Constitution of the University of Minnesota, Crookston Campus Assembly

The Preamble

The University of Minnesota, Crookston, is dedicated to education, search for knowledge, academic excellence and service to the profession and to the people of the state. It is the purpose of this constitution to foster and promote active, open communication among the faculty, students, academic and civil service and collective bargaining staff, and the administration of the college. Toward this end, the constitution provides a democratic framework in which are defined the roles of the faculty, students, academic and Civil Service and Collective Bargaining staff and administration in initiating recommendations, formulating decisions, and communicating the basis for decisions to those affected.

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 Chancellor, the campus 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.

The powers and responsibilities of the Campus Assembly shall be consistent with the Constitution and Bylaws of the University Senate and will generally include the following:

A. To establish policies, procedures and regulations governing the educational aspects of the college program, including the following areas of concern: honors, library, athletics, student activities, awards, and student behavior.
B. To establish standing and ad hoc committees and to review their actions.
C. To receive and discuss reports from the Chancellor and other administrative officers of College or to request such reports on matters affecting the College.
D. To discuss and act upon any measure or question appropriate to the governing body of the College.

Article II Chancellor Chief Administrative Officer

The Chancellor shall have administrative authority over the affairs of the college. The Chancellor 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 Chancellor shall be responsible for the development and periodical review of college programs. The Chancellor shall be responsible for the interpretation of the college's programs to the University and community.

The Chancellor or the Chancellor'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 Chancellor shall make recommendations concerning appointments, promotion, tenure, and salary increases as outlined in the Criteria and Evaluation Procedures for Hiring, Salary, Review, Promotion and Tenure for the University of Minnesota, Crookston, Faculty and Non-Academic and Non-Student Positions of the University of Minnesota, Crookston.

The Chancellor is responsible for the preparation of the annual budget of the college.

November 21, 2013
Article III Campus Assembly Membership

Section 1. Faculty

The Campus Assembly shall be composed of the following voting members: (a) tenured faculty, (b) tenure track faculty, (c) academic professional and administrative staff who are on a full-time annual renewable teaching appointment, (d) term faculty who are on a full-time annual renewable teaching appointment, (e) one faculty member from the Northwest Research and Outreach Center and (f) members on leave.

Section 2. Academic Professional and Administrative (PA) Staff

Full-time academic professional and administrative (PA) staff shall consist of professional personnel who are assigned to duties enhancing the research, teaching, and 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.

Section 3. Civil Service and Collective Bargaining Staff

Civil service and collective bargaining employees are support staff and scientific/technical staff hired through the University's Personnel Department, and affiliated with units administratively within the college. Civil Service employees who have primary management and supervisory responsibilities for a unit or department shall have full voting rights.

Civil service and collective bargaining voting membership in the Campus Assembly shall include 3 representatives: one representative for the Teamsters, one representative for AFSCME (clerical and technical), and one representative for the Civil Service. These representatives are to be elected by their respective groups based on July 1 employment list. Representatives elected should be forward to the Campus Assembly president by October 1.

Section 4. Students

Students are those undergraduate students currently enrolled in the University in good standing in the college.

Student voting membership in the Campus Assembly shall be at a ratio of one for each 100 full year equivalent students enrolled during the fall semester and one student for each Assembly committee on which students serve. These students shall be selected by Crookston Student Association (CSA) action.

Section 5: Rights and Privileges

Members of these other constituencies are expected to participate in the affairs of the college, including its governance machinery, its committee structure, its grievance procedures, and the revision of the college constitution. Representatives on college committees shall be chosen according to procedures specified in the bylaws.

Article IV Governance/Administrative Structure

Section 1 Membership

The voting membership of the Campus Assembly shall include the President of the University of Minnesota, the Chancellor of the University of Minnesota, Crookston; professors, associate professors, assistant professors, and instructors of the College who are full-time employees; Academic professionals of the college who are full-time employees; full-time employees holding class A Civil Service and Collective Bargaining appointments who hold the title of Assistant Director or Director; the Northwest Experiment
Station professional personnel will elect one person to be their official voting member of the Campus Assembly, with all other professional personnel listed as nonvoting members.

Student voting membership in the Campus Assembly shall be at a ratio of one student for each 100 full-time students enrolled during the fall semester and one student for each (Assembly) committee on which students serve. These students shall be selected by Student Association action. An up-to-date list of voting members must be identified by the Parliamentarian by the end of the second week of the fall term of each academic year to establish a quorum and a roster.

**Section 2 Officers**

The officers of the Campus Assembly shall include the Chairperson who shall be the Chancellor, a Vice Chairperson, a Secretary, and a Parliamentarian. The faculty and the Academic Professional and Administrative, and Civil Service and Collective Bargaining Staff (PA/CSCB) voting members of the Assembly shall elect the Vice Chairperson. This election shall be conducted by the Nominations and Elections committee in the method described under committee duties. The Parliamentarian and Secretary shall be appointed annually by the Chairperson of the Campus Assembly.

**A. Term of Office**

Elected officers of the Campus Assembly shall be elected for a one-year term; they may succeed themselves in office. The Vice Chairperson, Parliamentarian, and Secretary shall have the same term of office as stated above in Section 2.

**Section 3 Executive Board**

The Executive Board shall be comprised of the Chairperson, Vice Chairperson, Secretary, Parliamentarian, Student Association President, and two members to be elected by the non-student members of the Campus Assembly. The duties of the Executive Board shall be to coordinate the meetings of the Campus Assembly, and to prepare an agenda, which shall be distributed, to the membership at least one week prior to each meeting.

**A. Term of Office**

The two members to be elected by the Campus Assembly shall be elected for two-year terms with one replaced each year. This election shall be conducted by the Nominations and Elections committee in the method described under committee duties.

**Section 4 Creation Of Committees**

**A. Administrative Standing Committee**

The Chancellor shall establish the Administrative Standing Committees and shall appoint the committee members. The Committees shall serve in an advisory capacity to the Chancellor.

**B. Campus Assembly Standing Committees**

All standing committees, as established by the Campus Assembly, shall be provided for in the Bylaws of the Assembly with membership, method of selection, and duties described therein.

**C. Special Committees**

Special (ad hoc) committees may be created by the Chancellor or jointly by the Chancellor and Executive Board upon recommendation of the Campus Assembly. Special committees shall have specific powers, perform such duties, and act for such times as are designed in the resolutions calling for their establishment.
D. Participation of Nonacademic Staff in the Affairs of the College

There shall be nonacademic staff representation on the administrative or special committees of the College which directly affects the welfare of such staff as deemed appropriate by the Chancellor. Such participation is to be regarded as a normal part of working at the College with released time to permit such participation.

Article V Amendments

Section 1. Amendment

The Constitution of the college may be amended by a two-thirds majority of those present at a meeting of the Campus Assembly, such amendment to be introduced by proposal from the Constitution and Bylaws Committee or by a petition signed by members and presented to the Chancellor. All amendments shall be reviewed by the Constitution and Bylaws Committee, and shall be given in writing to all members of the assembly at least 2 weeks before the Campus Assembly is called upon to act on them.

Section 2. Interpretation

Final authority to interpret this Constitution shall reside in the Campus Assembly.

Section 3. Implementation

This constitution shall become effective immediately after its adoption by the Campus Assembly. Adoption will require a majority vote of the Campus Assembly. If a majority vote is not obtained, a mail ballot of the Campus Assembly shall be conducted.

November 21, 2013