the separate campuses. At least every three years the All University Senate Committee on Business and Rules shall review the number and apportionment of elected members and report to the All University Senate, recommending, if necessary, such changes as may assure a fair and proportionate representation. Changes in the apportionment of elected members are made by the vote of the All University Senate. O

2. Meetings of the All University Senate

Meetings of the All University Senate shall be held at least twice quarterly during the academic year to consider University-wide policies and issues. Upon adjournment of the All University Senate, the Twin Cities Campus Senate ordinarily will be convened immediately to consider local business.\* The All University Senate may be convened for special sessions by the President of the University, or by unanimous agreement of the Committee on Business and Rules, or upon petition of any 10 members of the All University Senate or 20 voting members of the faculties as submitted to the Clerk of the Senate or to the chairman of the Committee on Business and Rules. Members of the All University Senate shall be given notice of the special session by the Business and Rules Committee at the earliest possible date and not less than two days before the meeting. Only subjects specifically listed in the proposed agenda for a special meeting may be considered at that meeting.

\* The Twin Cities Campus Senate consists of Senators from the Twin Cities Campus.

3. Organization of the All University Senate

- (1) The President of the University shall be chairman of the All University Senate.

(2) The All University Senate Clerk shall also serve as the Clerk of the Twin Cities Campus. He shall be appointed by the President and confirmed by the Twin Cities Senate, and need not be a member of the Senate.

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

4. Agenda for Meetings of the All University Senate

The Committee on Business and Rules shall prepare the agenda of meetings of the All University Senate. Items of university-wide interest shall clearly be identified on the Senate docket as All University concerns, and shall be given consideration prior to matters pertaining to the Twin Cities Campus business. To the extent possible, All University items shall be consolidated in the agenda of the first meeting of the Senate of every quarter. At the request of the Campus faculties, of All University Committees, at the written request of any 10 members of the faculty, or at the discretion of the Committee on Business and Rules, the Clerk of the All University Senate may include additional items on the agenda at any regular meeting of the All University Senate.

The Committee on Business and Rules shall review the minutes of all major faculty meetings on all campuses to help determine when items are of broader than single campus concern and to bring such items to the attention of the All University Senate.

II. Faculty Organizations within University Campuses

Each campus is authorized to have its own faculty organization which shall exercise legislative functions in matters affecting its own campus.

1. Organizations of Campus Faculties

The Twin Cities Campus Senate shall consist of those Senators from the Twin Cities Campus elected to the All University Senate according to the procedure set forth in the Constitution. These elected Senators shall represent the faculty of the Twin Cities Campus in the Twin Cities Senate, and shall represent the total University faculty in the All University Senate.

At Duluth and Morris, each Campus faculty shall meet as a whole to conduct business and shall otherwise organize itself into committees according to its own needs and desires, but with some attention to compatible format with University-wide committee structure and function. The chief administrative officer of each campus shall serve as chairman of the related faculty organization, and an elected vice-chairman shall preside in the absence of the chairman.

University Committee or the All University Senate. These task forces shall have both specific powers and perform such duties and shall act for such times as are designated in the resolutions calling for their appointment. The President of the University appoints members to the task forces with concurrence of the related All University Senate Committee or the Committee on Committees. The resolutions calling for the creation of the task forces must include specification of the All University Senate Committee through which reports will be channelled to the Senate. These task forces are intended to create a mechanism for intensive study so that the faculty may respond niftily and effectively to the demands facing the University.

Nothing in this document is intended to prohibit appointment of special or standing advisory committees by the President of the University. Ordinarily the President will advise the All University Senate of his appointment of All University Advisory Committees so that necessary coordination with the concerns and activities of the All University Senate and Faculty Committees may be achieved.

11/14/67

### Committee Structure

The committee structure of the All University Senate shall consist of two distinct kinds of standing committees which shall be known as All University Senate Committees and Faculty Committees. All University Senate Committees are committees to which the All University Senate delegates responsibilities in general University areas of faculty concern; Faculty Committees are committees directly responsible to one All University Senate Committee as specified in the By-Laws and are indirectly responsible to the All University Senate, whose purposes are to assist the related All University Senate Committee in the fulfillment and execution of the duties and obligations of the parent committee. In addition, special task forces or ad hoc committees may be created jointly by the President and either an appropriate All University Committee or the All University Senate. These task forces shall have such specific powers and perform such duties and shall act for such times as are designated in the resolutions calling for their appointment. The President of the University appoints membership to the task forces with concurrence of the related All University Senate Committee or the Committee on Committees. The resolutions calling for the creation of the task forces must include specification of the All University Senate Committee through which reports will be channeled to the Senate. These task forces are intended to create a mechanism for intensive study so that the faculty may respond swiftly and thoroughly to the demands facing the University.

Nothing in this document or elsewhere is intended to prohibit appointment of special or standing advisory committees by the President of the University. Ordinarily the President will advise the All University Senate of his appointment of All University Advisory Committees so that necessary coordination with the concerns and activities of the All University Senate and Faculty Committees may be achieved.

1. All University Senate Committees

An All University Senate Committee is any committee whose responsibilities are deemed so important, and the permanent continuity of whose activities is so essential to effective faculty government, that the faculty establishes it under that title. There shall be the following All University Senate Committees: Administrative, Admissions, Business and Rules, Committee on Committees, Educational Policy, Faculty Consultative, Faculty Welfare, Institutional Relationships, Judicial, Research, Resources and Planning, and Student Affairs.

A. Establishment of All University Committees . The All University Senate by appropriate By-Laws may create All University Senate standing committees clothed with such responsibilities as the All University Senate has the power to confer.

B. Reporting of All University Senate Committees. Each All University Senate Committee shall report to the All University Senate at the request of the All University Senate or at the request of the Business and Rules Committee. At least once annually a detailed report of the activities of each committee shall be made to the All University Senate.

C. Responsibilities of All University Senate Committees. The basic duty of the All University Senate Committees is to study the problems and policies of the University within their several areas of responsibility, and to develop appropriate proposals for consideration and action by the All University Senate.

D. Appointment of Committee Members. All members of the All University Senate Committees shall be appointed by the President of the University from a slate of names twice the number to be appointed as indicated in the By-Laws as presented by the Committee on Committees and the Minnesota Student Association. Exceptions to this policy are provided either in Article V, Sections 2 and 4 of the Constitution (Faculty Consultative and Committee on

Committees), or by the nature of the positions represented on committees as stated in the By-Laws. Membership in the All University Senate shall not be a prerequisite to such appointment. The Committee on Committees shall make a survey of the total Senate mailing list at least every three years to ascertain faculty interest and recommendations for committee service.

E. Terms of Faculty Membership. Faculty appointments to All University Senate Committees shall be made for terms of three years with appointments so adjusted that the terms of approximately one third of the members shall expire each year. No committee member is eligible to serve more than two consecutive full three year terms, nor may any faculty member serve on more than two All University Senate Committees at a time. The chairman of each All University Senate Committee is appointed from the membership of the committee by the President of the University; appointments are for one year terms, but may be consecutive. Terms of committee service commence July 1 and terminate June 30.

F. Leave Policy. If a faculty member plans to be on leave from the University or is, for any reason, absent from the University for more than one year, a new committee member shall be appointed to complete the term remaining. Members on leave for one year or less during the first two years shall be replaced by temporary appointment. The President of the University shall make such interim appointments, choosing one name from a slate of two submitted for each vacancy by the Committee on Committees.

G. Committee Support and Service. Each All University Senate Committee shall be tied to a specified University office for support and service and follows:

- Administrative Committee . . . . . President's Office
- Admissions Committee . . . . . Dean of Admissions
- Business and Rules Committee . . . . . Clerk of Senate
- Committee on Committees . . . . . President's Office
- Educational Policy Committee . . . . . Office of Academic V. Pres.
- Faculty Consultative Committee . . . . . President's Office
- Faculty Welfare Committee . . . . . President's Office



Institutional Relationships . . . . .Ed. Rel. & Develop. V. Pres.  
 Judicial Committee . . . . . President's Office  
 Research Committee . . . . . Dean of Graduate School  
 Resources and Planning Committee . . . President's Office  
 Student Affairs Committee . . . . .Ed. Rel. & Develop. V. Pres.

H. Student Representation. There shall be student representatives appointed to all All University Senate Committees according to specifications in the By-Laws, with the exception of the Faculty Consultative Committee.

II. Faculty Committees

Faculty Committees are standing committees created by the All University Senate to aid All University Senate Committees in performing the particular duties and functions assigned in the By-Laws of the All University Senate. Each Faculty Committee will concern itself with policy matters delegated in the By-Laws or referred to it by the responsible All University Senate Committee, will serve the faculty in an advisory or consultative manner to University offices as specified in the By-Laws, and within its area of responsibility may initiate studies and policy proposals for consideration by the All University Senate.

Each Faculty Committee will report normally only to one of the All University Senate Committees as specified in the By-Laws. When matters arise within a Faculty Committee which are of substantial concern to more than one All University Senate Committee, coordination and communication shall be the responsibility of the respective Faculty Committee chairman or the Business and Rules Committee.

In creating a new Faculty Committee, the responsible All University Senate Committee shall present its recommendations to the Senate for approval. This recommendation shall include a statement of justification for establishing a new committee on a long term continuing basis, and shall include definitive statements for eventual incorporation in the University By-Laws. In general,

new Faculty Committees shall not be established to deal with matters which can be handled effectively by already existing All University Senate or Faculty Committees, or, for substantial but nonrecurring problems, by special task forces.

A. Membership. Faculty Committees shall be appointed by the President of the University from a slate of names twice the number to be nominated as presented by the Committee on Committees in consultation with the related All University Senate Committee.

B. Reporting of Faculty Committees. Each Faculty Committee is responsible to the All University Senate through the related Senate Committee. Each Faculty Committee shall report to the related All University Senate Committee, but may report to the All University Senate at its request or at the request of the Business and Rules Committee. Reports to the All University Senate shall be made at least once annually. Minutes of Faculty Committees shall be sent to the Business and Rules Committee.

C. Membership Terms. Appointments to committee membership shall be made for rotating terms of three years. Appointments shall be so adjusted that the terms of approximately one third of the members shall expire each year. Temporary replacements shall be made according to the procedure utilized in replacements as outlined in the section on All University Senate Committees. No member may serve more than two consecutive full terms. The chairman of each Faculty Committee is appointed from the committee membership by the President in consultation with the chairman of the related All University Senate Committee. Chairmen are appointed for a one year term, but may serve consecutive terms, Terms of service commence July 1 and terminate June 30.

### III. Task Forces

Task forces are special study groups created by joint Administration- All University Senate action. Such action will define the qualifications for membership, provide for the number of members, methods of appointment, terms

of office, and will define the specific powers, duties and obligations. The resolutions calling for the creation of the task forces must include specification of the All University Senate Committee through which reports will be channeled into the Senate.

## Statement of Purpose

The Committee on Senate Committees is committed in 1967-68 to a study of the Senate committee structure. The general purpose of this effort will be to strengthen the effectiveness of faculty committee operations at a time of rapid University change. The more specific purposes of the study, as viewed at this time, are:

- 1) To establish procedures by which the separate faculties of the several units or campuses of the University may deal with problems relevant to a single campus, and the total faculty may deal with all-University problems;
- 2) To clarify responsibilities of all Senate committees and related committees, and to centralize documentation of these responsibilities;
- 3) To establish a system which clearly defines the practical relationship of one committee to another and which provides for orderly referral of relevant considerations to the faculty Senate;
- 4) To establish procedures for joint Senate-Administration appointment of ad hoc subcommittees or task forces which may be used for intensive study of particular problems, and to provide for the report of these committees to the Senate through clearly established channels;
- 5) To make provisions for office support for the standing committees of the Senate;
- 6) To provide a definite mechanism for reviewing work of all faculty committees and setting of the agenda for Senate meetings;
- 7) To establish a clear system of appointments, terms of service, and policies regarding rotation and replacement for committee service.

U. Minn. Organization  
Klinger's Comments

P. 1-2 Overlap of U Senate and TC Senate may lessen out-campus influence at crucial policy-making stages

P. 2 Does review of appointment mean of method or count? Why can't no. of reps be based as now on no. of fac?

P. 4 Omits mention of TC campus committee structure