

***MINNESOTA STATE  
UNIVERSITY  
MANKATO***

***FACULTY ASSOCIATION***

***CONSTITUTION  
AND  
OPERATING PROCEDURES***

*Adopted  
May 2015*

## TABLE OF CONTENTS

### **CONSTITUTION**

ARTICLE I	Title and Purpose	1
ARTICLE II	Subordination	1
ARTICLE III	Membership and Participation	1 & 2
ARTICLE IV	Association Meetings	2
ARTICLE V	Association Officers and Committees	2 & 3
ARTICLE VI	Administrative Assessment	3
ARTICLE VII	Elections	4 & 5
ARTICLE VIII	Representation on IFO Bodies	5 & 6
ARTICLE IX	Duties of Officers and Committee Members	6 & 7
ARTICLE X	Recall of Officers and Committee Members	7
ARTICLE XI	Quorum and Parliamentary Guide	8
ARTICLE XII	Operating Procedures and Amendments	8
ARTICLE XIII	Grievance Committee	8

### **OPERATING PROCEDURES**

Operating Procedure 1	Designation of Units	9
Operating Procedure 2	Hiring of Clerical Staff	9
Operating Procedure 3	Association Election	9 & 10
Operating Procedure 4	Duties of Officers and Committee	10
Operating Procedure 5	Recall of Officers and Committee Members	10

Operating Procedure 6	Sub-Meet and Confer Committees	11
Operating Procedure 7	Ad Hoc Committees	12

### **FACULTY ASSOCIATION CHARGES**

Vice President & Chief Grievance Officer	12
Assessment & Evaluation	13-14 & 15
Budget	15-16 & 17
Extended Education	17 & 18
Faculty Development	18-19 & 20
Faculty Improvement & Sabbatical	20 & 21
General Education and Diversity	21-22 & 23
Graduate Curriculum and Academic Policy (GCAP)	24-25 & 26
Planning	26-27 & 28
Research	28 & 29
Undergraduate Curriculum and Academic Policy (UCAP)	30 & 31
Faculty Association Executive Members	32
Unit Representatives	32
Nominations and Election Procedures	33 & 34

**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 upon the recommendation of an Ad Hoc Constitutional Review Committee and verification of a majority vote of the Executive Committee.

**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, or when the Executive Committee votes to go into “executive session, 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. Statewide representatives to the IFO Standing Committees will serve as ex-officio members.

**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 fall. By its final Spring meeting the Executive Committee shall consider ratification of the recommendation from each of the Sub-Meet and Confer Committees. Duly selected and ratified chairpersons shall become members of the Executive Committee on July 1.

**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. If filling a one (1) year replacement on an FA Committee the faculty may run

for their own two (2) year term with the possibility of serving on the same committee for five (5) year.

**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.** Terms of all Officers and Committee Members shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

## **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 directors
- c. Year three: the deans

## **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 Executive Committee shall elect 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.

**Section 3.** No person shall be placed on the preliminary or the final ballots unless eligible 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 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 are announced through email. Ballots shall be distributed within three (3) working days of the announcement and must be returned within five (5) working days of ballot distribution.

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. Results of the Spring election shall be posted no later than April 20<sup>th</sup>.

## **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 member 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 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 Assessment and Evaluation, *Budget, Extended Education, Faculty Development, Faculty Improvement & Sabbatical, General Education & Diversity; Graduate Curriculum & Academic Policy, Planning, 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.

**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 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 the Executive Committee. To take effect such Operating Procedures must be approved by a 2/3 majority of the Executive Committee.

**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 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.

## **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. Nominees for Executive Committee positions will be provided with a copy of the IFO Conflict of Interest Policy and will certify in writing that they have read and agree to be bound by said policy prior to taking office.
- e. 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**

a. 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.

b. All members of the Executive Committee are subject to the IFO's Conflict of Interest Policy.

#### **Operating Procedure 5: Recall of Officers and Committee Members**

A recall ballot may be instigated by a petition signed by one-half plus one of the total number (not the actual voters) of constituents who voted for that position in the original

election of the Officer or Committee Member. The Executive Committee shall conduct a recall ballot within two weeks of receipt of the petition. Said Officers and Committee members shall be dismissed from their office if 2/3 of the voters from the current eligible constituency vote in the affirmative for their recall.

#### **Operating Procedure 6: 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 Education
  - d. Faculty Development
  - e. Faculty Improvement and Sabbatical
  - f. General Education & Diversity Committee
  - g. Graduate Curriculum and Academic Policy (GCAP)
  - h. Planning
  - i. Research
  - j. Undergraduate Curriculum and Academic Policy (UCAP)
- 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 FA Executive Committee and the FA Sub-Meet and Confer Committee members. Any changes in duties or charges from the previous year shall be referred to the Executive Committee for approval.
- c. Faculty Association members of Sub-Meet and Confer Committees shall 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.
- d. All Sub-Meet and Confer Committee Charges must include:
- 1. The purpose of the Committee
  - 2. The following statement, "This Committee represents the FA at Sub-Meet and Confers."

3. A clear separation of the duties of the Committee from the duties of the Sub-Meet and Confer meetings.

### **Operating Procedure 7: 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.

### **Minnesota State University, Mankato Faculty Association Responsibilities of the Vice President and Chief Grievance Officer**

The President of the Association or 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 Constitution and policies of the Association. The President of the Association or Vice President in his/her absence shall preside at the Association meeting and shall call Executive Committee meetings. The President shall preside at Executive Committee meetings. The President shall supervise the clerical assistant.

Responsibilities of the Vice President include but are not limited to the following tasks:

- Meet with or communicate regularly with the FA President to discuss items of interest to the faculty and university as a whole.
- Participate in regular meetings with the Administration to discuss matters of mutual interest.
- Attend Meet and Confer sessions with the Administration.
- Attend Executive Committee meetings.
- Attend IFO Board meetings as a substitute if IFO Board Representatives from campus are unable to attend.

- File grievances as necessary if provisions of the IFO Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Association currently in effect are violated.
  - Communicate information/questions about grievances with IFO staff counsel
  - Document grievance information on Step I and Step II forms
- Meet with faculty as requested to discuss concerns, disputes, and possible violations of the IFO Master Agreement.
- Represent the Faculty Association at functions/meetings as requested by President or Administration.

### **FA Sub-Meet and Confer Committee Charges (Revised 5/1/14)**

Pursuant to FA Operating Procedure 5-6, charges for the current Sub-Meet and Confer Committees are established as follows:

#### **Assessment and Evaluation Committee**

##### ***Purpose of the Committee***

The purpose of the Assessment and Evaluation Sub-Meet and Confer Committee is to facilitate an institutional culture of assessment and evaluation. The committee activities include the assessment of student learning and institutional effectiveness.

##### ***Duties of the Faculty Committee***

The duties of the committee are divided into the following:

1. **Assessment of student learning**
  - Serve as a resource for departments undergoing accreditation and program review,
  - Propose policies, processes and procedures related to program review and assessment of student learning,
2. **Institutional Effectiveness**
  - Review assessment and evaluation data, policies, processes, and procedures, and makes recommendations about institutional effectiveness and outcomes. This includes recommendations related to instrumentation, aggregation, and interpretation of data that can be used in university planning and budget development

The duties of the committee also include:



- Representing the FA at Sub-Meet and Confers.

### ***Duties of the Faculty Chair***

The Faculty Co-Chair spends an additional 10 to 15 hours per month assuming faculty co-chair responsibilities including:

- In conjunction with Faculty Committee members, develop Committee's meeting agendas, disseminate the agenda prior to the meeting, and facilitate meetings.
- Ensure meeting minutes are taken. Review meeting minutes, disseminate for approval, and distribute the final minutes to faculty on the committee. In addition, send approved minutes to the FA Administrative Assistant for dissemination to all FA members.
- Attend all FA Executive Committee meetings. Meetings are held 1 to 2 times per month. Put forward agenda items pertaining to be discussed at the meetings.
- Report to the FA Executive Committee in writing prior to each Executive Committee meeting and as otherwise appropriate.
- Serve as Co-Chair of the Sub-Meets & Confer. Put forward items to be discussed at meetings in consultation with the Administration Co-Chair.
- Attend FA/Administration Meet and Confer meetings (as appropriate).

### ***Faculty Committee Meetings***

The duties of the FA committee include meeting once a semester for at least 30 minutes to discuss issues of assessment pertinent to faculty.

This Committee represents the FA at Sub-Meet and Confers.

### ***Duties of the Sub-Meet and Confer***

The duties of the committee are divided into the following:

1. **Assessment of student learning**
  - Serve as a resource for departments undergoing accreditation and program review,
  - Propose policies, processes and procedures related to program review and assessment of student learning,
  - Review the institution-wide assessment plan, and
  - Help to enhance the assessment culture and the university.

## 2. Institutional Effectiveness

- Review assessment and evaluation data, policies, processes, and procedures, and makes recommendations about institutional effectiveness and outcomes. This includes recommendations related to instrumentation, aggregation, and interpretation of data that can be used in university planning and budget development

The duties of the committee also include:

- Review of Strategic Priority Funding Assessment Plans and Reports
- Review of and Reporting on Institutional Student Learning Outcomes

### ***Sub-Meet and Confer Meetings***

The Assessment and Evaluation Sub-Meet and Confer meets 5 times each semester for 2 hours per meeting. Committee members spend an additional 4 to 6 hours a month engaged in work pertaining to the charge. The agenda is created by the FA and Administration Co-Chairs. Faculty members submit potential agenda items to the Faculty Co-Chair prior to the Sub-Meet and Confer meetings. The Faculty and Administrative Co-Chairs disseminate the agenda to members prior to each meeting. Notes are taken and distributed following each meeting. Copies of notes are maintained in the FA office.

## **Budget Committee**

### ***Purpose of the Committee***

The main task of the Faculty Association Budget Committee and the Sub-Meet and Confer Committee is to gather information on budget issues as they affect the institution and then disseminate that information to faculty and other constituencies. The committee also makes known the budgeting concerns of faculty and other constituencies to the administration representatives.

### ***Duties of the Faculty Committee***

- The Faculty Association Budget Committee meets monthly to discuss which budget issues it will bring before the Budget Sub-Meet and Confer.
- Members of the Budget Committee are to attend the monthly Budget Sub-Meets and Confer.
- The Administration prepares the first draft agenda for the Budget Sub-Meets and Confer. The faculty may add items to this draft through the Budget co-chair.
- This Committee represents the FA at Sub-Meet and Confers

### ***Duties of the Faculty Chair***

The Faculty Chair spends an additional 20-25 hours per month assuming faculty chair responsibilities.

Duties of the Faculty Chair include, but are not limited to:

- In conjunction with Faculty Committee members, develop Committee's meeting agendas, disseminate the agenda prior to the meeting, and facilitate meetings.
- Ensure meeting minutes are taken. Review meeting minutes, disseminate for approval, and distribute the final minutes to faculty on the committee. In addition, send approved minutes to the FA Administrative Assistant for dissemination to all FA members.
- Attend all FA Executive Committee meetings. Meetings are held 1 to 2 times per month. Put forward agenda items pertaining to budget to be discussed at the meetings.
- Report to the FA Executive Committee in writing prior to each Executive Committee meeting and as otherwise appropriate.
- Serve as Co-Chair of the Sub-Meets & Confer. Put forward items pertaining to budget to be discussed at meetings in consultation with the Administration Co-Chair.
- Attend FA/Administration Meet and Confer meetings (as appropriate).

### ***Faculty Committee Meetings***

The Faculty Committee meets as needed.

### ***Duties of the Sub-Meet and Confer***

The Sub-Meet and Confer has several duties including but not limited to:

- Reporting on and discussing revenue issues such as tuition, enrollment numbers, student fees and other sources of revenue generation.
- Reporting on and discussing cost issues such as personnel expenses, facility expenses, contract negotiations and collaborative sourcing.
- Reporting on and discussing areas in need for review or investment such as vehicle fleet or parking.
- Review of Institutional Equipment requests.
- Discussing intermediate and long term budgetary prospects and impacts.
- Identifying topics and issues to bring to joint Planning, Budget and Assessment sub-meets.

### ***Sub Meet and Confer Meetings***

The Sub Meet and Confer meets once a month for 2 hours with various University unit and administrative representatives assigned to the committee. –The agenda is created by the FA and Administration Co-Chairs. Faculty members submit potential agenda items to the Faculty Co-Chair prior to the Sub-Meet and Confer meetings. The Faculty and Administrative Co-Chairs disseminate the agenda to members prior to each meeting. Notes are taken and distributed following each meeting. Copies of notes are maintained in the FA office.

### **Extended Education Committee**

#### ***Purpose of the Committee***

The Extended Education (EEC) Committee is to provide advice to the Dean of the College of Extended Education in matters pertaining to Extended Education at Minnesota State University, Mankato. The committee activities include reviewing and recommending Extended Education policy & procedures, reviewing differential tuition requests for undergraduate programs & facilitating the work of Extended Education. The Committee represents the FA at Extended Education (EEC) Sub Meet and Confer meetings.

#### ***Duties of the Faculty Committee***

- Extended Education Committee representatives from each academic college (or unit) represent his/her college on matters pertaining to Extended Education.
- Bring forward issues and concerns to the EE Committee for discussion among faculty at meetings and at the EEC Sub Meet and Confer
- This Committee represents the FA at Sub-Meet and Confers.

#### ***Duties of the Faculty Chair***

The Faculty Chair spends an additional 8-10 hours per month assuming the Faculty Chair responsibilities.

Duties of the Faculty Chair include, but are not limited to:

- In conjunction with Faculty Committee members, develop Committee's meeting agendas, disseminate the agenda prior to the meeting, and facilitate meetings.
- Ensure meeting minutes are taken. Review meeting minutes, disseminate for approval, and distribute the final minutes to faculty on the committee. In addition, send approved minutes to the FA Administrative Assistant for dissemination to all FA members.
- Attend all FA Executive Committee meetings. Meetings are held 1 to 2 times per month. Put forward agenda items pertaining to be discussed at the meetings.

- Report to the FA Executive Committee in writing prior to each Executive Committee meeting and as otherwise appropriate.
- Serve as Co-Chair of the Sub-Meets & Confer. Put forward items to be discussed at meetings in consultation with the Administration Co-Chair.
- Attend FA/Administration Meet and Confer meetings (as appropriate).

### ***Faculty Committee Meetings***

The Extended Education Committee meets once a month for one hour. The committee members spend an additional 2 hours a month engaged in work pertaining to the charge of the Extended Education Committee. —Extended Education Committee faculty representatives submit agenda items to the Extended Learning Committee Faculty Chair. An agenda is disseminated prior to each meeting. Faculty members take turns recording minutes from the meetings.

### ***Duties of the Sub-Meet and Confer***

Duties include, but are not limited to:

- Advising and assisting the Dean of the College of Extended Education with strategic planning, policies and procedures, and budgeting models for online and off-campus courses.
- Selecting recipients for awards sponsored by the College of Extended Education.

### ***Sub Meet and Confer Meetings***

The EL Sub Meet and Confer meets once a month for one hour. The agenda is created by the FA and Administration Co-Chairs. Faculty members submit potential agenda items to the Faculty Co-Chair prior to the Sub-Meet and Confer meetings. The Faculty and Administrative Co-Chairs disseminate the agenda to members prior to each meeting. Notes are taken and distributed following each meeting. Copies of notes are maintained in the FA office.

## **Faculty Development Committee**

### ***Purpose of the Committee***

The Faculty Development Committee is charged with selecting recipients of the annual Presidential Teaching Scholar Fellowship and organizing the annual Tenure and Promotion workshop for faculty. The committee also provides advice and assistance to the Director of the Center for Excellence in Teaching and Learning (CETL) as requested.

### ***Duties of the Faculty Committee***

Specific responsibilities of members include, but are not limited to:

- Review the TSF Call for Proposals and Evaluation Rubric each spring to update as needed.
- Rank TSF proposals using the Evaluation Rubric and nominate 10 proposals for awards.
- Plan and moderate the Tenure & Promotion workshop.
- Advise or assist the Director of CETL in issues related to faculty development when requested.
- As needed, schedule open meetings, brown bag lunches, surveys, or other events to examine faculty development issues on campus.
- This Committee represents the FA at Sub-Meet and Confers.

### ***Duties of the Faculty Chair***

Duties include, but are not limited to:

- In conjunction with Faculty Committee members, develop Committee's meeting agendas, disseminate the agenda prior to the meeting, and facilitate meetings.
- Ensure meeting minutes are taken. Review meeting minutes, disseminate for approval, and distribute the final minutes to faculty on the committee. In addition, send approved minutes to the FA Administrative Assistant for dissemination to all FA members.
- Attend all FA Executive Committee meetings. Meetings are held 1 to 2 times per month. Put forward agenda items pertaining to be discussed at the meetings.
- Report to the FA Executive Committee in writing prior to each Executive Committee meeting and as otherwise appropriate.
- Serve as Co-Chair of the Sub-Meets & Confer. Put forward items to be discussed at meetings in consultation with the Administration Co-Chair.
- Attend FA/Administration Meet and Confer meetings (as appropriate).

### ***Faculty Committee Meetings***

The faculty committee meets as needed.

### ***Duties of the Sub-Meet and Confer***

- Rank TSF proposals using the Evaluation Rubric and nominate 10 proposals for awards.
- Coordinate the Tenure & Promotion workshop.

- Advise or assist the Director of CETL in issues related to faculty development when requested.

### ***Sub-Meet and Confer Meetings***

The Faculty Development Committee has two Sub Meet and Confer meetings per year: one meeting no later than mid-November to rank TSF proposals and one meeting to plan the annual Tenure and Promotion workshop. Additional meetings are scheduled as needed.

Meetings are chaired by the faculty member selected by the Faculty Development Committee faculty representatives from each college. Faculty committee members and the Administration co-chair submit agenda items to the Faculty Chair. An agenda is disseminated prior to each meeting. Faculty members take turns recording notes from the meetings.

## **Faculty Improvement and Sabbatical Charge**

### ***Purpose of the Committee***

The Faculty Improvement and Sabbatical Committee is responsible for developing and administering the guidelines for Faculty Improvement Grant requests and sabbatical leave requests, including reviewing all grant applications and sabbatical requests, scoring them according to the posted guidelines, and making recommendations about funding and approval to Academic Affairs.

### ***Duties of the Faculty Committee***

Duties include, but are not limited to:

- Review Faculty Improvement Grants in the fall and spring semesters, score them according to the guidelines, and meet as a group to make recommendations about funding of grants.
- Review sabbatical requests during the fall semester and will meet as a group to make recommendations about approval of sabbaticals.
- Faculty on this committee are expected to be familiar with the guidelines of the FIG and sabbatical applications, read through and rate all applications, and be available to share ratings at meetings.
- Committee members are also expected to be resources as needed for those within their colleges who are preparing Faculty Improvement Grants and sabbatical applications.
- This Committee represents the FA at Sub-Meet and Confers.

### ***Duties of the Faculty Chair***

Duties include:

- Convene the committee at the beginning of the year and once the grants/sabbatical requests have been sent out,
- Collect member scores on grant/sabbatical applications
- Leading the committee to reach consensus on recommendations
- In conjunction with Faculty Committee members, develop Committee's meeting agendas, disseminate the agenda prior to the meeting, and facilitate meetings.
- Ensure meeting minutes are taken. Review meeting minutes, disseminate for approval, and distribute the final minutes to faculty on the committee. In addition, send approved minutes to the FA Administrative Assistant for dissemination to all FA members.
- Attend all FA Executive Committee meetings. Meetings are held 1 to 2 times per month. Put forward agenda items pertaining to be discussed at the meetings.
- Report to the FA Executive Committee in writing prior to each Executive Committee meeting and as otherwise appropriate.
- Serve as Co-Chair of the Sub-Meets & Confer. Put forward items to be discussed at meetings in consultation with the Administration Co-Chair.
- Attend FA/Administration Meet and Confer meetings (as appropriate).

### ***Faculty Committee Meetings***

The committee meets as needed 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 as needed during the year to review and recommend sabbatical leave applications.

### ***Duties of the Sub-Meet and Confer***

Duties include, but are not limited to:

- Making the final Faculty Improvement Grant funding and sabbatical recommendation decisions, which are then forwarded to the Academic Vice President.
- Initiate, review, and recommend clarification and/or changes to the Faculty Improvement Grant or sabbatical applications to the FA Executive Committee.

### ***Sub-Meet and Confer Meetings:***

The agenda is created by the FA and Administration Co-Chairs. Faculty members submit potential agenda items to the Faculty Co-Chair prior to the Sub-Meet and Confer meetings. The Faculty and Administrative Co-Chairs disseminate the



agenda to members prior to each meeting. Notes are taken and distributed following each meeting. Copies of notes are maintained in the FA office.

## **General Education and Diversity Committee**

### ***Purpose of the Committee***

The General Education and Diversity Committee is responsible for curricular oversight of the university's General Education Curriculum and Diverse Cultures and Writing Intensive Graduation Requirement. In addition, the General Education and Diversity Committee will supervise General Education, Diversity and Writing Intensive assessment and review Minnesota transfer curriculum requirements as they relate to the university's General Education curriculum.

As the General Education, Diversity and Writing Intensive curricula 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.

### ***Duties of the Faculty Committee***

Duties include, but are not limited to:

- Review and recommend approval of course proposals to add courses to the university's General Education, Diverse Cultures, and Writing Intensive Curricula.
- Review and recommend approval of course proposals to change existing General Education, Diverse Cultures and Writing Intensive courses.
- Recommend revisions to General Education, Diverse Cultures and Writing Intensive guidelines and related General Education, Diversity or Writing Intensive undergraduate curriculum policy to the General Education and Diversity Sub-Meet and Confer.
- Implement General Education, Diverse Cultures and Writing Intensive guidelines and related General Education, Diversity or Writing Intensive undergraduate curriculum policy.
- Organize and coordinate the development and implementation of General Education, Diverse Cultures and Writing Intensive assessment plans and processes.
- Recommend revisions to General Education, Diverse Cultures and Writing Intensive student appeal policies, guidelines and processes to the General Education and Diversity Sub-Meet and Confer.
- Review and recommend action on General Education, Diverse Cultures and Writing Intensive Student Appeals.
- This Committee represents the FA at Sub-Meet and Confers.

### ***Duties of the Faculty Chair***

Duties include, but are not limited to:

- In conjunction with Faculty Committee members, develop Committee's meeting agendas, disseminate the agenda prior to the meeting, and facilitate meetings.
- Ensure meeting minutes are taken. Review meeting minutes, disseminate for approval, and distribute the final minutes to faculty on the committee. In addition, send approved minutes to the FA Administrative Assistant for dissemination to all FA members.
- Attend all FA Executive Committee meetings. Meetings are held 1 to 2 times per month. Put forward agenda items pertaining to be discussed at the meetings.
- Report to the FA Executive Committee in writing prior to each Executive Committee meeting and as otherwise appropriate.
- Serve as Co-Chair of the Sub-Meets & Confer. Put forward items to be discussed at meetings in consultation with the Administration Co-Chair.
- Attend FA/Administration Meet and Confer meetings (as appropriate).
- Ensure that a system of tracking General Education, Diverse Cultures and Writing Intensive curricular proposals submitted for review through the university's Curriculum Design System (CDS).
- Coordinate review of curricular proposals with the Undergraduate Curriculum and Academic Policy Committee (UCAP) where necessary.

### ***Faculty Committee Meetings***

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

### ***Duties of the Sub-Meet and Confer***

- Review and recommend approval of proposed revisions to General Education, Diverse Cultures and Writing Intensive guidelines and related General Education Diversity or Writing Intensive undergraduate curriculum policy.
- Review and recommend approval of proposed revisions to General Education, Diverse Cultures and Writing Intensive student appeal policies, guidelines and processes.

### ***Sub-Meet and Confer Meetings***

The agenda is created by the FA and Administration Co-Chairs. Faculty members submit potential agenda items to the Faculty Co-Chair prior to the Sub-Meet and Confer meetings. The Faculty and Administrative Co-Chairs disseminate the

agenda to members prior to each meeting. Notes are taken and distributed following each meeting. Copies of notes are maintained in the FA office.

## **Graduate Curriculum and Academic Policy Committee**

### ***Purpose of the Committee***

The Graduate Curriculum and Academic Policy (GCAP) Committee is charged with providing input and guidance in all graduate education policy, curriculum, and student-related matters pertaining to graduate education at Minnesota State University, Mankato. This Committee represents the FA at GCAP Sub Meet and Confer meetings.

### ***Duties of the Faculty Committee***

General duties include but are not limited to:

- Represent his/her college/unit on matters pertaining to graduate policy and program and curriculum proposals.
- Work in collaboration with college curriculum committees in the development and review of graduate curriculum proposals.
- Provide guidance to faculty members on graduate program and curriculum proposals and in using the Curriculum Design System (CDS);
- Bring forward policy issues and concerns to the GCAP Committee for discussion among faculty at meetings and at the GCAP Sub Meet and Confer.is
- This Committee represents the FA at Sub-Meet and Confers.

Specific responsibilities include, but are not limited to:

- Review all graduate program and curriculum proposals to ensure academic rigor commensurate with master level and doctoral level education.
- Advise on Graduate Faculty Status policy and procedures and review Graduate Faculty Status applications.
- Facilitate the selection of theses from each academic college for the Midwest Association Graduate Schools (MAGS) Distinguished Thesis Award and, as a committee, recommend the thesis to represent MSU, Mankato.
- As needed, survey faculty on matters pertaining to graduate education. Use the results of surveys to guide recommendations to the Graduate Dean regarding policies, procedures, and other matters pertaining to graduate education.

### ***Duties of the Faculty Chair***

The Faculty Chair spends an additional 10 to 15 hours per month assuming faculty chair responsibilities.

Responsibilities include, but are not limited to:

- Attend all FA Executive Committee meetings. Meetings are held 1 to 2 times per month. Put forward agenda items pertaining to graduate education to be discussed at the meetings.
- Attend FA/Administration Executive Meet and Confer meetings (as available).
- Select, in conjunction with the Administration Co-Chair of the Sub-Meet and Confer the deadline for all curriculum proposals to be received by the Graduate Committee in the CDS system for review. Assign program and curriculum proposals for review each month. Disseminate an Excel spreadsheet with assigned proposals. Collate the results of the review by GCAP Committee faculty members to determine proposals for recommendation and proposals for discussion. Serve as the official proposal recommender in the CDS system for the faculty on GCAP. In the event that additional information is required or revision is necessary, the Faculty Chair facilitates the process of obtaining additional information and/or returning proposals in the CDS system for revision.
- Attend biweekly to monthly meetings regarding the CDS system. Provides input regarding changes to the CDS system based upon feedback from GCAP Committee faculty members.
- Puts forward the thesis selected by GCAP Committee faculty to represent MSU, M at the Midwest Association Graduate Schools (MAGS) Distinguished Thesis Award to the Dean of CGSR at the GCAP Sub Meet and Confer.
- As GCAP Committee Faculty Chair, along with the Dean of CGSR, signs all approved Graduate Faculty Status applications.

### ***Faculty Committee Meetings***

The GCAP Committee meets once a month for 2 hours. Committee members spend an additional 4 to 6 hours a month engaged in work pertaining to the charge of the GCAP Committee. -Faculty committee members submit agenda items to the GCAP Committee Faculty Chair. An agenda is disseminated prior to each meeting. Faculty members take turns recording minutes from the meetings.

### ***Duties of the Sub-Meet and Confer***

- Initiate, review and recommend changes in academic policy and curriculum procedures to the FA Executive Committee, the University Policy Review

Committee, Office of Graduate Studies or the Office of Financial Aid, whichever is appropriate.

- Coordinate campus-wide discussions of pertinent proposed changes to the university's academic policy.
- Collaborate with Administrative Offices to review proposed revisions to procedures and processes affecting undergraduate student academic services.

### ***Sub Meet and Confer Meetings***

The GCAP Sub Meet and Confer meets once a month for 2 hours. The agenda is created by the FA and Administration Co-Chairs. Faculty members submit potential agenda items to the Faculty Co-Chair prior to the Sub-Meet and Confer meetings. The Faculty and Administrative Co-Chairs disseminate the agenda to members prior to each meeting. Notes are taken and distributed following each meeting. Copies of notes are maintained in the FA office.

## **Planning Committee (Revised 09.11.14)**

### ***Purpose of the Committee***

The purpose of the Planning Committee is to represent the Faculty Association at Planning Sub Meet and Confer. The Planning Sub-Meet and Confer\_charge is to work closely with all divisions on institutional-wide planning. The work of the Planning Sub-Meet and Confer\_is coordinated with the Budget Sub-Meet and Confer\_and Assessment Sub-Meet and Confer\_to assist in the coordination of institutional-wide decision making.

### ***Duties of the Faculty Committee***

- Meet periodically to discuss issues it will bring before the Planning Sub-Meet and Confer.
- This Committee represents the FA at Sub-Meet and Conferences.

### ***Duties of the Faculty Chair***

The Faculty Co-Chair spends an additional 10 to 15 hours per month assuming

Responsibilities include:

- In conjunction with Faculty Committee members, develop Committee's meeting agendas, disseminate the agenda prior to the meeting, and facilitate meetings.

- Ensure meeting minutes are taken. Review meeting minutes, disseminate for approval, and distribute the final minutes to faculty on the committee. In addition, send approved minutes to the FA Administrative Assistant for dissemination to all FA members.
- Attend all FA Executive Committee meetings. Meetings are held 1 to 2 times per month. Put forward agenda items pertaining to be discussed at the meetings.
- Report to the FA Executive Committee in writing prior to each Executive Committee meeting and as otherwise appropriate.
- Serve as Co-Chair of the Sub-Meets & Confer. Put forward items to be discussed at meetings in consultation with the Administration Co-Chair.
- Attend FA/Administration Meet and Confer meetings as available.
- Faculty chairs of the Planning, Budget and Assessment and Program Review Sub-Meet and Confers 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 three Sub-Meet and Confers to address larger issues and coordinate work among the to maintain compliance with recommendations made in the last HLC review.

### ***Faculty Committee Meetings***

- The faculty committee meets as needed.

### ***Duties of the Sub-Meet and Confer***

#### *Purpose of the Committee:*

*The Planning Sub-Meet & Confer (SMC) facilitates institution-wide planning and is the University's consultative planning body.*

#### *Activities of the Planning Sub-Meet & Confer*

- *Engage in a regular review of the University's vision, mission, values, and goals.*
- *Affirm that the University's planning processes align with and support the University's vision, mission, values and goals.*
- *Collaborate in the creation and implementation of the University's core planning processes, such as:*
  - *Strategic Priority Planning*
  - *Academic Planning*
  - *Budget Planning*
  - *Enrollment Planning*
  - *Facilities Planning*
  - *Technology Planning*
  - *Advancement Planning*
- *In support of the University's core planning processes*
  - *Confirm that the University's academic programs, student support services, and enrollment profile are consistent with its stated*

*mission, addresses the University's role in a multicultural society, and responds to the needs of external constituents and communities of interest.*

- *Attend to and evaluate the impact of emerging factors, such as technology, demographic shifts, and globalization on University planning priorities.*
- *Provide recommendations to the President's Cabinet regarding the allocation of University resources in alignment with the University's mission and priorities.*
- *Review RFP processes for major institutional contracts annually and make recommendation to Cabinet regarding these contracts.*
- *Coordinate and intentionally link the planning process of the Budget, Assessment and Evaluation, and Planning Sub-Meet and Confers.*

### ***Sub Meet and Confer Meetings***

The Administration prepares the agenda for the Planning Sub-Meets and Confer but faculty may add items. Faculty members submit potential agenda items to the Faculty Co-Chair prior to the Sub-Meet and Confer meetings. The Faculty and Administrative Co-Chairs disseminate the agenda to members prior to each meeting. Notes are taken and distributed following each meeting. Copies of notes are maintained in the FA office. The meeting is public.

## **Research Committee**

### ***Purpose of the Committee***

The Research Committee serves as an advisory board to the College of Graduate Studies and Research (CGSR) regarding research and creative activities and promotion of research and creative activities across campus. The Research Committee is currently charged with evaluation of two cycles of Faculty Research Grant proposals, and the selection of the Distinguished Scholar Faculty awardees and advising on matters pertaining to research and creative work.

### ***Duties of the Faculty Committee***

- Faculty members evaluate all proposals for Faculty Research Grants and nominations for Distinguished Scholar Faculty and rates them based on a set of prescribed criteria.
- In addition, Research Committee faculty representatives from each college (or unit) bring forward issues and concerns to the Research Committee for discussion among faculty at meetings and at the Research Sub Meet and Confer.
- This Committee represents the FA and Sub-Meet and Confers.

### ***Duties of the Faculty Chair***

Duties include, but are not limited to:

- Convene the Research Committee at the beginning of the year and, as needed to complete the evaluation of applications for the FRG and nominations for DFS.
- Lead the committee to reach consensus on recommendations.
- In conjunction with Faculty Committee members, develop Committee's meeting agendas, disseminate the agenda prior to the meeting, and facilitate meetings.
- Ensure meeting minutes are taken. Review meeting minutes, disseminate for approval, and distribute the final minutes to faculty on the committee.
- Send approved minutes to the FA Administrative Assistant for dissemination to all FA members.
- Attend all FA Executive Committee meetings (once or twice a month) as well as FA/Administration Executive Meet and Confer meetings and put forward agenda items pertaining to be discussed at the meetings.
- Report to the FA Executive Committee in writing prior to each Executive Committee meeting and as otherwise appropriate.
- Meet with the Associate Vice President of Research and Dean of the College of Graduate Studies to develop the Research Sub Meet and Confer agenda. Co-chairs the Sub Meet and Confer Meetings with the Associate Vice President of Research and Dean of the College of Graduate Studies

### ***Faculty Committee Meetings***

The committee routinely meets prior to the fall and spring FRG application deadlines to set the plan for evaluation at Sub Meet and Confer Meetings. An agenda for each meeting is disseminated prior to each meeting. Faculty members take turns recording minutes from the meetings and disseminate to the members. The faculty committee meets as needed to complete its evaluation work.

### ***Duties of the Sub-Meet and Confer***

Specific duties of the Research Sub-Meet and Confer include:

- Initiate, review and recommend changes in policies and procedures related to discovery, creativity, and scholarship to the FA Executive Committee, the College of Graduate Studies and Research (CGSR), Research and Sponsored Projects (RASP), Center for Excellence in Scholarship and Research (CESR), whichever is appropriate.
- Coordinate campus wide input regarding proposed changes to policies and procedures related to research and creative activities.

### ***Sub-Meet and Confer Meetings***



The Research Sub Meet and Confer meets once a semester (more if needed). Faculty members meet with the Associate Vice President of Research and Dean of the College of Graduate Studies and administrators assigned to the committee. The Associate Vice President of Research and Dean of the College of Graduate Studies and Faculty Chair create the agenda. The agenda is disseminated by the Associate Vice President of Research and Dean of the College of Graduate Studies (or designee from the College of Graduate Studies and Research). Notes are taken and disseminated to Research Sub Meet and Confer members.

## **Undergraduate Curriculum and Academic Policy Committee**

### ***Purpose of the Committee***

UCAP reviews and acts on proposals for undergraduate course and program revisions, additions, or deletions. These proposals have been previously reviewed by college curriculum committees and the respective college dean(s), as appropriate. Curricular oversight extends to the Honors Curriculum submitted for review by the Honors Directory through the Honors Council. UCAP also provides input on undergraduate curriculum and academic policy issues at both the institutional and MnSCU levels.

### ***Duties of the Faculty Committee***

Each member represents his/her college on matters pertaining to undergraduate curriculum and policy.

Responsibilities include, but are not limited to:

- Review of undergraduate curriculum proposals.
- Collaboration with college curriculum committees.
- Assist faculty members in their respective colleges with undergraduate curriculum proposals use of the Curriculum Design System (CDS).
- Bring forward academic policy issues and concerns to the UCAP Committee for discussion among the faculty committee members and at the UCAP Sub Meet and Confer.
- Review and recommend undergraduate academic policy revisions at both the institutional and MnSCU levels.
- This committee represents the FA at Sub Meet and Confers.

### ***Duties of the Faculty Chair***

The Faculty Chair responsibilities include, but are not limited to:

- In conjunction with Faculty Committee members, develop Committee's meeting agendas, disseminate the agenda prior to the meeting, and facilitate meetings.
- Ensure meeting minutes are taken. Review meeting minutes, disseminate for approval, and distribute the final minutes to faculty on the committee. In addition, send approved minutes to the FA Administrative Assistant for dissemination to all FA members.
- Attend all FA Executive Committee meetings. Meetings are held 1 to 2 times per month. Put forward agenda items pertaining to be discussed at the meetings.
- Report to the FA Executive Committee in writing prior to each Executive Committee meeting and as otherwise appropriate.
- Serve as Co-Chair of the Sub-Meets & Confer. Put forward items to be discussed at meetings in consultation with the Administration Co-Chair.
- Attend FA/Administration Meet and Confer meetings (as appropriate).
- Ensure that a tracking sheet of proposals and committee actions is maintained. The tracking sheet shall be distributed with meeting minutes.
- Select, in conjunction with the Office of Academic Affairs and the General Education and Diversity Committee Chair the annual deadlines for all curriculum proposals to be received by UCAP through the CDS system for review. Organize program and curriculum proposals for review on the weekly agendas.
- Meet bi-weekly with the Administrative Co-Chair of the UCAP Sub Meet and Confer to develop the UCAP Sub Meet and Confer agenda and to discuss other relevant issues and concerns. submit the approved UCAP Sub Meet and Confer notes to the FA Administrative Assistant for distribution to all FA members.
- Provide input regarding changes to the CDS system based upon feedback from UCAP Committee faculty members.

### ***Faculty Committee Meetings***

The committee meets weekly for 2 hours per meeting throughout the academic year to review curricular and academic policy proposals.

### ***Duties of the Sub-Meet and Confer***

Duties include, but are not limited to:

- Initiate, review and recommend changes in academic policy and curriculum procedures to the FA Executive Committee, the University Policy Review Committee, Academic Affairs, or the Office of Financial Aid, whichever is appropriate.
- Coordinate campus-wide discussions of pertinent proposed changes to the university's academic policy.

- Collaborate with Administrative Offices to review proposed revisions to procedures and processes affecting undergraduate student academic services.

### ***Sub Meet and Confer Meetings***

The UCAP Sub Meet and Confer meets at least once a month for 2 hours. The agenda is created by the FA and Administration Co-Chairs. Faculty members submit potential agenda items to the Faculty Co-Chair prior to the Sub-Meet and Confer meetings. The Faculty and Administrative Co-Chairs disseminate the agenda to members prior to each meeting. Notes are taken and distributed following each meeting. Copies of notes are maintained in the FA office.

*All Committee Chairs, IFO Standing Committees and IFO Continuing Committees are member of the*

*Faculty Association Executive Committee\*\*\**

*Executive Generally Meets on Thursday's @ 3:00 p.m.*

Each chair and IFO committee representatives are asked to send a brief report to the Administrative Assistant before each Executive Meeting.

### ***Unit Representatives***

Purpose: The Unit Representatives serve to represent the faculty of their unit to the Executive Committee and to Meet and Confer. The Unit Representatives meet collectively to discuss best practices in use in the units, issues that are common among the units, and issues that may be unique to an individual unit. Unit Representatives also serve as a resource for individual faculty to address many types of workplace issues.

The Unit Representatives meet as a group to:

1. Serve as a point of shared knowledge for individual unit representatives to assist in addressing specific issues.
2. Work with CETL or other groups to develop material for chairs' training and for new chairs' workshops.

### **Individual Units Reps**

1. Represent the interests of college/unit at FA executive meetings and meet and confer.
2. Communicate relevant issues back to the college/unit faculty.
3. Serve as a resource in helping departments understand and interpret the MNSCU/IFO agreement.
4. Serve as a point of first contact for faculty members when questions or concerns arise.
5. Go to college Chairs meetings as appropriate.

6. Make personal contact with faculty in the departments with the college at least once a year. For example, this contact could be by email, by attending individual department meetings, or by attending new faculty orientation.
7. Meet with new faculty hires in person at least once during their first month of duty days and have several additional contacts during the remainder of the first year.
8. Coordinate with the sub-meet unit representatives for the unit to facilitate communication of current issues.
9. Encourage chairs to attend chairs' training events.
10. Encourage faculty to participate in shared governance and, particularly, assist in recruitment of faculty for FA positions.

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## 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.