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2 **College of Science and Engineering Constitution**

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5 **Adopted: November 1992**  
6 **Amended: February 1998, December 2011, February 2015**

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9 **PREAMBLE**

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12 **SECTION 1. Collegiate Name and Purpose**

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14 1.1 The College of Science and Engineering (CSE), a collegiate unit of the University of Minnesota, is dedicated to  
15 education and scholarship in engineering, the physical sciences, and mathematics. The purpose of these educational  
16 programs is to offer instruction and degree programs at the undergraduate, graduate, and continuing education  
17 levels. It is equally CSE's responsibility to encourage and maintain research and service activities which will enlarge  
18 these bodies of knowledge and serve society. Prior to July 1, 2010, the College of Science and Engineering was  
19 known as the Institute of Technology.  
20

21 **SECTION 2. Constitution**

22  
23 2.1 The purpose of the constitution of the College of Science and Engineering is to foster an active, informed faculty  
24 and to promote open communication among the faculty, professional and academic staff, civil service staff,  
25 student/professional training appointees, students, and the administration of the College of Science and Engineering.  
26 The constitution provides a framework in which the roles of these groups are defined in the initiation of  
27 recommendations, the formulation of decisions, and the communication of the basis for decisions to those affected.  
28

29 2.2 This constitution is not part of the employment contract between the University and its employees. It does not  
30 establish terms and conditions of employment.  
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32 **ARTICLE I. General Powers**

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34 **SECTION 1. Distribution of Powers**

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36 I.1.1 All matters relating to CSE's educational and administrative affairs are committed to the Dean and the CSE  
37 faculty, as delegated by the Board of Regents and in accord with the constitution of the University Senate, and  
38 consistent with actions of these bodies heretofore or hereafter taken.  
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40 **ARTICLE II. Dean of the College of Science and Engineering**

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42 **SECTION 1. Duties and Authority**

43  
44 II.1.1 The Dean of the College of Science and Engineering, as the chief representative and executive officer, shall  
45 have general administrative authority over College of Science and Engineering affairs. The Dean must be a tenured  
46 member of the faculty in one of CSE's departments and schools listed in Article I, Section 1 of the Bylaws. The  
47 Dean shall be responsible for:

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49
  - formulating policies, introducing and testing educational ideas and proposals, and stimulating collegiate  
50 discussions leading to improvement of CSE's educational programs.

- 51 • encouraging faculty in their efforts to conduct research that it is at the forefront of work being done  
52 worldwide.  
53 • supporting CSE personnel in their mission to serve the University and professional organizations, and to  
54 engage with the public.  
55 • preparing CSE's annual budget.  
56

57 The Dean shall also have the responsibility to establish reviews of the various schools and departments listed in  
58 Article I, Section 1, of the Bylaws and also the College of Science and Engineering as a whole or in part. The Dean  
59 shall send copies of the review summary to the school or department concerned, the Senior Vice President and  
60 Provost, and the Board of Regents. The Dean's responsibilities shall also include both strengthening the College of  
61 Science and Engineering and its programs and interpreting those programs to the University and the community.  
62

63 II.1.2 In order to further these aims, the Dean shall have the right to appoint Associate Deans, Assistant Deans, and  
64 other administrative officers who will serve at the Dean's pleasure. These appointments shall be made in a manner  
65 consistent with University search and tenure policies.  
66

## 67 **SECTION 2. Appointment of the Dean**

68

69 II.2.1 The Dean of the College of Science and Engineering shall be appointed by the Senior Vice President and  
70 Provost, subject to the approval of the Board of Regents. When a decanal search committee is to be appointed,  
71 department faculties will be invited to provide a list of nominations for search committee membership. The Senior  
72 Vice President and Provost can choose members of the search committee from these nominations and has the  
73 prerogative to add other members. The search process should provide faculty, staff, and students with an opportunity  
74 to meet with or hear from candidates who are publicly announced as finalists for the position.  
75

76 II.2.2 Periodic review of the Dean's performance and decisions on continued appointment or termination shall be at  
77 the discretion of the Senior Vice President and Provost..  
78

79 II.2.3 The procedure for the CSE faculty to recommend a recall of the Dean is initiated by the filing with the Senior  
80 Vice President and Provost of a petition to recall signed by a minimum of 30 percent of the regular CSE faculty, as  
81 defined in paragraph III.1.2. The Senior Vice President and Provost will then be invited to a meeting of the CSE  
82 faculty in order to discuss and vote on the motion to recall. A two-thirds vote of the regular faculty of the College of  
83 Science and Engineering shall be required to recommend to the Senior Vice President and Provost that the Dean be  
84 terminated..  
85

## 86 **SECTION 3. Faculty Recommendations**

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88 II.3.1 The Dean shall make recommendations to the Senior Vice President and Provost or the Senior Vice President  
89 and Provost's designee of all faculty appointments, promotion, tenure, and salary adjustments following consultative  
90 procedures within CSE described in Article VI, Section 5.  
91

## 92 **SECTION 4. Consultation on Budget**

93

94 II.4.1 The Dean, as CSE's chief executive officer, shall have final authority to make budgetary recommendations to  
95 the Senior Vice President and Provost or the Senior Vice President and Provost's designee. The Dean shall, however,  
96 consult with school and department heads concerning budgetary matters which affect CSE as a whole. Consultation  
97 on individual department budgets shall follow procedures described in Article VI, Section 5.  
98

## 99 **SECTION 5. Dean's Committees**

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101 II.5.1 The Dean may constitute Dean's committees to act in advisory capacities. Unless specified elsewhere, the  
102 Dean may appoint members of these committees. These committees shall file reports with the Dean.  
103  
104

105 **ARTICLE III. The Faculty**

106  
107 **SECTION 1. Membership**

108  
109 III.1.1 The faculty of the College of Science and Engineering shall consist of all faculty personnel, as defined by the  
110 University, holding appointments as instructor, assistant professor, associate professor, professor, or Regents  
111 Professor who are budgeted through the departments, schools, or other units of the College of Science and  
112 Engineering, including members on leave, and the Dean and Associate or Assistant Deans, if they hold faculty rank.  
113

114 III.1.2 The regular faculty of the College of Science and Engineering are those individuals in the ranks specified  
115 above with either a probationary or tenured appointment.  
116

117 III.1.3 The non-regular faculty of the College of Science and Engineering are those individuals in the ranks specified  
118 above with neither a probationary nor tenured appointment.  
119

120 III.1.4 Faculty of other units which are not administratively within CSE may, upon their request, be granted  
121 membership in the CSE Faculty Assembly by action of the Faculty Assembly as specified in Article V, Section 2.  
122

123 III.2.1 The CSE faculty shall be governed by the policies (and constitution, where applicable) of the Board of  
124 Regents, the Senate, the University's central administration, and by the Board of Regents policy on Faculty Tenure,  
125 in all matters addressed by those documents or policies, including, but not limited to, academic freedom and  
126 responsibility, code of conduct, and promotion and tenure.  
127

128 III.2.2 Each regular faculty member shall have the right to vote in the CSE Faculty Assembly and in meetings of the  
129 faculty member's department. In addition, those regular members specified in the University Senate Constitution  
130 shall have the right to vote in University Senate elections.  
131

132 III.2.3 A non-regular faculty member does not have voting privileges in the CSE Faculty Assembly, unless granted  
133 such privileges under the special provisions specified in Article V, Section 2.  
134

135 **SECTION 2. Faculty Tenure**

136  
137 Policies and procedures concerning faculty tenure, including removal for cause, shall be identical at all times to  
138 policies and procedures described in the Board of Regents policy on Faculty Tenure and in the Procedures for  
139 Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty.  
140

141 **ARTICLE IV. Other Constituencies**

142  
143 **SECTION 1. Definitions**

144  
145 IV.1.1 Other constituencies are groups other than the faculty that participate in activities of the College of Science  
146 and Engineering.  
147

148 **SECTION 2. Academic Professional and Administrative (P&A) Staff**

149  
150 IV.2.1 Academic professional and administrative (P&A) staff shall consist of professional personnel who are  
151 assigned to duties enhancing the research, teaching, and service functions of the College of Science and Engineering  
152 and administrative personnel who are involved in policy development or execution or in directing, coordinating, or  
153 supervising activities in the College of Science and Engineering.  
154

155 IV.2.2 Academic professional and administrative (P&A) staff in the College of Science and Engineering shall be  
156 governed by the University's Academic Professional and Administrative Staff Policies and Procedures in all matters  
157 addressed by this document which are in effect at the time of adoption or amendment of this constitution or as said  
158 document is subsequently amended, including, but not limited to, policies on appointment, evaluation, termination,  
159 grievance procedures, and salaries and benefits.

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**SECTION 3. Civil Service Staff**

IV.3.1 Civil service employees are support staff and scientific/technical staff hired through the University's Office of Human Resources and affiliated with units administratively within CSE.

IV.3.2 Civil service employees in CSE shall be governed by the University's Civil Service Rules in all matters addressed by this document which are in effect at the time of adoption or amendment of this constitution or as said document may be subsequently amended, including, but not limited to, policies and procedures on position classification, compensation, probationary period, performance rating, dismissal, and grievance procedures.

**SECTION 4. Student/Professional Training Appointees**

IV.4.1 Bargaining unit employees are labor represented employees and are support staff hired through the University's Office of Human Resources and affiliated with units administratively within CSE.

IV.4.2. Bargaining unit employees in CSE shall be governed by the University's bargaining unit contracts in all matters addressed by this document which are in effect at the time of adoption or amendment of this constitution or as said document may be subsequently amended, including, but not limited to, policies and procedures on position classification, compensation, probationary period, performance rating, dismissal, and grievance procedures.

**SECTION 5. Student/Professional Training Appointees**

IV.5.1 Student/professional training appointees are those holding appointments in the 95xx classes, such as graduate assistants and post-doctoral Associates.

**SECTION 6. Students**

IV.6.1 Students are those undergraduate students enrolled and currently registered in undergraduate degree programs or the Lower Division of CSE and all those graduate students admitted to a graduate degree program offered by one of CSE's departments, schools or programs.

**SECTION 7. Rights and Privileges**

IV.7.1 Members of these other constituencies are expected to participate in the affairs of CSE, including its governance, its committee structure, and its grievance procedures. Representation on College of Science and Engineering committees shall be according to policies and procedures specified in the Bylaws.

**ARTICLE V. CSE Faculty Assembly**

**SECTION 1. Definition and Function**

V.1.1 The policy-making and legislative body of the College of Science and Engineering shall be the CSE Faculty Assembly.

**SECTION 2. Membership**

V.2.1 The CSE Faculty Assembly shall consist of all members of the CSE faculty, as defined in Article III. Voting members of the CSE Faculty Assembly shall consist of all members of the regular faculty of the College of Science and Engineering, as defined in Article III. With the approval of the voting members of the CSE Faculty Assembly, other individuals, by reason of their academic interests, may be invited to become voting members of the CSE Faculty Assembly for specific terms.

214 **SECTION 3. Officers**

215  
216 V.3.1 The Dean of the College of Science and Engineering shall be the chair of the Faculty Assembly. The  
217 Associate Dean for Academic Affairs shall serve as vice chair and shall keep minutes of meetings and perform other  
218 functions as may be assigned by the Assembly or by the Dean.

219  
220 **SECTION 4. Meetings**

221  
222 V.4.1 The Faculty Assembly shall meet at least once during the academic year. Special meetings of the Assembly  
223 may be called by petition of ten percent of the voting members presented to the Associate Dean for Academic  
224 Affairs or by the Dean. Meeting agenda for regular and special meetings shall be circulated to the faculty at least 5  
225 days prior to meetings. For special meetings called by petition, the agenda items shall be confined to those issues  
226 mentioned in the petition. Items for the agenda must be submitted by a voting member of the Faculty Assembly to  
227 the Associate Dean for Academic Affairs at least 7 days prior to meetings. The Faculty Assembly may determine the  
228 rights of attendance and participation by other individuals. Student and staff members of Faculty assembly  
229 committee shall have the privilege of speaking on the report of their committee before the Faculty Assembly. The  
230 minutes of each Assembly meeting shall be available in the Dean's office.

231  
232 **SECTION 5. Quorum and Rules**

233  
234 V.5.1 Ten percent of the regular faculty at the beginning of fall term shall constitute a quorum for that year. The  
235 assembly shall make its own rules of procedure, but in each case to which no explicit rule applies, or when  
236 applicability or interpretation of rules is in doubt, Robert's Rules of Order shall govern. If action on agenda items  
237 cannot be taken because of lack of a quorum of voting members and the Dean determines that action cannot be  
238 delayed until the meeting of the subsequent term, the Dean may call a special meeting of the faculty to take  
239 necessary action or may conduct a mail or electronic ballot of the voting faculty. If a special meeting fails to produce  
240 a quorum or a quorum does not vote in a mail or electronic ballot, the Dean may take action on those items for  
241 which action is required.

242  
243 **SECTION 6. Authority and Responsibility**

244  
245 V.6.1 The Faculty Assembly shall have general legislative authority over educational matters affecting CSE as a  
246 whole, including the power and responsibility to:

- 247 Make Bylaws for the implementation of the Constitution.  
248 Make provisions, rules, and regulations necessary for the governance of the College of Science and Engineering.  
249 Discuss and act upon matters involving CSE's educational policies, including all matters concerning courses,  
250 curriculum, and degree programs.  
251 Receive and discuss reports or recommendations submitted by the Dean, or request such reports or  
252 recommendations on any matter affecting policy regarding CSE's activities.  
253

254  
255 **SECTION 7. Creation of Assembly Committees**

256  
257 V.7.1 The Faculty Assembly may create other assembly committees as are required by policies established by the  
258 Board of Regents or are considered necessary for accomplishing the objectives of the College of Science and  
259 Engineering. Assembly committees may create subcommittees when necessary. Committees and subcommittees are  
260 responsible to the body that created them. Subcommittee membership, unless specified to the contrary, may include  
261 persons who are not members of the committee to which the subcommittee is responsible.

262  
263 **SECTION 8. Appointment of Members to the Assembly Committees**

264  
265 V.8.1 Except in cases in which the selection of members is specified in the establishment of the committee, all  
266 members of assembly committees shall be appointed by the Dean. Membership in the College of Science and  
267 Engineering faculty shall not be prerequisite to such appointments.  
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270 **SECTION 9. Minutes of Assembly Committees**

271  
272 V.9.1 All assembly committees shall keep minutes of their meetings and proceedings. Copies of these minutes shall  
273 be placed on file in the Dean's office and shall be available to anyone.  
274

275 **ARTICLE VI. Departments and Schools**

276  
277 **SECTION 1. Organizational Units**

278  
279 VI.1.1 The department or school as established by the Board of Regents and as specified in the Bylaws, Article I,  
280 Section 1, shall be considered the basic organizational unit of the College of Science and Engineering. Proposals to  
281 change the collegiate structure shall be presented by the Dean to the Faculty Assembly. Approval or disapproval by  
282 a majority of those present at a meeting of the Faculty Assembly shall constitute the recommendation of the Faculty  
283 Assembly to the Board of Regents. This recommendation shall be transmitted promptly to the Board of Regents by  
284 the secretary.  
285

286 VI.1.2 Organizational units reporting directly to the Dean other than departments and schools (for example,  
287 “programs”, “institutes” or “centers”) may be created by the Dean in order to carry out CSE's mission. The creation  
288 or disestablishment of such units must be reported to the Senior Vice President and Provost and to the CSE faculty.  
289 In creating such a unit, the dean must specify appropriate appointment and review procedures for the unit director.  
290 The unit must also establish appointment criteria and review procedures for its members and employees. All  
291 personnel in such units with faculty rank must hold faculty appointments in CSE's departments, schools or  
292 programs. All non-faculty personnel in such units shall be considered to be Associated with the CSE Administration  
293 for the purpose of committee representation and other such purposes, as established in this Constitution and its  
294 Bylaws.  
295

296 **SECTION 2. Membership**

297  
298 VI.2.1 The membership of a department shall consist of those faculty, academic professional and administrative  
299 staff, civil service staff, and students related to the department. The department faculty shall consist of all  
300 individuals assigned to the department who are defined as faculty members in Article III. Academic professional and  
301 administrative staff shall consist of those individuals in those categories who are assigned to that department. Civil  
302 service staff shall consist of those individuals in that category who are assigned to that department. Student  
303 membership in the department is defined to be all students who are degree candidates in the department and such  
304 other groups of students designated by the department faculty.  
305

306 **SECTION 3. Department and School Heads and Chairs**

307  
308 VI.3.1 Department and school heads and chairs are responsible for the general administration of the department.  
309 These responsibilities shall include consulting with department faculty, staff, and students and making  
310 recommendations to the Dean, execution of University, college, and department policies, and the management of  
311 department funds and department governance procedures. The head or chair is also responsible for the  
312 encouragement of the educational, research, and service efforts of the department, and in particular have the  
313 authority and discretion to assign teaching in accordance with departmental and collegiate workload policies (and in  
314 accordance with Interpretation 4 of the the Board of Regents policy: Faculty Tenure).  
315  
316

317 VI.3.2 Heads or chairs of departments and schools shall be appointed by the Dean for terms not longer than 5 years  
318 and shall be eligible for additional terms. For the original appointment, the Dean shall appoint a search committee to  
319 recommend candidates for the head or chair. The department faculty will be invited to provide nominations of  
320 members for the search committee. The Dean shall choose members of the search committee from the nominations  
321 and has the prerogative to add other members to the search committee. The Dean shall provide the search committee  
322 with a written charge, which will include the number of names of candidates to be submitted for consideration.  
323

324 VI.3.3 The Dean shall have the right to initiate a review of the performance of a department or school head or chair.  
325 This review is mandatory before reappointment to a new term of office, but may be initiated at an earlier time, if the  
326 Dean believes it advisable. The department faculty will be invited to provide nominations of members for the review  
327 committee. The Dean will appoint the review committee, which will be principally composed of members of the  
328 CSE faculty. A written report of the review shall be provided to the Dean, to the faculty of the department, to the  
329 President, and to the Senior Vice President and Provost.  
330

331 VI.3.4 Concurrent with the second five year review, as the head or chair is finishing the tenth year of service, the  
332 regular faculty of the department will vote to recommend whether or not the term of office should be extended for  
333 an additional five years, on an annual and renewable basis, subject to annual performance evaluations. Concurrent  
334 with a third or later five years review, as the head or chair is finishing the fifteenth or later year of service, the  
335 faculty will again vote to recommend whether or not the term of office should be extended for an additional five  
336 years. It will be the responsibility of the review committee to organize, tabulate, consider, and report the vote of the  
337 faculty in conjunction with the second and later five year reviews.  
338

339 VI.3.5 The procedure for the faculty of a department to recommend a recall of a department or school head or chair  
340 is initiated by the filing with the Dean of a petition to recall signed by a minimum of 30% of the regular faculty of  
341 the department. The Dean shall then schedule a meeting of the faculty in order to discuss and vote on the motion to  
342 recall. A two-thirds vote of the regular faculty of the department shall be required to recommend to the Dean that the  
343 Dean declare a vacancy to exist in the position of head or chair.  
344

#### 345 **SECTION 4. Meetings**

346

347 VI.4.1 Each department, school or program shall hold at least one faculty meeting in each term of the academic year  
348 for consideration of matters concerning department policy. Agenda for such meetings shall be transmitted one week  
349 in advance to all persons eligible to attend. Minutes shall be kept at all department faculty meetings. These minutes  
350 shall be made available to all faculty eligible to attend the meeting to which the minutes refer and to other  
351 individuals to be determined by the particular faculty. The regular faculty of a department shall have the right to  
352 determine attendance, participation, and voting privileges for student and staff members of that department at the  
353 department faculty meetings. Voting shall be by secret ballot on any occasion on which ten percent of the faculty  
354 membership of the department requests this procedure.  
355

#### 356 **SECTION 5. Consultation on Budget and Rank**

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358 VI.5.1 Recommendations on matters of general concern regarding departmental budgets shall be made to the Dean  
359 by the department or school head or chair after consultation with members of the department or school.  
360 Recommendations concerning the rank and tenure of current faculty members shall be made to the Dean according  
361 to procedures described in the current Board of Regents Policy on Faculty Tenure. Recommendations concerning  
362 the rank and tenure of prospective faculty members shall be made to the Dean according to established University  
363 search procedures and procedures described in the current Board of Regents Policy on Faculty Tenure.  
364 Recommendations dealing with salaries of individuals shall be made to the Dean by the head or chair of the  
365 department, school or program.  
366

#### 367 **SECTION 6. Grievance Policies and Procedures**

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369 VI.6.1 Grievance policies and procedures for CSE's faculty, staff, and students are as specified in the University's  
370 applicable grievance policies and procedures.  
371

372 **ARTICLE VII. Faculty Representatives to the University Senate**

373  
374 **SECTION 1. Eligibility**

375  
376 VII.1.1 The Constitution of the University Senate specifies (a) who shall be eligible for election to that body, (b) the  
377 number of Senate members each college, school or other unit may elect and (c) who shall be eligible for reelection.  
378

379 **SECTION 2. Invitations for Nominations of Faculty Representatives**

380  
381 VII.2.1 The information dealing with faculty representatives referred to in Section 1 shall be transmitted annually in  
382 the spring term, by the Dean, to all departments, schools and other units administratively within CSE. At the same  
383 time that the Dean transmits this information, the Dean shall solicit nominations for faculty representatives to the  
384 University Senate from each eligible unit of CSE.  
385

386 **SECTION 3. Nominating Procedures**

387  
388 VII.3.1 Each department, school or other unit administratively within CSE shall designate a number of nominees  
389 proportionate to its representation in the faculty. The Dean shall annually inform each eligible unit of the number of  
390 nominations it may make, and the departments, schools or other units shall submit their slates of nominations to the  
391 Dean. Nothing shall prohibit any eligible unit from nominating faculty members from units of CSE other than its  
392 own or from the list of academic staff members not regularly attached to an existing faculty who vote with and may  
393 serve as representatives of CSE. The Dean shall make the nominations known sufficiently before the time of  
394 election so that additional persons may be nominated on petition to the Dean. Such petitions shall be signed by at  
395 least fifteen members of CSE's regular faculty.  
396

397 **SECTION 4. Alternate Representatives**

398  
399 VII.4.1 Any eligible elector within the College of Science and Engineering may serve as an alternate senator when  
400 elected senators are unable to attend a Senate meeting due to schedule conflicts. Any representative may designate  
401 any alternate from CSE to serve in the representative's place and stead by written notice to the clerk prior to the  
402 commencement of any meeting. No alternates may substitute for more than one representative at any given meeting.  
403 Service as an alternate shall not be counted with respect to eligibility as a representative.  
404

405 **SECTION 5. Methods of Election**

406  
407 VII.5.1 Election to the University Senate shall be by secret ballot. The ballots shall be prepared in the office of the  
408 Dean, and, after the faculty has voted, shall be counted there by the Associate Dean for Academic Affairs. These  
409 ballots shall be distributed to all faculty who are defined to be eligible by the University Senate Constitution and  
410 Bylaws and are administratively within CSE. A list of candidates arranged in the order of number of votes cast for  
411 each, beginning with the largest number, shall be prepared. In an election in which N representatives are to be  
412 chosen, the N individuals on this list shall be elected representatives. In a circumstance in which an election for one  
413 or more of the senate seats is for part of a full term, those seats which carry a full term shall be assigned to those  
414 nominees with the highest number of votes, next, the seats with the largest fractional term shall be assigned. This  
415 procedure shall be followed until all N positions are filled. Ties will be broken by a coin flip or equivalent method.  
416 The results of the election, including the number of votes received by each candidate, shall be reported to the clerk  
417 of the University Senate, and made available upon request to members of the faculty.  
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419 VII.5.2 Vacancies which occur in the list of Senate representatives shall be filled with an appointment by the Dean.  
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421 **ARTICLE VIII. Amendments, Interpretations, Implementation**

422  
423 **SECTION 1. Amendments**

424  
425 VIII.1.1 The Constitution and Bylaws of the College of Science and Engineering may be amended by a two-thirds  
426 majority of those voting members present at a meeting of the Faculty Assembly, such amendment(s) to be



introduced by proposal from a standing committee or by a petition signed by ten percent of the regular faculty and presented to the Secretary of the Faculty. All amendments shall be reviewed by the CSE Consultative Committee and their recommendation presented to the Faculty Assembly. Notice of such proposed amendments, together with the recommendation of the CSE Consultative Committee, shall be given in writing to all members of the faculty at least 30 days before the Faculty Assembly is called upon to act on them. Amendment(s) to the Constitution will become effective when approved by the Dean and the Senior Vice President and Provost. Amendments to the Bylaws become effective when approved by the Faculty Assembly.

## **SECTION 2. Interpretation**

VIII.2.1 Final authority to interpret this Constitution shall reside in the Faculty Assembly.

## **SECTION 3. Implementation**

VIII.3.1 This Constitution shall become effective immediately after its adoption by the CSE faculty in a Faculty Assembly and its approval by the Dean and the Senior Vice President and Provost. Adoption will require a majority vote of the CSE faculty. If a majority vote is not obtained, a mail ballot of the College of Science and Engineering faculty shall be conducted.

# **BYLAWS**

## **ARTICLE I. The Faculty**

### **SECTION 1. Membership**

I.1.1 For faculty membership purposes, the following departments, schools and programs shall be considered to be within the College of Science and Engineering:

- Department of Aerospace Engineering and Mechanics
- Department of Biomedical Engineering
- Department of Chemical Engineering and Materials Science
- Department of Chemistry
- Department of Civil, Environmental, and Geo- Engineering
- Department of Computer Science and Engineering
- Department of Earth Sciences
- Department of Electrical and Computer Engineering
- Department of Industrial and Systems Engineering
- School of Mathematics
- Department of Mechanical Engineering
- School of Physics and Astronomy
- History of Science, Technology and Medicine

I.1.2 Except for Senate representation, this faculty membership shall also extend individually and collectively to the faculty of the Department of Bioproducts and Biosystems Engineering and to the faculty of the School of Statistics.

I.1.3 For purposes of University Senate representation and voting, individuals appointed in the Office of the Dean who are eligible to vote in Senate elections will be assigned to an appropriate department or school in the above list.

## **ARTICLE II. Standing Committees**

### **SECTION I. Administrative Council**

II.1.1 The Administrative Council of the College of Science and Engineering is established as a Dean's committee and shall consist of the heads and chairs of the various departments, programs and schools of CSE. The Dean and

481 Associate Deans, as determined by the Dean, act as chair and vice chairs of the council, respectively. The council is  
482 the direct channel of communication between the Dean's office and the academic units.

483

## 484 **SECTION 2. Curriculum Committee**

485

486 II.2.1 The Curriculum Committee is established as an assembly committee and shall consist of representatives from  
487 each department or school offering a curriculum in the College of Science and Engineering. These representatives  
488 shall be selected by each department or school. The committee shall also have four student representatives, with at  
489 least one from CSE's senior class and at least one from recommendations by the Associate Dean for Undergraduate  
490 Programs in consultation with the CSE Student Board. The chair of the committee shall be chosen by the Dean from  
491 among the faculty members of the committee. The Associate Dean for Undergraduate Programs is an ex-officio non-  
492 voting member of the committee.

493

494 II.2.2 The Curriculum Committee shall consider issues dealing with CSE's undergraduate courses and curriculum.  
495 The committee shall consider all matters of course additions, course deletions, significant changes in course content,  
496 changes in course prerequisites and other related questions brought before it by the various units of CSE.  
497 Recommendations of the committee shall be reported to the Faculty Assembly

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499 II.2.3 Changes in each undergraduate curriculum shall be reported to the Curriculum Committee for information.  
500 The Dean shall have the power to request a study of a particular curriculum by the Curriculum Committee. Its  
501 recommendations in this matter shall be reported to the Faculty Assembly.

502

503 II.2.4 The chair of the CSE Curriculum Committee may refer matters of common concern of a particular group of  
504 departments within CSE to a subcommittee consisting of representatives from those departments concerned. The  
505 Dean may call a meeting of the faculty of the group of departments in order to consider recommendations of this  
506 sub-committee.

507

## 508 **SECTION 3. CSE Consultative Committee**

509

510 II.3.1 The CSE Consultative Committee is established as an assembly committee. The committee shall be composed  
511 of five elected members of the regular faculty, two members of the regular faculty appointed by the Dean, one  
512 elected representative of the academic professional and administrative staff, one elected representative of the civil  
513 service staff, one undergraduate student selected by the CSE Student Board, and one graduate student selected by  
514 CSE members of the Council of Graduate Students.

515

516 II.3.2 Each department and school administratively within CSE shall designate a number of faculty nominees  
517 proportionate to its representation in the faculty. The Dean shall annually inform each eligible unit of the number of  
518 faculty nominations it may make, and the departments and schools shall submit their suggestions of faculty  
519 nominations to the Dean. The nomination process and election of faculty members of the committee shall take place  
520 at the same time as the nomination process and election for the University Senate.

521

522 II.3.3 At the same time the departments and schools submit their slates of faculty nominees, notice will be sent to all  
523 of CSE's academic professional and administrative staff and to all of CSE's civil service staff asking for nominations  
524 for representatives of these constituencies. The academic professional and administrative staff and the civil service  
525 staff will then elect by mail ballot their representatives from among the nominees. The CSE Student Board and the  
526 CSE members of the Council of Graduate Students will be consulted with respect to the appointment of the  
527 undergraduate and graduate student representatives at the beginning of each academic year.

528

529 II.3.4 Elected members on the CSE Consultative Committee shall serve for terms of three years, so adjusted that the  
530 terms of approximately one third of the members expire each year. All members of the CSE Consultative  
531 Committee, whether elected or appointed, are eligible for reelection or reappointment. The Consultative Committee  
532 at its first meeting of each academic year shall elect a chair from among the faculty members of the committee.

533

534 II.3.5 The duties of the CSE Consultative Committee shall be to conduct reviews and make recommendations to the  
535 Dean concerning matters related to the welfare of the faculty, students, and staff of CSE and to offer advice to the  
536 Dean regarding the instructional, research, and service activities of CSE. Regular meetings of this committee will be

537 held at least once during each term of the academic year and reports of the activities of the committee shall be made  
538 once each term of the academic year to the Faculty Assembly.

539  
540 II.3.6 The faculty members of the CSE Consultative Committee shall constitute an Executive Consultative  
541 Committee that the Dean may use for advisory purposes.

542  
543 **SECTION 4. Academic Standards and Student Affairs Committee**

544  
545 II.4.1 The Academic Standards and Student Affairs Committee is established as an assembly committee and shall  
546 consist of one faculty member chosen by each department or school offering curriculum within CSE, the Associate  
547 Dean for undergraduate programs as an ex-officio voting member and chair of the committee, and at least two  
548 student voting members of this committee nominated by the chair in consultation with the CSE Student Board and  
549 appointed by the Dean.

550  
551 II.4.2 The Academic Standards and Student Affairs Committee is charged with review and implementation of  
552 standards for student admission and student retention, for grading policies, and for classroom conduct guides. The  
553 committee also acts on academic petitions submitted by students. In addition, all proposed changes in entrance  
554 requirements and continuation requirements must be recommended by this committee for action to the Faculty  
555 Assembly.

556  
557 **Section 5. Graduate Education Committee**

558  
559 II.4.1 The Graduate Education Committee is established as an assembly committee and shall consist of five faculty  
560 members and one graduate student appointed by the Dean and the Associate Dean for Academic Affairs who serves  
561 as an ex-officio voting member and chair of the committee.

562  
563 II.4.2 The Graduate Education Committee is charged with review and implementation of policies impacting the  
564 graduate programs within CSE and interdisciplinary programs associated with CSE. This will include approval of  
565 new programs or significant changes in existing programs, review of existing programs, and implementing  
566 University of Minnesota graduate school policies.

567