

**University of Minnesota**  
**COLLEGE OF LIBERAL ARTS**

**CONSTITUTION**

Approved by the General Assembly, January 25, 1966  
Approved by the CLA Assembly, May 31, 1983  
Approved by the Board of Regents, November 10, 1983  
Amended by the CLA Assembly, March 7, 1989, May 29, 1990  
February 23, 1993, May 16, 1995 and February 5, 2002

## **TABLE OF CONTENTS**

PREAMBLE.....	3
ARTICLE I. General Powers.....	4
ARTICLE II. The Faculty.....	4
ARTICLE III. Dean of the College.....	5
ARTICLE IV. Departments and Schools.....	6
ARTICLE V. The CLA Assembly.....	8
ARTICLE VI. Budget Advisory Committee.....	12
ARTICLE VII. Committee for Curriculum, Instruction, and Advising.....	13
ARTICLE VIII. Other Standing Committees.....	14
ARTICLE IX. Council of Chairs and Directors of Academic Departments, Programs, and Schools.....	16
ARTICLE X. Special and Ad Hoc Committees of the College.....	17
ARTICLE XI. Non-faculty Constituencies.....	17
ARTICLE XII. Senate Representation.....	18
ARTICLE XIII. Amendments, Interpretations, Implementation.....	20
BYLAWS OF THE CLA CONSTITUTION.....	20

## **Preamble**

The College of Liberal Arts of the University of Minnesota is dedicated to education in the liberal tradition that fosters enriched, productive, and satisfying lives and is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The college provides educational experiences that acquaint its students with the principal fields of knowledge: communication, language and symbolic systems; the physical and biological sciences; the individual and society; artistic expression. As students, in exploring these fields, come to understand more fully their pluralistic cultural heritage and the surrounding world, they become better prepared to make informed choices of areas they wish to investigate in greater depth.

The college not only affords baccalaureate degrees for students who meet its requirements, it also provides or amplifies the liberal education components of all Twin Cities campus University degree work. It provides the context in which all students, whatever their concentrations, may benefit from educational experience in the liberal arts. The All-University Council on Liberal Education in 1970 made this statement about liberal education:

The University of Minnesota believes that all of its students, whatever their area of specialization or their vocational goals, should hold in common the search for a liberal education. In the broadest sense a liberal education is one which frees us from the limitations placed by ignorance on our powers of judgment and choice. More specifically, liberal education asks of us that we seek control over the general intellectual instruments for acquiring and communicating knowledge, primarily the instruments of language and number; that we seek historical and philosophic perspective on the nature of our own lives and the world in which we live; and that we seek appreciation of the creative insights into life and nature provided by literature and the arts. To help students achieve the goals of liberal education, the university expects all students to distribute some part of their course work in areas of study other than those most clearly linked to their specialized or vocational interests.

The College of Liberal Arts accepts the major role in implementing these objectives.

The college counts among other primary responsibilities: providing major degree programs for students in the humanities and fine arts, the natural sciences, the social sciences, and the professional schools under its aegis; providing preparatory and

supporting education for students who plan to enter other professional schools of the University; providing resources for advanced and graduate study, and for student and faculty research in the fields in which it offers programs; and providing such services to on- and off-campus constituencies as are consistent with its purposes and facilities.

In seeking to carry out its missions, the College of Liberal Arts operates as a functional college. It comprises both the departments that are administratively organized within it and those that provide instruction in other liberal arts and sciences though administratively organized in other colleges of the University. It also offers learning opportunities preparatory to a number of professional callings.

This constitution is designed, therefore, for the governance and operation of a college serving multiple functions and confronting complex circumstances. The constitution extends suffrage to organized units and faculty members functionally associated with it, as well as to those budgetarily within its framework. It was first approved on January 25, 1966, by the General Assembly after study, review, and approval by all relevant committees and, as adopted on that date and since amended, bears the stamp of approval of all whose relationship to the college it directly affects, including those budgetarily organized outside its boundaries.

This constitution is not part of the employment contract between the University and its employees. It does not establish terms and conditions of employment.

## **ARTICLE I. General Powers**

### Section 1. Distribution of Powers

All matters relating to the educational and administrative affairs of the College of Liberal Arts are committed to the dean, the CLA Assembly, and the college faculty, as delegated by the Board of Regents and in accordance with the constitution of the University Senate, and consistent with actions of these bodies heretofore or hereafter taken.

## **ARTICLE II. The Faculty**

### Section 1. Membership

The faculty of the college shall consist of the president of the University; the dean, professors, associate professors, and assistant professors; instructors, research associates of the academic class 9406 in all departments, schools, and other units of the University that are administratively within the college or that offer majors leading to bachelor's degrees through the college.

## Section 2. Faculty Tenure and Promotion

Procedures concerning faculty tenure and promotion, including removal for cause, shall be consistent at all times with procedures adopted by the Board of Regents and embodied in the document Regulations Concerning Faculty Tenure, department 7.12 statements on indices and standards for Tenure and Promotion, and the Procedures for Reviewing Probationary Faculty.

### **ARTICLE III. Dean of the College**

#### Section 1. Appointment

The dean of the college shall be appointed by the Board of Regents upon recommendation of the president or the president's designee\* of the University for an initial term of three years (J appointment) with reappointment each year (K appointment) based on performance evaluation carried out in accord with University policy.

#### Section 2. Review and Search Committees

A review committee, appointed by the president following consultation with the CLA Executive Committee, shall include primarily members of the college faculty but also two representatives of the undergraduate student body of the college, one academic professional/administrative staff member, one civil service/bargaining unit representative, and one graduate student. Such a committee shall review the deanship not less than every five years and recommend to the president either reappointment or non-appointment of the incumbent. A committee of the same construction appointed by the same method shall serve as the search committee for a replacement for the dean whenever a vacancy occurs, publicizing the search and inviting nominations from faculty, staff, and students.

#### Section 3. Duties and Authority

a. The dean, as the chief representative and executive officer of the college, shall have general administrative authority over college affairs, being responsible for formulating policies, introducing and testing educational ideas and proposals, and stimulating discussions leading to the improvement of the educational program of the college. The responsibilities shall include continuous review of departments, programs, and schools within the college, and review of the entire college within each five- to seven-year period. Summaries of such reviews shall be presented to the vice president for academic affairs, the president, and the Board of Regents.

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\* In future references, president means president or president's designee

b. The dean shall have final authority to make recommendations to the president on all faculty appointments, promotions, and tenure, and on the budget. In general policy matters, the dean shall consult with the Executive Committee, the Committee for Curriculum, Instruction, and Advising, the Budget Advisory Committee and the Council of Chairs. Any of these groups may initiate meetings with the dean.

c. All committees of the college and the CLA Assembly shall keep minutes of their meetings and proceedings, and shall send copies of such to the dean. The dean shall keep such minutes on file and make them publicly available except as prescribed by Minnesota and federal law.

## **ARTICLE IV. Departments and Schools**

### Section 1. Organizational Units

The departments, schools, and other units that are administratively within the College of Liberal Arts or that offer a major leading to a bachelor's degree through the college shall constitute the college. Proposals for changes in the department or school structure of the college shall, after consultation with groups directly concerned, be referred by the dean to the Committee for Curriculum, Instruction, and Advising. Recommendations of the committee shall be submitted in writing to the dean for forwarding to the CLA Assembly in advance of the meetings that are to consider them. Approval or disapproval by a majority of a quorum of the CLA Assembly shall constitute the recommendation of the assembly. The referral forwarded to the president of the University shall include the report of the assembly action and the dean's own recommendation.

### Section 2. Membership

A department or school shall consist of a chair or director and all full-time professors, associate professors, assistant professors, instructors, and other full-time or part-time faculty, staff, and students as the department or school may designate with the approval of the dean.

### Section 3. Constitutions and Procedural Rules

Each department or other teaching unit shall adopt a written constitution that is not in conflict with college or University policy and shall send it to the dean. The constitution shall indicate the policies and procedures under which the unit operates.

#### Section 4. Meetings

Each department or school shall hold at least one meeting in every quarter for the consideration of matters concerning department or school policy, recommendations concerning the appointment of new members (as well as graduate assistants) and decisions concerning department or school curricula. Agendas for such meetings shall be communicated in advance, and at all meetings minutes shall be kept which may be examined at any time by members of the department or school and which shall be sent to the dean.

#### Section 5. Consultation on Budget and Personnel

a. Recommendations on matters of general concern regarding department or school budgets shall be made to the dean, by the chair, or director of the unit after consultation with members of the unit. Recommendations by chairs and directors concerning the rank, tenure and salary of individual faculty members of departments and schools shall be made to the dean after consultation with eligible faculty. Recommendations concerning the salary and appointment terms of academic professional/administrative staff shall also be made to the dean following appropriate consultation. The results of such consultations shall be recorded in the recommendations made to the dean.

b. Each department and school shall devise methods of ascertaining and reporting to the faculty the views of students majoring or taking work in their units concerning the performance of individual faculty members. Such procedure should, whenever possible, use the participation of appropriate student organizations in gathering student views.

#### Section 6. Department Chairs and School Directors

Chairs of departments shall be appointed for three-year terms and directors of schools shall be appointed for specified terms of no more than five years; they shall be eligible for additional terms. The dean may request nominations for chairs or directors from the units concerned and may consult, collectively or individually or both, with members of the units; the dean may also appoint advisory committees that include the appropriate associate deans and representatives of related departments or schools. Upon concluding these deliberations the dean shall nominate chairs or directors to the president of the University.

#### Section 7. Grievance Procedures

The college will follow established University and contractual policies and procedures in the handling of grievances.

## Section 8. Receivership

Should a department prove unable to govern itself or to manage its affairs the dean may resort to the extraordinary remedy of taking it into receivership; that is, to appoint temporary additional faculty members or a chair or both from outside the department for the purpose of restoring order. Such appointments shall be for no longer than two years. Appointees shall have full voting rights, including the right to vote on matters of educational policy, promotion, and tenure.

Before taking such action the dean shall consult with the CLA Executive Committee and proceed according to any applicable University policy. Throughout any implementation of the receivership process the dean and provost shall protect the tenure rights of faculty members according to the Regulations on Faculty Tenure.

This policy shall not bear on the process of ordinary appointment of department chairs or faculty members, nor shall it be used to eliminate departments or to make other changes in academic organization.

## **ARTICLE V. The CLA Assembly**

### Section 1. Definition and Function

The CLA Assembly shall be the policy-making and legislative body of the College of Liberal Arts, and a forum for its members to discuss important college-wide issues.

### Section 2. Membership

#### a. Faculty

(1.) The faculty as defined in Article II, that is the president of the University, the dean, professors, associate professors, assistant professors and instructors, who hold tenured, tenure track or contract appointments (academic appointment classes 1, 2A, 4A) shall be eligible for election to the Assembly and shall be eligible to elect members of the Assembly.

(2.) Annually early in the spring semester, the dean shall request nominations for the CLA Assembly from all departments, schools, or units that are administratively within the College of Liberal Arts or that offer a major leading to a bachelor's degree through the college. The dean shall inform each unit of the maximum number of nominations it may make according to the formula of one nominee for each unit and one additional nominee for each ten faculty members of a unit. Nominations shall also be possible by petition of ten eligible voters.

(3.) Election to the CLA Assembly shall be by secret ballot, under the Hare method. A member in more than one unit may vote only once.

(4.) The size of the elected faculty membership of the CLA Assembly shall be determined by dividing by twelve the number of eligible voters in units that are administratively in CLA and by thirty-six the number of eligible voters in units that are not administratively in CLA. Votes of members in the latter category shall count as one-third votes. The candidates who would be next in line for assembly seats shall be recorded so that alternates can be named in case members are unavailable for one semester or longer.

(5.) The faculty members of the CLA Assembly shall include at least six untenured faculty. If necessary to assure such minimum representation, the CLA Executive Committee shall appoint additional members for one-year terms. The chair of the Council of Chairs shall be an ex-officio voting member of the Assembly.

(6.) Elections shall be for two-year staggered terms. Members may not serve more than two consecutive terms; after two years of not serving, they are again eligible.

(7.) A faculty alternates list shall be formed by taking, in order, the eight faculty members receiving the greatest number of votes but not elected. A faculty member who fails to attend two successive meetings without being replaced by a substitute (see section 4b below) shall be dropped from membership and replaced by the first person on the alternates list.

b. Students.

There shall be eight undergraduate student members, selected by the CLA Student Board from among currently registered students. There shall be three currently registered CLA graduate student members, selected by an appropriate graduate student organization or, if in the judgment of the CLA Assembly no such organization exists, appointed by the dean. Student members shall serve for two-year staggered terms.

c. Administration

The dean and any associate deans of the college shall be ex-officio voting members. They may not, however, be elected under Section 2a.

d. Civil Service/Bargaining Unit

Two civil service/bargaining unit members shall be selected annually by the dean, in consultation with the head of departments and units within the college. Members may be reselected to a second term. Members may not serve more than two consecutive terms; after two years of not serving, they are eligible again.

e. Academic Professional/Administrative

Two academic professional/administrative staff members who do not hold faculty rank shall be selected annually by the Professional/Administrative Board. Members may be reselected for a second term. Members may not serve more than two consecutive terms; after two years of not serving, they are eligible again.

Section 3. Officers

a. The officers of the CLA Assembly are a chair, a vice chair who will preside in the absence of the chair or when the chair takes the floor, and a secretary who shall keep full minutes of meetings and perform other functions as assigned by the assembly or its chair. The term of office is one year, although the secretary may be reappointed.

b. At its organizational meeting each spring (see section 4c), the CLA Assembly shall elect from its membership a faculty member to serve as chair and a faculty member to serve as vice chair. The current Executive Committee shall present to the new assembly a slate of at least two faculty members willing to serve as chair or vice chair of the assembly. Members of the assembly may nominate additional persons from the floor. The new chair shall appoint a secretary.

Section 4. Meetings

a. The assembly shall meet at least twice in each semester. Meetings will be called by the assembly chair at the direction of the Executive Committee or by petition of any ten members of the assembly presented to the secretary.

b. Faculty, student members, civil service/bargaining unit members, and academic professional/administrative members may designate a substitute for a given meeting from their constituency by informing the secretary prior to the meeting. Faculty members may also request the secretary to designate a substitute from the faculty alternates list.

c. In the second spring semester meeting, the members of the assembly elected to serve the following academic year shall meet to organize. That meeting will be conducted by the chair of the assembly for the current academic year. The assembly shall elect its chair for the following academic year and act on nominations for the Budget Advisory Committee and the Committee for Curriculum, Instruction, and Advising.

## Section 5. Quorum and Rules

One-half of the members of the assembly shall constitute a quorum. The assembly shall make its own rules of procedure. In any case to which no explicit rule applies, or when applicability of rules is in doubt, Robert's Rules of Order, Newly Revised shall govern.

## Section 6. Authority and Responsibility

The CLA Assembly shall have general legislative authority over educational matters affecting the college as a whole, including the power and responsibility to:

a. Serve as a forum for opinions of faculty, students, staff and administration to discuss important college-wide issues.

b. Make provisions, rules, and regulations necessary for the governance of the college.

c. Receive, discuss, and act upon reports or recommendations submitted to it by the Executive Committee or by the dean.

d. Request from any college committee or the dean reports or recommendations affecting administrative or educational policy.

e. Approve in accordance with Article IV, Section 1, any proposals for changes in the departmental and school structure of the college.

f. Make bylaws for the implementation of this constitution.

g. Except as provided under Article V section 8 (e), elect at its organizational meeting in the spring semester members of the Budget Advisory Committee and the Committee for Curriculum, Instruction, and Advising for staggered two-year terms as described in Article VI and Article VII. Members for these committees shall be nominated by the dean consulting with the chair of the Executive Committee. Additional nominations may be made from the floor. Members elected to these committees shall complete their terms even if their assembly membership expires.

## Section 7. Participation and Voting

All members of the faculty of the college, students, civil service/bargaining unit and academic professional/administrative staff and college committees have the right to attend meetings and, with assembly permission, to be recognized by the chair and to speak, to make motions from the floor, and otherwise to participate in any meeting of the CLA Assembly, except that only members of the assembly shall vote.

## Section 8. The Executive Committee

a. The Executive Committee of the Assembly shall be composed of the dean of the college, the chair of the assembly, the vice chair of the assembly, the chair of the Budget Advisory Committee, the chair of the Committee for Curriculum, Instruction, and Advising, and the chair of the Council of Chairs and Directors. The chair of the assembly will serve as chair of the Executive Committee.

b. The Executive Committee shall meet **monthly** to discuss business of the college.

c. The Executive Committee shall determine an agenda for each CLA Assembly meeting including any reports from the dean and shall publish it to all members of the assembly well in advance, together with any relevant documents.

d. The Executive Committee shall receive the reports and minutes of the Budget Advisory Committee and the Committee for Curriculum, Instruction, and Advising. These committees, any other college committees, and any individual faculty, staff member, or student may request the Executive Committee to place items on the agenda of the assembly.

e. In the event faculty vacancies occur for reasons other than the expiration of a term of membership on either the Budget Advisory Committee or the Committee for Curriculum, Instruction, and Advising, the dean, in consultation with the chair of the current Executive Committee, shall name faculty members who are members of the CLA Assembly to complete terms on the respective committees.

## **ARTICLE VI. Budget Advisory Committee**

### Section 1. Authority and Responsibility

The dean of the college shall seek the advice of the Budget Advisory Committee in planning the college's budgetary commitments. The committee shall advise the dean on allocating budgetary resources, including faculty positions to departments, programs, and schools and shall advise the college administration on procedures to gather information serving that purpose.

## Section 2. Membership

a. Except as provided under Article V section 8 (e), consulting with the chair of the current Executive Committee, the dean shall nominate eight faculty members, one undergraduate student, one graduate student, one member of the college civil service/bargaining unit staff, and one member of the college academic professional/administrative staff. The faculty nominees shall be selected from members of the Assembly unless capable candidates are not available. Those names shall be presented to the organizational spring meeting of the new assembly for its approval. Additional nominations may be made from the floor.

b. The committee shall select its own chair.

c. The dean or a dean's designate shall serve as ex-officio member of the committee.

## **ARTICLE VII. Committee for Curriculum, Instruction, and Advising**

### Section 1. Authority and Responsibility

a. The committee shall propose to the CLA Assembly curricular, instructional, and advising policies of college-wide significance, new degree regulations, revision of existing degree regulations, and the establishment or discontinuance of majors or degree programs.

b. The committee shall receive reports from the Budget Advisory Committee and the Course Review Committee, and any other committee of the college, on any matter that requires further consideration as policy.

c. The committee shall identify and refer to the dean for budgetary consideration any curricular or instructional proposals that have significant financial implications. To that end, this committee shall receive regularly the agenda for and minutes of the Course Review Committee (see Article VIII, Section 5).

## Section 2. Membership

a. Except as provided under Article V section 8 (e), consulting with the chair of the current Executive Committee, the dean shall nominate nine faculty members to serve on the Committee for Curriculum, Instruction, and Advising. The faculty nominees shall be selected from members of the Assembly unless capable candidates are not available. Those names shall be presented to the organizational spring meeting of the new assembly for its approval. Additional nominations may be made from the floor.

b. The committee shall select its own chair.

c. The dean or a dean's designate, the directors of Student Academic Support Services and Honors, and the chair of the Student Academic Affairs Committee shall serve as ex-officio members.

d. Two undergraduate students selected by the CLA Student Board, one graduate student selected by the Council of Graduate Students, one civil service/bargaining unit employee selected by the dean, and one P/A employee selected by the Professional/Administrative Board shall be members of the committee.

## **ARTICLE VIII. Other Standing Committees**

### Section 1. Honors Committee

a. An Honors Committee and its chair shall be appointed by the dean in consultation with the director of Honors. The committee shall consist of eight faculty members selected from the list of honors representatives of the teaching units of the college, three undergraduate student members, and up to five other members. Members shall serve two-year terms and may be re-appointed.

b. The committee shall be responsible for approving college honors courses and overseeing the honors program of the college. It shall recommend to the Committee for Curriculum, Instruction, and Advising changes in policies for honors work in the college.

### Section 2. Promotion and Tenure Review Committee

a. A Promotion and Tenure Review Committee shall be appointed by the dean.

b. The committee shall advise the dean on all recommendations concerning promotion and tenure.

### Section 3. Student Academic Affairs Committee

a. A Student Academic Affairs Committee and its chair shall be appointed by the dean in consultation with the directors of the college's student service offices. It shall consist of ten faculty members with two-year staggered terms, four undergraduate student members with two-year staggered terms, one academic professional/administrative staff member not holding a faculty appointment with a two-year term, two civil service/bargaining unit members with two-year staggered terms, the director of Student Academic Support Services, the director of Honors, and a senior college administrator from outside the College of Liberal Arts with a one-year term. Members may be re-appointed.

b. The committee shall oversee all student-service functions in the college, including advising, admissions, orientation, registration, career development and placement, special support services, and the interpretation of college regulations concerning students. The committee shall propose to the Committee for Curriculum, Instruction, and Advising, and when appropriate to the Budget Advisory Committee, policies for college student services, including advising, admissions, scholastic standing, academic performance, and scholastic conduct. The committee shall delegate authority to and oversee subcommittees on scholastic standing, scholastic appeals, and scholastic conduct.

The Scholastic Standing Committee shall administer and interpret faculty regulations concerning admissions, advanced standing, probation, suspension, graduation, registration, grading, attendance, and related matters. It may interpret a regulation broadly if the spirit of the regulation is satisfied and the effect is to the student's educational advantage or prevents undue hardship.

The Scholastic Appeals Committee shall act on individual student requests and deal with situations in which the request cannot be handled in the student's college office or in which the student is appealing a decision of a Scholastic Appeals Committee representative or a senior representative.

The Scholastic Conduct Committee is responsible for acting on cases of alleged student scholastic dishonesty involving students, faculty, and staff within the functional units of the college. The committee shall keep the faculty, staff, and students apprised of its existence and procedures for dealing with student scholastic misconduct.

#### Section 4. Course Review Committee

a. The Course Review Committee shall consist of fourteen faculty members appointed by the dean, two undergraduate students selected by the CLA Student Board, two graduate students selected by an appropriate graduate student organization, and one academic professional/administrative member who does not hold a faculty appointment selected by the CLA Academic Professional/Administrative Staff Association from among those of its members whose primary responsibility is to advise undergraduate students.

b. The committee shall select its own chair.

c. The committee shall review and approve proposals for courses to be added to the curriculum and policies governing transfer of credit. The committee shall identify and refer to the dean course proposals with significant financial or policy implications. Departments and other units may make minor modifications in existing courses and requirements for the major, provided such changes are approved by the appropriate college officer. If the college officer believes, however, that a proposed change requires committee consideration, it shall be referred to the committee.

d. The committee shall circulate proposed courses and major changes to all chairs and directors of academic departments, programs, and schools, to the deans of the college, and to the chair of the Committee for Curriculum, Instruction, and Advising.

### **ARTICLE IX. Council of Chairs and Directors of Academic Departments, Programs and Schools**

#### Section 1.

The Council of Chairs and Directors of Academic Departments, Programs and Schools shall consist of the chairs and directors of those academic departments, programs and schools that include budgeted or tenured faculty. Each spring quarter, the council shall elect one of its members as its chair. The chair shall serve on the Executive Committee for a year beginning the sixteenth of June.

#### Section 2.

The council shall meet regularly with the dean to discuss collegiate actions that significantly affect the missions of the departments, programs and schools.

### Section 3.

The chair of the council shall set its agenda and shall seek the advice of both the dean and its members to that end.

## **ARTICLE X. Special and Ad Hoc Committees of the College**

### Section 1. Creation of Committees

a. The CLA Assembly or the dean may create such special or ad hoc college committees as are considered necessary for achieving the objectives of the college.

b. Any council or committee of the college may create subcommittees in order to accomplish its work.

### Section 2. Appointment of Members

Except in cases in which membership is specified in the establishment of the committee as ex-officio, by election, or by approval of a specified authority, all members of committees whose functions or purposes are essentially college-wide shall be appointed by the dean. Membership in the college shall not be prerequisite to such appointment, and the dean may select members from appropriate constituencies.

## **ARTICLE XI. Non-faculty Constituencies**

### Section 1. CLA Student Board. Authority and Responsibilities

Without in any way limiting access to the administration and faculty for any individual student or student group, the CLA Student Board shall be considered the official channel whereby recommendations from the student body as a whole are brought to the college. The board shall be the principal instrument for achieving participation of students in the affairs of the college, and shall nominate undergraduate student representatives to all appropriate committees of the college.

## Section 2. Council of Graduate Students. Authority and Responsibilities

The Council of Graduate Students serves as an organization for all University graduate students including those in the College of Liberal Arts. The council shall be the principal instrument for achieving participation of graduate students in the affairs of the college, and is charged with nominating their representatives to all appropriate committees of the college.

## Section 3. CLA Staff Association. Authority and Responsibilities

The Liberal Arts Staff Association serves as an organization of all civil service employees in the College of Liberal Arts. The association shall be the principal instrument for achieving participation of civil service/bargaining unit personnel in the affairs of the college, and is charged with nominating their representatives to all appropriate committees of the college.

## Section 4. CLA Academic Professional/Administrative Board. Authority and Responsibilities

The CLA Academic Professional/Administrative Board serves as an organization of all such employees in the College of Liberal Arts who do not hold faculty appointments. The association shall be the principal instrument for achieving participation for such academic professional and administrative staff in the affairs of the college, and is charged with nominating their representatives to all appropriate committees of the college.

# **ARTICLE XII. Senate Representation**

## Section 1. Eligibility

The Constitution of the University Senate specifies (a) who shall be eligible for election to that body, (b) the number of senate members each college, school or other unit may elect, and (c) who shall be eligible for reelection.

## Section 2. Invitations for Nominations

The information referred to in Section 1. shall be transmitted annually in the spring quarter by the dean, to all departments, schools, and other units administratively within the College of Liberal Arts. The dean shall then request nominations for the senate from each eligible unit of the college.

### Section 3. Nominating Procedures

Each department, school or other unit administratively within the college may nominate as many candidates for the senate as it may nominate for the CLA Assembly. The dean shall annually inform each eligible unit of the number of nominations it may make, and the departments, schools, and other units shall submit their slates of nominations to the dean. Nothing shall prohibit any eligible unit from nominating faculty members from units of the college other than itself or from the list of academic staff members not regularly attached to an existing faculty who vote with and may serve as representatives of the College of Liberal Arts. Additional persons may be nominated on petition to the secretary of the CLA Assembly signed by fifteen members of the faculty of the eligible units of the college.

### Section 4. Alternate Representatives

A senator may designate to serve in his/her place and stead any member of the college faculty and/or staff eligible to vote for senators, upon presentation of a written notice to the clerk of the senate prior to the commencement of any senate meeting. No alternate may substitute for more than one senator at any given meeting of the senate. If a senator's term is terminated or interrupted for a period of more than one quarter, the position shall be filled in accordance with the procedures specified under Section 5.

### Section 5. Methods of Election

Election to the senate shall be by secret ballot, under the Hare method. The ballots shall be prepared in the office of the dean and, after the faculty has voted, shall be returned there. Ballots shall be counted by the secretary of the assembly and two additional faculty members designated by the dean. The results of the election shall be reported to the faculty and the clerk of the senate. The candidates who would be next in line for senate seats shall be recorded so that alternates can be named in case members become unavailable for more than one quarter.

## **ARTICLE XIII. Amendments, Interpretations, Implementation**

### Section 1. Amendments

The constitution and bylaws of the college may be amended by a two-thirds majority of voting members present at a meeting of the CLA Assembly. Amendments may be proposed by the Executive Committee, the Committee for Curriculum, Instruction, and Advising, the CLA Student Board or a recognized graduate student organization, the CLA Staff Association or the Academic Professional/Administrative Staff Association, or by petition of any ten assembly members or any twenty-five members of the faculty, or other constituency listed above. Notice of proposed amendments shall be given in writing to all members of the assembly and circulated widely at least thirty days before the CLA Assembly is to act on them. Notice of CLA Assembly meetings at which proposed amendments are to be voted on shall be given to all members of the assembly and circulated widely at least ten days in advance of such meetings.

### Section 2. Interpretation

Final authority to interpret this constitution shall reside in the CLA Assembly.

### Section 3. Implementation

This constitution shall become effective immediately after its adoption by the faculty of the college through its assembly. All committees, provisions, rules, and regulations in existence at the time this constitution becomes effective, and not in violation of its provisions, shall continue until modified in accordance with provisions and procedures established herein.

## **BYLAWS OF THE CLA CONSTITUTION**

### Article I. General rules for committees and councils of the College of Liberal Arts

1. All College of Liberal Arts committee meetings shall be open to members of the constituencies involved in their deliberations. Any committee may go into executive session upon a majority vote of its members, if in accordance with the law.
2. Terms as used in council and committee appointments and elections shall run from September 16 through September 15.

3. Ex-officio members shall have all the privileges of membership except that of voting, unless otherwise specified in the article constituting the committee or council.
4. In all council, committee, and other meetings in the College of Liberal Arts, the motion to table shall be debatable.
5. One-half of the voting members shall constitute a quorum for all College of Liberal Arts committees and councils.

#### Article II. Adoption of Bylaws

1. Amendments, additions, and deletions of by-laws shall be adopted by a simple majority of the vote of the Assembly.
2. Proposed changes in bylaws must be submitted in writing to assembly members at least ten days prior to the meeting at which a vote on such changes is to be taken.

#### Article III. On filling vacant Senate positions

A senator whose term will be terminated or interrupted for more than one quarter shall notify the dean. A substitute shall be provided according to the procedure specified in Article XII, Section 5. The substitute senator shall serve during the time the regular senator is unavailable.