CONSTITUTION
OF THE
COLLEGE OF DESIGN
UNIVERSITY OF MINNESOTA

PREAMBLE

The College of Design is the home for academic disciplines related to design thinking, planning, and action at the University of Minnesota. Informed by the arts, humanities, and sciences, the discipline of design endeavors to manifest functionality, beauty, and meaning within the objects and experiences of its creation. The faculty, staff, and students of the college strive to advance the quality and value of the natural, designed, and social environments, with a focus on the interactions of people and their world.

The purpose of the college is to advance knowledge through teaching and learning, scholarship, outreach, and service. The culture of the college embraces diverse and creative approaches to research, innovative pedagogical methods, interdisciplinary collaborations, and civic engagement. The college recognizes that design is guided by the values of the individual, group, community, society and humanity, with the ultimate goal of improving the quality of life.

ARTICLE I. GENERAL POWERS

The Constitution of the State of Minnesota and the Charter of the University of Minnesota place the general government of the University in its Regents and the immediate government of the College of Design in its faculty. To carry out this mandate, the Board of Regents of the University of Minnesota and the Faculty in the College of Design adopt this Constitution.

ARTICLE II. THE DEAN

Section 1: General

II.1.1 The executive administrative authority of the College of Design is vested in the dean.

Section 2: Appointment of the Dean

II.2.1 The dean shall be appointed by the Board of Regents upon recommendation of the president or the president's designee for an initial three-year term of appointment. Terms and conditions of subsequent appointments shall be set forth in the Bylaws of the College of Design.

Section 3: Duties and Authority of the Dean

II.3.1 The dean, as the chief representative and executive officer of the College of Design, shall, through visionary leadership, communicate the mission and activities of the college to the community, orchestrate the fundraising agenda, and have general administrative authority over the affairs of the college. The dean or dean’s designee shall serve as the primary communicator of the college’s official business with other University authorities.
II.3.2 The dean must be a tenured member of the faculty in a department or school of the College of Design. The dean shall be a faithful steward of the college, providing leadership in formulating policies, introducing and testing educational ideas and proposals, and supporting efforts toward continued improvement of the college’s mission and programs. The dean shall maintain regular communication with faculty, staff, students, and other constituencies about the status of college programs and changes under discussion. The dean shall exercise executive power with neutrality and fairness toward the departments, schools, and centers of the college.

II.3.3 Academic policy proposals may be formulated by the dean or the College Consultative Committee, submitted to the Faculty Assembly for ratification by a simple majority, and presented to the dean for signature.

II.3.4 The dean has the right to veto any recommendation from the Faculty Assembly. If the Faculty Assembly overrides the dean’s veto, the dean shall implement the approved policy. The dean shall implement all approved policies. Policy proposals can originate with the dean or college/department/school or working groups (committees and taskforces).

II.3.5 The dean shall appoint heads of departments and schools and directors of collegiate centers guided by the results of a search for suitable candidates.

II.3.6 The dean shall periodically conduct reviews of all departments, schools centers, and free standing programs.

II.3.7 The dean is ultimately accountable for the quality of the faculty of the College of Design and will review each personnel action in this wider context. The dean shall consult with department heads, center directors, and chair and vice chair of the Faculty Assembly on matters that affect the college as a whole. The dean shall make recommendations to the senior vice president and provost or the provost’s designee for all faculty appointments and salary adjustments following consultation with the appropriate department or school head, or director of a center, or free-standing program within the college.

II.3.8 The dean may appoint associate deans and assistant deans, delegating to them responsibility to assist in the discharge of certain duties and authorities of the dean as may be necessary or convenient. These appointments shall be made in a manner consistent with University search and tenure policies. The dean may also establish working groups to provide advice on executive matters of the college. Working groups (committees and taskforces) established by the dean shall not duplicate scope and duties of the Faculty Assembly or the College Consultative Committee.

II.3.9 The dean, as chief executive officer, shall have final authority to make budgetary recommendations to the senior vice president and provost or provost’s designee. However, the dean shall consult with school and department heads and center directors concerning budgetary matters that affect the college as a whole. The dean will ensure that the college compact and budget reflect the priorities of the Faculty Assembly and the College Consultative Committee and will establish an adequate review and comment period for input by them prior to finalization of the compact and the budget.
Section 4: Review of the Dean

II.4.1 The dean will be reviewed on a regular basis by the University president or his/her designee in accordance with University policy.

Section 5: Recall of the Dean

II.5.1 Should circumstances warrant, the procedures for recall of the dean shall be followed as specified in the Bylaws.

ARTICLE III. CONSTITUENCIES

Section 1: Faculty

III.1.1 Definition of Faculty: The faculty constituency shall include all tenured and tenure track faculty, emeriti faculty, visiting faculty, contract faculty, adjunct academic teaching, research and outreach professional and administrative (P&A) staff.

III.1.2 Definition of Governing Faculty: The faculty constituency shall, for the purposes of governance, include:

- Professors, associate professors, assistant professors, research associates, instructors, and research fellows on full-time appointments, on leave, or phased retirement, holding a regular appointment as defined in the Regents' Policy on Faculty Tenure.
- Contract faculty on full-time (75% time or greater) appointments.
- Academic teaching, research and outreach professional & administrative (P&A) staff on full time (75% time or greater) appointments meeting the definition established by the Board of Regents.

III.1.3 Voting Rights: The faculty constituency shall have membership and full voting rights in the Faculty Assembly and representation on the College Consultative Committee as defined in the Bylaws.

III.1.4 Faculty Rights, Responsibilities, Privileges, Grievances, and Academic Freedom: The primary responsibility of the faculty is to support and facilitate the mission of the college. Ultimately, the responsibility for academic policy rests with the faculty.

III.1.5 Each faculty member shall have an appointment in the college, with the attending responsibility for governance in the affairs of the unit. The faculty shall exercise its powers and responsibilities by assembled action through their respective academic units, the Faculty Assembly, the dean's working groups, or by recommendation to the dean. Faculty members are expected to participate in college governance at all three levels (academic unit, Faculty Assembly, collegiate) through working group assignments.

III.1.6 The college faculty shall be governed by the policies of the Regents, the University Senate (including the Twin Cities Campus Assembly), the University's central administration, and by the
University's *Regulations Concerning Faculty Tenure*, in all matters addressed by those documents or policies that are in effect at the time of adoption or amendment of this constitution or as such documents or policies may be subsequently amended, including, but not limited to, policies and procedures on academic freedom and responsibility, sexual harassment, and implementation of the faculty tenure regulations including post-tenure review.

**Section 2: Adjunct Faculty**

**III.2.1 Adjunct Faculty Definition:** Adjunct faculty constituency shall include those in non-tenure/non-tenure-track positions classified as adjunct instructor, adjunct assistant professor, adjunct associate professor and adjunct professor, with less than a 75% annual appointment.

**III.2.2 Voting Rights:** While holding a current appointment, including while on leave, adjunct faculty shall be eligible for working group memberships as defined by the Constitution and Bylaws, plus voting representation through the Adjunct Consultative Committee in the Faculty Assembly, as defined in the Bylaws. As members of the Faculty Assembly, adjunct faculty members have voting rights in the Adjunct Consultative Committee and representation on the Faculty Consultative Committee, as defined in the Bylaws.

**III.2.3** Adjunct faculty have the right to serve on college and University governance bodies, and working groups.

**Section 3: Other Faculty**

**III.3.1 Other Faculty Definition:** The other faculty constituency shall include all those not covered by the faculty or adjunct faculty definition.

**Section 4: Academic Professional and Administrative (P&A) Staff**

**III.4.1 Definition:** The Academic Professional and Administrative (P&A) staff constituency shall include P&As with positions classified as administrative and professional employed in departments, schools, centers, units, or the Office of the Dean. *Note: Teaching research and outreach P&A (75% time or greater) positions are represented in the Faculty Constituency as “Academic P&A”*

**III.4.2 Voting Rights:** Full-time P&A staff, including those on leave, shall be eligible for working group memberships as defined by the Constitution and Bylaws, and voting rights in the P&A Assembly and representation on the P&A Consultative Committee and College Consultative Committee, as defined in the Bylaws. P&A staff defined as faculty in the faculty constituency definition (see Article III, Section 1) have non-voting participation in P&A governance.

**III.4.3** P&A employees have the right and responsibility to serve on college and University governance bodies and working groups.
Section 5: Civil Service/Bargaining Unit (CS/BU) Staff

III.5.1 CS/BU Staff Definition: The CS/BU staff constituency shall include all CS/BU staff employed through units of the college.

III.5.2 Voting Rights: All CS/BU members, including those on leave, shall be eligible for working group memberships as defined by Constitution and Bylaws, plus voting rights on the CS/BU Assembly and representation through the CS/BU Consultative Committee and the College Consultative Committee, as defined in the Bylaws.

III.5.3 CS/BU employees have the right and responsibility to serve on college and University governance bodies, and working groups.

Section 6: Student:

III.6.1 Definition of Student: The Student constituency shall include all enrolled students in good standing.

III.6.2 Voting Rights: Students admitted to and currently enrolled in a program of instruction in the college shall have working group memberships as defined by the Constitution and its Bylaws, plus voting rights in the Student Assembly and representation on the College Consultative Committee as defined in the Bylaws.

III.6.3 Student Rights and Responsibilities: Students have both a right and a responsibility to participate in the governance of the college and working group structure. Membership of student representatives on working groups is specified in the Bylaws.

ARTICLE IV. GOVERNANCE AND CONSULTATIVE STRUCTURE

Section 1: College Congress

IV.1.1 The primary function of the College Congress is to disseminate information and to discuss matters concerning the college. College Congress membership includes all collegiate faculty, staff and students. This is a non-voting body.

Section 2: Duties and Authority

IV.2.1 The governing bodies of the college shall be the Faculty Assembly, College Consultative Committee, P&A Assembly, CS/BU Assembly, and Student Assembly. Proposals for official policy may originate from any of the governing bodies.

Section 3: College Consultative Committee

IV.3.1 The College Consultative Committee will serve in an advisory role to the dean and to the assemblies on matters concerning the college. Membership of the committee shall consist of the chairs and vice chairs of the Faculty Assembly, P&A Assembly, CS/BU Assembly, and Student
Assembly. The committee members will act as communication liaisons between the dean’s office and each constituent group represented on the committee.

Section 4: Faculty Assembly

IV.4.1 The Faculty Assembly shall establish policies regulating teaching, scholarship, service, faculty leaves, curriculum, continuing education, academic standards and grievances, and centers, for the well-being and improvement of the college. The Faculty Assembly shall be responsible for oversight and review of the implementation of the policies it enacts.

IV.4.2 The Faculty Assembly is the legislative body of the college. It shall have power to establish and modify policies pertaining to college governance as well as oversight and review of the implementation of those policies.

IV.4.3 Standing committees of the Faculty Assembly shall include, but are not limited to, the Faculty Consultative Committee; Faculty Promotion and Tenure Committee; Faculty Leave Committee; Curriculum Committee; Centers Policy and Advisory Committee; and the Adjunct Faculty Consultative Committee.

IV.4.4 Faculty Consultative Committee: The Faculty Consultative Committee will serve in an advisory role to the Faculty Assembly on matters concerning policies regulating teaching, scholarship, service, promotion and tenure, faculty leaves, curriculum, continuing education, academic standards and grievances, and centers.

IV.4.5 Faculty Promotion and Tenure Committee: The Committee shall have authority to establish policy to regulate collegiate matters regarding Faculty promotion, tenure, and post-tenure review to assure equitable and reasonable processes and conduct of these matters among the departments and schools.

IV.4.6 Faculty Leave Committee: The Committee shall provide the equitable review of proposals for faculty academic leaves and recommendations for the award of such leaves. The Faculty Leave Committee will review departmental documents for nominees for sabbatical furlough and single semester leaves.

IV.4.7 Curriculum Committee: The Curriculum Committee provides leadership and guidance on educational issues of concern to faculty, students, and the administration.

IV.4.8 Centers Policy and Advisory Committee: The Centers Policy and Advisory Committee is responsible for advising and reviewing the collegiate centers in terms of the mission of the college.

IV.4.9 Adjunct Faculty Consultative Committee: The Adjunct Faculty Consultative Committee will serve in an advisory role to the Faculty Assembly.
Section 5: Academic Professional and Administrative (P&A) Assembly

IV.5.1 The P&A Assembly shall meet to discuss all matters concerning P&A staff that comes under the jurisdiction of the college.

IV.5.2 P&A Consultative Committee: The P&A Consultative Committee will serve in an advisory role to the College Consultative Committee. The committee will make recommendations on any matter of college policy relevant to P&A staff. The committee will also review departmental documents for nominees for professional development leaves.

IV.5.3 P&A Leave Committee: The entire membership of the P&A Consultative Committee will comprise the P&A Leave Committee.

Section 6: Civil Service/Bargaining Unit Assembly

IV.6.1 The CS/BU Assembly shall meet to discuss all matters concerning CS/BU staff that comes under the jurisdiction of the college.

IV.6.2 CS/BU Consultative Committee will serve in an advisory role to the College Consultative committee. The Committee will make recommendations on any matter of college policy relevant to CS/BU staff to the CS/BU Assembly.

Section 7: Student Assembly

IV.7.1 The Student Assembly will serve in an advisory role to the College Consultative Committee.

ARTICLE V. ADMINISTRATIVE STRUCTURE

Section 1: College of Design

V.1.1 The departments, schools, centers and free-standing programs that are administratively located within the college shall be the constituent self-governing organizational units of the college.

Section 2: Schools and Departments

V.2.1 Schools and departments serve as the basic organizational unit that provides the administrative home for programs and faculty.

V.2.2 Membership consists of all collegiate faculty, fellows, and staff with appointments principally based in the unit, and the graduate and undergraduate students enrolled in programs of the school.

V.2.3 A school or department is led by a head who is a member of the tenured faculty whose tenure home is in the unit.
Section 3: Collegiate Centers

V.3.1 Collegiate centers are organizational units within the college concerned with research and outreach, whose purpose is to promote studies based on faculty interests or external opportunities, program recognition by constituencies served and attraction of other faculty collaborators; or to establish and maintain infrastructure support functions needed by a group of faculty with shared education, scholarship, service, or practical interests. These centers may also be known as institutes, museums, studios, or laboratories.

V.3.2 Units organized under this article must have an advisory group, of which the majority are faculty members.

V.3.3 Units organized under this article must be administered by a director advised by the governing faculty member or members.

Section 4: Free-Standing Programs

V.4.1 Free-standing programs are organizational units wholly or partially within the college whose purpose is to promote a defined educational mission. Such programs may be organized to provide continuing education, interdisciplinary or interdepartmental majors and minors, interdepartmental degrees or certificates, or a course or courses not housed in a department or school.

V.4.2 Units organized under this article must have an advisory group, of which the majority are faculty members.

Section 5: Functional and Academic Resources Units

V.5.1 Functional units are the operational, and academic resources units supporting the work of the college, administered by the dean’s office. The units are dedicated to student services, communications, development, alumni relations and continuing education, information technology, human resources, budget and finance, library, visual resources, workshop and imaging.

Section 6: Working Groups

V.6.1 The dean may appoint at his/her discretion administrative working groups as circumstances dictate.

ARTICLE VI. IMPLEMENTATION, INTERPRETATION, AND AMENDMENTS

Section 1: Approval of the Constitution

VI.1.1 This Constitution shall become effective immediately following its adoption by the faculty of the college and its approval by the Board of Regents. Adoption will require a majority vote of the faculty at a meeting at which there is a quorum or by a mail/e-mail ballot. The vote of the faculty ratifying the constitution shall be certified by signature of the dean.
Section 2: Interpretation

VI.2.1 Final authority to interpret this Constitution shall reside with the Faculty Assembly.

Section 3: Amendments

VI.3.1 The Constitution of the college may be amended by a two-thirds majority of members of the Faculty Assembly. A ratified amendment shall become effective when approved by the Board of Regents.

VI.3.2 Amendments to the Constitution may be introduced by the dean, by proposal from a standing committee, or by a petition signed by five members of the faculty. Amendments will be presented to the Faculty Assembly. The appropriate committees of the Faculty Assembly shall review all amendments and present their recommendations to the Faculty Assembly for a vote. Notice of such proposed amendments, together with the recommendation of the committee, shall be given in writing to all members of the faculty at least 30 calendar days before the Faculty Assembly is called to act on them. The amendment to the Constitution will become effective when approved by the Board of Regents.

APPENDIX A: GOVERNANCE STRUCTURE GRAPHIC

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