

**MINNESOTA STATE
UNIVERSITY
MANKATO**

FACULTY ASSOCIATION

**CONSTITUTION
AND
OPERATING
PROCEDURES**

Adopted

April 12, 2011

**MINNESOTA STATE UNIVERSITY, MANKATO
FACULTY ASSOCIATION
CONSTITUTION & OPERATING PROCEDURES**

ARTICLE 1. TITLE AND PURPOSE

Section 1. This organization shall be known as the Minnesota State University, Mankato State Faculty Association, hereinafter referred to as the Association.

Section 2. The purpose of the Association shall be to promote faculty welfare by appropriate means, including but not limited to collective bargaining.

ARTICLE II. SUBORDINATION

Section 1. The Association is a subordinate unit of the Inter Faculty Organization (IFO), the statewide collective bargaining agent for the State University faculty of the Minnesota State Colleges and Universities (MnSCU).

Section 2. Provisions of this Constitution or of Association Operating Procedures, which may become inconsistent with provisions of the Constitution and Operating Procedures of the IFO shall be deemed null and void.

ARTICLE III. MEMBERSHIP AND PARTICIPATION

Section 1. Any faculty member at Minnesota State University, Mankato who is represented by the IFO as bargaining agent and who pays full dues as established by the IFO shall be considered a member of the Association.

Section 2. Only members of the Association are eligible to serve as Association officers, on Association committees, elected or appointed, or in any other Association position; only members of the Association may participate in Association elections or conduct Association business.

Section 3. Within this Constitution, the term "unit" shall refer to those designated in Operating Procedure 1. Should amendments to Operating Procedures 1 result in a unit not being represented on the Association Executive Committee or on any of the various Sub-Meet and Confer Committees; the Association Executive Committee shall insure representation for such units by either treating the situation as a vacancy under Article V, or by a special election in each affected unit. By whatever procedures it deems appropriate, to provide for continuity of membership on Association committees, the Executive Committee shall also insure the principle of staggered terms as prescribed in Article V. Should amendments to the Operating Procedures result in a unit being over-represented on the Executive Committee or on any of the various Sub-Meet and Confer Committees, the Executive Committee shall establish procedures to decide by lot which representative would remain on said committees. By whatever procedures it deems appropriate, the Executive Committee shall also insure the principle of staggered terms as prescribed in Article V.

Section 4. With the exception of discussions concerning private personnel issues, all meetings of any Faculty Association body shall be open to observation by the Association membership. With the exception of emergency situations the Association membership shall be informed of meetings of all Association bodies in a timely manner. Agendas and minutes of the meetings of the Association, the Executive Committee, the Sub-Meet and Confer Committees, and the University-wide Meet and Confer Committee shall be kept and distributed to the Association membership in a timely manner. In its negotiations with the Administration the Association shall strive to bring any joint faculty-administration bodies into compliance with the spirit of this section.

ARTICLE IV. ASSOCIATION MEETINGS

Section 1. Regular meetings of the Association shall be held at least once each semester of the academic year.

Section 2. Special meetings of the Association may be called by the President, by a majority of the Executive Committee, or by a petition signed by at least 25 Association members.

Section 3. Notice of all Association meetings shall be sent to the membership at least three (3) days prior to the meeting.

ARTICLE V. ASSOCIATION OFFICERS AND COMMITTEES

Section 1. The Association Officers shall consist of a President, a Vice President, a Secretary and a Treasurer.

Section 2. The term of office of the Association Officers shall be two years. The President and Secretary shall be elected in odd-numbered years and the Vice President and Treasurer shall be elected in even-numbered years.

Section 3. The Association members of each unit shall elect a representative to the University-wide Meet and Confer Committee. Unit Representatives shall be elected for two-year terms, using the principle of staggered terms.

Section 4. The principle of staggered terms shall require that half of the members of a committee be elected in even-numbered years and half in odd-numbered years (a proportion as close to one-half as is possible if the number of units designated in Operating Procedure 1 is uneven).

Section 5. The Association Executive Committee shall be composed of the Officers, the Chairpersons of the Sub-Meet and Confer Committees, Association Representatives to the IFO Board of Directors, and the Unit Representatives.

Section 6. The Association Sub-Meet and Confer Committees shall be those designated in Operating Procedure 5. Each Sub-Meet and Confer Committee shall be composed of one person elected from each unit by the Association membership of that unit to a two-year term, following the principle of staggered terms. After the elections results are known in April each Sub-Meet and Confer Committee shall select one of its continuing members to be recommended to the Association Executive Committee as Committee Chairperson for the following academic year. By its final Spring meeting the Executive Committee shall consider ratification of the recommendation from each of the Sub-Meet and Confer Committees. Duly elected and ratified chairpersons shall become members of the Executive Committee ten days after the end of Spring session.

Section 7. The Executive Committee may create additional ad hoc committee that it deems appropriate. Nominations or self-nominations shall be given to the Executive Committee, which will confirm such committee members, by majority vote. The Executive Committee shall fill vacancies on any Sub-Meet and Confer or Ad Hoc committee in the same manner, subject to Faculty Association Operating Procedures. The Executive Committee will serve as the campus level equivalent committee for all IFO standing committees, unless those duties are otherwise delegated by the President of the Faculty Association with the Approval of the Executive Committee.

Section 8. Positions, which become vacant during the first year of a two-year term, shall be filled at the next regular election with the person elected serving out the remaining year of the two-year term. The Executive Committee shall have the authority to fill vacancies until the next annual election. Such vacancies shall be filled from the appropriate constituencies. Partial terms will not count towards term limits.

Section 9. No person shall serve in any one of the positions described in this Article for more than 2 consecutive 2-year terms or in more than one elected position at the same time.

Section 10. Unless otherwise designated in this or the IFO Constitution, terms of all Officers and Committee Members shall begin 10 (ten) days after the end of Spring session.

ARTICLE VI. ADMINISTRATIVE ASSESSMENT

Section 1. The Executive Committee shall provide for the annual assessment of the administration of Minnesota State University, Mankato. The Executive Committee may establish a sub-committee for this purpose.

Section 2. The results of the assessment will be provided only to each administrator assessed and to the administrator's supervisor.

Section 3. Regular assessments will occur on a three-year cycle as follows, or by a majority vote of the Executive Committee.

- a. Year one: the president and miscellaneous administrative officers
- b. Year two: the vice presidents and their assistants
- c. Year three: the deans and their assistants

ARTICLE VII. ELECTIONS

Section 1. The annual Association election shall take place before April 15 and all members of the Association shall be given opportunity to participate in the election.

Section 2. During the month of October the Association President shall appoint a Nominations and Election Supervision Committee consisting of one member from each unit and designate its Chair. The membership of the Association shall be informed of the membership of this committee. It shall be the duty of the Nominations and Election Supervision Committee to:

- A.** During November, determine the offices subject to election (conforming to Article V) and the eligibility of incumbents (conforming to Article V).
- B.** During January solicit from each Association member recommendations of persons for nominations to positions to be elected the following April;
- C.** During February publish preliminary ballot recommendations nominating at least one person for each position to be elected and solicit nominations by petition from the Association membership in conformity with Section 4 of this Article;
- D.** No later than March 15, prepare the final ballot; mail it to the Association membership (with detailed instructions for its return to the Committee) and count votes. The results of the election should be published to the Association membership no later than April 20.

Section 3. No person shall be placed on the preliminary or the final ballots without his/her permission in writing or by email to the Nominations and Election Supervision Committee. No person may run for more than one office in any one election.

Section 4. Persons not recommended by the Nominations and Election Supervision Committee may be placed on the ballot by petition. In the case of representatives from units at least 10 Association members from the appropriate constituency shall be required to sign a valid petition of nomination. In the case of positions whose constituency is the whole campus at least 25 Association members shall be required to sign a valid petition of nomination. Such petitions of nomination shall be submitted to the Nominations and Election Supervision Committee in conformity with the timetable established in Section 2 of this Article.

Section 5. Election shall be by mailed ballot: the candidate receiving a plurality of the vote for each position shall be declared elected. If the two candidates receiving the most votes receive the same number of votes, the tie shall be decided by a run-off election between the two candidates with the most votes. The run-off election shall be called immediately after the results of the first vote. Ballots shall be distributed within three (3) working days of the announcement and must be returned within five (5) working days.

In the event that the run-off election results in a tie, the winner shall be chosen by a coin toss conducted in the presence of the tied candidates by the chair of the nominations and election supervision committee. "Heads" shall be assigned to the candidate whose name (last name first) comes first alphabetically.

Section 6. By its last Spring meeting, the Association Executive Committee shall be informed by the Nominations and Election Supervision Committee of the results of the elections. The Executive Committee shall have the final responsibility for resolving any and all election disputes arising under this Constitution using appropriate procedures consistent with this Constitution, including, but not limited to, supervising new elections. No member of the Executive Committee party to such a dispute shall vote on any matter pertaining to the dispute.

ARTICLE VIII. REPRESENTATION ON IFO BODIES

Section 1. The Association's representation on the IFO Board of Directors shall be in accordance with the IFO Constitution and Operating Procedures. Representatives shall be chosen in the annual election in the manner described in Article VII.

Section 2. The Association's representation to the IFO Delegate Assembly shall be chosen by the Executive Committee in whatever manner it deems appropriate, consistent with the IFO Constitution and Operating Procedures.

Section 3. The Association's representative on the IFO negotiating team shall be a members who has had experience as a Faculty Association Officer, an IFO Board Member, or a member of the FA Executive Committee, nominated by the Executive Committee and shall be approved by a majority of those Association members voting by mailed ballot. This voting takes place in even number years.

Section 4. Representatives on each of the various state IFO bodies shall be selected at times and in a manner consistent with the state IFO Constitution. In case of conflict between this Constitution and the state IFO Constitution, the latter shall take precedence.

ARTICLE IX. DUTIES OF OFFICERS AND COMMITTEE MEMBERS

Section 1. The Officers shall perform the duties usually expected of officers with such titles. They shall also perform such duties as are specified in this and other Articles of this Constitution or in the Operating Procedures.

Section 2. The Executive Committee shall be responsible for bringing before the Association matters of interest to the members. It shall carry into execution the policies formulated by the Association (See Operating Procedure 4). It shall perform whatever tasks are necessary and proper to the promotion of the purposes of the Association. The Executive Committee shall employ at least one clerical assistant on a part time or full time basis, pursuant to the terms of the IFO/IFOSA Collective Bargaining Agreement, such duties, and others as may be assigned by the Executive Committee or the President, shall be performed under the supervision of the President. The Executive Committee shall consider nominees for joint faculty-administrative bodies and shall confirm such nominations by majority vote, subject to other articles and Operating Procedures governing committees and elections.

Section 3. The President of the Association, or the Vice President in his/her absence, shall be the chief spokesperson of the Association, shall lead the Association in Meet and Confer sessions, and shall act for the Association in emergency situations consistent with the principles of this Constitution and policies of the Association. The President of the Association, or the Vice President in his/her absence, shall preside at the Association meetings, and shall call Executive Committee meetings. The President shall preside at Executive Committee meetings. The President shall supervise the clerical assistant.

Section 4. The Secretary shall be responsible for the recording, distribution, and safe keeping of minutes of all meetings of the Association membership and the Executive Committee; for recording and reviewing notes of Meet and Confer Sessions; for keeping and distributing records of Sub-Meet and Confer Committees; and for the maintenance of documents and communications of all types having to do with the business of the Association.

Section 5. The Treasurer shall be responsible for the collection, safekeeping, and administration of the disbursement of funds for the Association. All payments from funds of the Association for expenditures as authorized by the Association or the Executive Committee must be signed by the FA President and FA Treasurer.

Section 6. If the President-elect is unable to assume office by the starting date of the term, that position shall be filled by the Vice President or Vice President-Elect until the end of that academic year. The Executive Committee shall appoint a Vice President for that academic year, ratified by a vote of at least 50% plus one of those attending the Executive Committee meeting. At the next regularly scheduled election, elections will be held for a new term or to fill the remaining term for both President and Vice President.

Section 7. The four officers of the Association, the local members of IFO Board, the Unit Representatives, and the chairs of the *Budget, Extended Learning; Faculty Development; Faculty Improvement & Sabbatical; General Education & Diversity; Graduate; Planning; Program Review, Assessment and Evaluation; Research and UCAP.* Sub Meet and Confer Committees shall collectively comprise the University-wide Meet and Confer Committee.

Section 8. The Association or the Executive Committee may assign additional responsibilities to its Officers, Committees and other bodies as circumstances dictate.

Section 9. The Unit Representatives shall each be responsible for organizing their respective units in whatever manner deemed appropriate by the Executive Committee. Each Unit Representative may call a meeting of the members of the various Sub-Meet and Confer Committees representing their unit to report on and discuss current activities of the Association as it relates to the unit. These meetings shall be well publicized in advance and shall be open to the Association membership from the unit.

ARTICLE X. RECALL OF OFFICERS AND COMMITTEE MEMBERS

Section 1. Officers and Committee Members elected under the provisions of this Constitution will be subject to a recall election conducted by the Executive Committee upon receipt of a petition calling for such election signed by a majority of members of the constituency which originally elected the Officer or Committee member. Said Officers and Committee members shall be dismissed from their office if 2/3 of the eligible voters from the constituency, which originally elected the Officer or Committee member, vote in the affirmative for their recall.

Section 2. The positions of dismissed Officers or Committee members shall be treated as vacancies under Article V, Section 8.

ARTICLE XI. QUORUM AND PARLIAMENTARY GUIDE

Section 1. A quorum for a regular or special meeting of the Association shall be 25 members.

Section 2. A quorum for a written mailed ballot to amend this Constitution or adopt Operating Procedures shall be 50% of the membership plus one.

Section 3. Robert's Rules of Order, Revised, shall be the Association's parliamentary guide for matters not covered in this Constitution, the Association's Operating Procedures, the IFO Constitution, or the IFO Operating Procedures.

ARTICLE XII. OPERATING PROCEDURES AND AMENDMENTS

Section 1. The Association may supplement this Constitution with Operating Procedures, which must be consistent with the provisions of this Constitution. Such Operating Procedures may be proposed by a majority vote of a regular Association meeting or by a majority of the Executive Committee. To take effect such Operating Procedures must be approved by a majority affirmative vote of a quorum by mailed ballot to the Association membership.

Section 2. This Constitution may be amended by the following procedures. Amendments may be proposed by a majority vote of a regular Association meeting or by a majority of the Executive Committee. To take effect such amendments must be approved by a 2/3 affirmative vote of a quorum by mailed ballot to the Association membership.

Section 3. At least once every five years the Association President shall appoint a Constitution Review Committee to solicit advice from the Association membership and to make recommendations to the Executive Committee concerning Constitutional revision and/or the adoption of Operating Procedures. Any member of the Association regardless of what other offices he/she may or may not hold would be eligible to serve on the Constitution Review Committee.

ARTICLE XIII. GRIEVANCE COMMITTEE

Section 1. In accordance with the IFO Constitution, the Executive Committee shall appoint a Grievance Committee consisting of the following: Faculty Association President, Faculty Association Vice President and the three (3) State IFO Representatives. The Executive Committee designated the Vice President of the Faculty Association as chairperson and Grievance Officer as required under the IFO Agreement with MnSCU.

MINNESOTA STATE UNIVERSITY, MANKATO FACULTY ASSOCIATION OPERATING PROCEDURES

Operating Procedure 1: Designation of Units

Pursuant to Article III, Section 3 of the Faculty Association Constitution the Association units are designated as follows: (1) College of Allied Health and Nursing; (2) College of Arts and Humanities; (3) College of Business; (4) College of Education; (5) College of Science, Engineering, and Technology; (6) College of Social and Behavioral Sciences; and (7) Library and other Faculty not assigned to a College.

Operating Procedure 2: Hiring of Clerical Staff

Pursuant to Article IX, Section 2 of the Faculty Association Constitution, the Executive Committee shall employ at least one clerical assistant on a part-time or full-time basis, pursuant to the terms of the IFO/IFOSA Collective Bargaining Agreement, whose duties shall include, but not be limited to, typing and distribution of the minutes the Executive Committee and the Sub-Meet and Confer Committee meetings; preparation and distribution of a monthly Association calendar showing the dates, times and locations of all scheduled meetings, and maintenance of a current membership list and all past and present official Association records and files. Such duties, and others as may be assigned by the Executive Committee or the President, shall be performed under the supervision of the President.

Operating Procedure 3: Association Elections

Pursuant to Article VII, Sections 2, 3, 4, and 5 of the Faculty Association Constitution the following procedure will be used for Association elections:

- a. During November the Nominations and Election Supervision Committee (known hereafter in this Operating Procedure as the Committee) will prepare a list of all offices that will be vacant at the beginning of the next academic year. The Committee will also prepare a list of Association members by Unit who are eligible to fill the offices.
- b. In January the list of vacant offices will be sent to all Association members for the purpose of soliciting suggested nominees. Members will be able to nominate eligible faculty, including themselves, for vacancies within their units or for campus-wide offices by writing names in on the list and returning it to the Committee no later than the end of January. Members may also

use the list to indicate that they do not want to be nominated for any or all offices. The Committee may also seek or propose candidates beyond those suggested by faculty.

- c. In accordance with Article VII, Sections 2 and 3 of the Constitution, upon verifying the eligibility of all nominees, the Committee shall prepare a preliminary ballot that will be sent to members during February. Members shall advise the Committee of necessary corrections to the ballot no later than the last day of February. During this time, other nominations may be made by petition, as described in Article VII, Section 4 of the Constitution. Such petitions must be submitted to the Committee no later than the last day of February.
- d. Elections shall be conducted by ballot, as described in Article VII, Section 5 of the Constitution. Ballots shall be sent to all faculty no later than March 15 and must be returned to the Association's clerical assistant or Nominations and Election Committee chair no later than April 15. Ballot results shall be reported to the Executive Committee before its final Spring meeting. By this meeting, the Executive Committee shall resolve any election disputes, as described in Article VII, Section 6 of the Constitution. The ballot results will be retained by the Association's clerical assistant as a matter of record until the next election.

Operating Procedure 4: Duties of Officers and Committee

Pursuant to Article IX, Section 2, the Faculty Association shall develop and codify policies as deemed necessary and appropriate for the functioning of the Association. Association policies may be formulated by a majority vote of those members present and voting at a meeting of the Association, or by a majority vote of those members of the Executive Committee present and voting at a meeting of the Executive Committee. Any proposed policy shall be circulated among the Association membership at least two weeks prior to a vote. Members are expected to attend all meetings pertinent to their position. The Executive Committee reserves the right to remove any member for excessive absences.

Operating Procedure 5: Sub-Meet and Confer Committees

Pursuant to Article V, Section 6, the Association Sub-Meet and Confer Committees shall be the following:

- a. Assessment and Evaluation
- b. Budget
- c. Extended Learning
- d. Faculty Development
- e. Faculty Improvement and Sabbatical
- f. General Education & Diversity Committee
- g. Graduate
- h. Planning
- i. Research
- j. Undergraduate Curriculum and Academic Policy

a. Membership on Sub-Meet and Confer Committees is governed by the appropriate sections in Article V of this Constitution. Faculty Committee Chairs shall be chosen each year in accordance with Article V, Section 6. At least 24 hours before each scheduled Executive Committee meeting all Faculty Sub-Meet & Confer Committee Chairs shall submit written reports regarding their Committees' activities to be distributed to Executive Committee members.

b. Specific duties and charges for each Sub-Meet and Confer Committee shall be reviewed at the first meeting of each academic year by the representatives from the Faculty Association and Administration. Any changes in duties or charges from the previous year shall be referred to the Executive Committee for approval.

c. Administration or elected IFO members may be added to Sub-Meet and Confer with the joint approval of Administration and the Faculty Association Executive Committee. Unless a Sub-Meet and Confer Committee meetings is dealing with issues covered by data privacy law and regulations, all meetings of all Sub-Meet and Confer are open to attendance by non-participating, not-voting observers.

d. Faculty Association members of Sub-Meet and Confer Committees may meet separately from Administration and other Committee members in order to discuss issues or expedite business relating to the Sub-Meet and Confer Committee. Such issues and business shall be reported to the Executive Committee through the Faculty Association Administrative Assistant.

Operating Procedure 6: Ad Hoc Committees

Pursuant to Article V, Section 7, Ad Hoc Committees may be designated for a specific task beyond the purview of the regular Sub-Meet and Confer committees, and shall be formed and appointed by a majority vote of the Executive Committee.

- a. Time limit: all Ad Hoc Committees will cease to exist on September 1 unless specifically renewed by the Executive Committee.
- b. Term limit: For renewed committees, no person shall serve for more than two consecutive years on any given Ad Hoc Committee. By a 2/3-majority vote, the Executive Committee can override this term limitation.
- c. Reporting: Ad Hoc Committees will be called upon to report on their work to the Executive Committee at the request of the Association President but no less than once each term.

COMMITTEE CHARGES

ASSESSMENT & EVALUATION

The Faculty Association Program Review and Assessment committee's role is:

- 0 to propose policies and procedures related to program review and assessment;
 - 1 to be available as resources for departments undergoing accreditation/program review,
 - 2 to review the institution-wide assessment plant, and
- (d) to help enhance an "assessment culture" at the university.

BUDGET COMMITTEE CHARGE

The main task of this committee is to gather information on budget issues as they affect the institution and then disseminate that information to their various constituencies. Also the committee is to make known to the administration representatives, the budgeting concerns of their various constituencies.

- o There is a representative from each College [or unit] in the University.

o The Faculty Association Budget Committee meets periodically to discuss which budget issues it will bring before the Budget Sub-Meet and Confer.

o The Budget Committee elects a chair from their number who becomes a member of the Faculty Association Executive Committee and who reports to the Executive Committee in writing. [see Article V, Sect. 5 of the Constitution.] {the election of a Chair is to take place in late Spring this vote is then ratified by the Executive Committee and the new chair takes office 10 days after the end of Spring semester, and serves the following academic year} Sect. 6.

o The members of the Budget Committee are to attend the Budget Sub-Meet and Confer. (Traditionally the meetings have been on Tuesday afternoon at 3:00.)

o The Administration prepares the agenda for the Sub-Meet and Confer, but faculty may request that certain items be covered.

o The Budget Sub-Meet and Confer has representatives from the faculty (the Budget Committee), Administration, the other various campus unions, and students. College and Administrative Deans may also attend. The meeting is public.

o The faculty Chair of the Budget Committee may be asked by the Executive Committee to attend the Main Meet and Confer.

o The term of office is two years

EXTENDED LEARNING COMMITTEE CHARGE

The purpose of the Extended Learning Committee & Sub M&C is to provide advice to the Dean of Extended Learning in matters pertaining to Extended Learning. The committee activities include reviewing and recommending Extended Learning policy & procedures, reviewing differential tuition requests for undergraduate programs & facilitating the work of Extended Learning.

Membership Committee:

o. Faculty representation from each academic College (or unit) in the University; Sub M&C;

o. Additional representatives from the faculty such as: UCAP, Graduate Sub M&C;

o. Administration;

- Other academic support units such as: Admissions, Registrar, Instructional Technology Services (ITS) and students.

The faculty Extended Learning Committee meets periodically to discuss issues. The faculty Chair of the Extended Learning Committee is the co-chair of the Extended Learning Sub Meet & Confer. The Extended Learning Committee members attend the Extended Learning Sub Meet & Confer.

The Extended Learning Sub Meet & Confer is co-chaired by the Dean of Extended Learning. The administration prepares the agenda for the Sub Meet & Confer and faculty may request that certain items be covered.

The Extended Learning Sub M&C meets once a month at (time).

The term of office for Committee members is two years. Faculty are eligible to serve two - two year terms for a total of four years.

Revised 2/1/05

FACULTY DEVELOPMENT COMMITTEE CHARGE

1. Tenure/Promotion Workshop
2. Teaching Scholar Fellowship
 - 0 Support, if requested, coordinator of Center for Faculty Development in fulfilling Center's charge.
 - 1 Other: (e.g., post-Collaboration (brown-bag lunch) discussion sessions; second follow-up T/P session; occasional survey & open meetings for FD issues).

Committee meets 4 or 5 time per year: two (2) of the meetings are "sub-meet and confer,"

One (1) for TSF (in Fall) and the second (2) for T/P Workshop (this year on February 28).

FACULTY IMPROVEMENT & SABBATICAL CHARGE

The Faculty Improvement and Sabbatical Committee is responsible for developing and administering the guidelines for Faculty Improvement Grant requests and sabbatical leave requests. The Committee meets six times during the academic year to review Faculty Improvement Grant applications and to forward recommendations for awarding grants to the Academic Vice President. The Committee also meets twice during the year to review and recommend sabbatical leave applications. In addition, the Committee members serve as a resource for faculty seeking assistance in preparing faculty Improvement and Sabbatical applications.

GENERAL EDUCATION & DIVERSITY CHARGE

(Revised Oct, 2007)

Bylaw 5 of the Minnesota State University Faculty Association's Constitution and Bylaws was amended in March, 2007 to rename the General Education Sub-Meet and Confer Committee to the General Education and Diversity Sub-Meet and Confer Committee (hereinafter referred to as the General Education and Diversity Committee). The following Committee Charge is hereby adopted to implement the intent of the name change.

The General Education and Diversity Committee shall approve new courses and proposed changes in existing courses which are either currently part of the Minnesota State University, Mankato's General Education curriculum or Diversity curriculum or have been proposed for inclusion in the General Education curriculum or the Diversity curriculum. In addition, the General Education and Diversity Committee will supervise General Education and Diversity assessment and review Minnesota transfer curriculum requirements designated as General Education.

The General Education and Diversity Committee is also responsible for initiating, reviewing, revising and implementing General Education Curriculum and Diversity Curriculum guidelines and related General Education or Diversity undergraduate curriculum policy.

As the General Education and Diversity curricula is are parts of the overall curriculum of the University, the General Education and Diversity and UCAP committees are expected to work closely with one another.

The General Education and Diversity Committee will establish regular meeting days and times for each semester at the first committee meeting of each semester.

The chair of the General Education and Diversity Committee is a member of the Faculty Association Executive Committee.

GRADUATE COMMITTEE CHARGE

Our Committee is charged with providing advice to the Graduate Dean in all manners pertaining to graduate education on our campus. The Committee's activities include reviewing Graduate Faculty Status requests, reviewing requests for new graduate courses, and reviewing requests for new graduate programs. Members of the Committee meet for approximately 90 minutes a month in advance of our 90-minute meeting with the Graduate Dean. We spend approximately 2 hours a month reviewing materials in preparation for each Committee meeting.

PLANNING COMMITTEE CHARGE

Implemented 2009

This charge was implemented in AY 2009-2010 by Provost Olson and was reviewed in AY 2010-2011 by the Planning Sub Meet and Confer:

The Planning Sub Meet and Confer meets every other Thursday starting at the beginning of each Academic Year. The Planning SMC works closely with all divisions on institutional-wide planning. The work of the Planning SMC is coordinated with the Budget SMC and Assessment SMC to assist in the coordination of institutional-wide decision making. FA Co-chairs of the three SMCs meet occasionally as a group, and occasionally with their Administration Co-chairs and the Administrator in charge of University Planning to coordinate Joint Meetings of the SMCs to address larger issues and coordinate work among the SMCs, to maintain compliance with recommendations made in the last HLC review.

Specific duties of the Planning SMC include:

1. Strategic Planning
 - a. Review and make recommendations to Cabinet annually regarding Strategic Funding proposals.
 - b. Review reports of Strategic Planning Task Forces and advise on implementation.
2. Contract Reviews: Review major institutional contracts annually and make recommendations to Cabinet regarding these contracts.
3. University Master Plan Review: Periodically review Campus Master Plan proposals and make recommendations to Cabinet regarding proposals.
4. Integrated SMC process with Planning, Budget, and Assessment SMCs through Co-chairs coordinating these efforts through the Administrator in charge of University Planning and periodic Joint SMC meetings to address larger issues of mutual concern to all three SMCs.

RESEARCH COMMITTEE CHARGE

The faculty research committee is currently charged with evaluation of two cycles of grant proposals. The committee routinely meets prior to the fall and spring FRG application deadlines to set the plan for evaluation. Each committee member evaluates all proposals and rates them based on a set of prescribed criteria. The committee reconvenes once for any questions on proposals and again for ranking the grants according to scores. Recommendations for funding are made to the Academic Affairs.

UNIVERSITY CURRICULUM AND ACADEMIC POLICY COMMITTEE CHARGE

UCAP reviews and acts on proposals for undergraduate course and program

revisions, additions, or deletions. These proposals, which include general education proposals, have been previously reviewed by college curriculum committees and/or the General Education committee, as appropriate. UCAP also provides input on undergraduate curriculum and policy issues at both the institutional and MnSCU levels.

UCAP meets from 1.5 to 2 hours per week. One week a month, this meeting is a sub meet and confer with appropriate administrators.

*****All Committee Chairs are member of the Faculty Association Executive Committee***
Executive Generally Meets on Thursday's @ 3:00 p.m.
Each chair is asked to send a brief report to Donna before Executive Meeting**

APPENDIX
MINNESOTA STATE UNIVERSITY, MANKATO FACULTY ASSOCIATION
NOMINATIONS AND ELECTIONS PROCEDURES

OCTOBER

1. President appoints a Nominations and Election Supervision Committee consisting of one member from each unit and designates its chair. ARTICLE VII, Section 2.
2. Association membership informed of the membership of this committee. ARTICLE VII, Section 2.

NOVEMBER

1. Committee determines offices subject to election, and eligibility of incumbents.
ARTICLE VII, Section 2 (A)
2. Committee prepares a list of all offices that will be vacant at the beginning of the next academic year.

JANUARY

1. Committee sends one list with vacant offices to all Association members to solicit nominees for April election. ARTICLE VII, Section 2 (B); Operating Procedures.

2. Association members return nominations to appropriate committee members.
Operating Procedures.

FEBRUARY

1. Prior to distribution of preliminary ballot, nominees give permission, in writing or by email for their name to appear on ballot. ARTICLE VII, Section 3.
2. Committee distributes preliminary ballot recommendations to entire membership nominating at least one person for each position to be elected, AND solicits nominations by petition from the Association membership,
ARTICLE VII, Section 2 (C); Operating Procedures.

FEBRUARY/MARCH

Members may nominate to final ballot by petition:

1. In the case of unit representatives on the Executive Committee or on Sub-Meet and Confer Committees signatures of at least 10 Association members from the appropriate constituency are required. ARTICLE VII, Section 4.
2. In the case of positions whose constituency is the whole campus signature of at least 25 Association members are required. ARTICLE VII, Section 4.

MARCH

1. Prior to distribution of final ballot, nominees give permission, in writing or by email, for their name to appear on ballot. ARTICLE VII, Section 3.
2. Committee prepares final ballot no later than March 15, mails it to the Association membership (with instructions for its return to the Committee), and counts votes after ballots are returned. ARTICLE VII, Section 2. (D)
3. A plurality of votes is sufficient to elect a candidate, while tie votes are decided by a run-off election between the two candidates with the most votes. The run-off election shall be called immediately after the results of the first vote. Ballots shall be distributed within three (3) working days of the announcement and must be returned within five (5) working days. In the event that the run-off election results in a tie, the winner shall be chosen by a coin toss conducted in the presence of the tied candidates by the chair of

the nominations and election supervision committee. "Heads" shall be assigned to the candidate whose name (last name, first) come first alphabetically. ARTICLE VII, Section 5.

APRIL

1. Results of the election are published to the membership no later than April 20. ARTICLE VII, Section 2 (D).
2. Committee informs Association Executive Committee, at its last Spring meeting, of election results. ARTICLE VII, Section 6.
3. Executive Committee retains results of the ballot as a resource for filling vacancies should they occur prior to the next election. Operating Procedures.