PREAMBLE

SECTION 1. Collegiate Name and Purpose

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

ARTICLE I. General Powers

SECTION 1. Distribution of Powers

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

ARTICLE II. Dean of the College of Science and Engineering

SECTION 1. Duties and Authority

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

- formulating policies, introducing and testing educational ideas and proposals, and stimulating collegiate discussions leading to improvement of CSE's educational programs.
• encouraging faculty in their efforts to conduct research that it is at the forefront of work being done worldwide.
• supporting CSE personnel in their mission to serve the University and professional organizations, and to engage with the public.
• preparing CSE’s annual budget.

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

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

SECTION 2. Appointment of the Dean

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

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

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

SECTION 3. Faculty Recommendations

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

SECTION 4. Consultation on Budget

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

SECTION 5. Dean's Committees

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

SECTION 1. Membership

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

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

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

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

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

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

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

SECTION 2. Faculty Tenure

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

ARTICLE IV. Other Constituencies

SECTION 1. Definitions

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

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

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

IV.2.2 Academic professional and administrative (P&A) staff in the College of Science and Engineering shall be governed by the University's Academic Professional and Administrative Staff Policies and Procedures 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 is subsequently amended, including, but not limited to, policies on appointment, evaluation, termination, grievance procedures, and salaries and benefits.
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.
SECTION 3. Officers

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

SECTION 4. Meetings

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

SECTION 5. Quorum and Rules

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

SECTION 6. Authority and Responsibility

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

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

SECTION 7. Creation of Assembly Committees

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

SECTION 8. Appointment of Members to the Assembly Committees

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

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

ARTICLE VI. Departments and Schools

SECTION 1. Organizational Units

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

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

SECTION 2. Membership

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

SECTION 3. Department and School Heads and Chairs

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

VI.3.2 Heads or chairs of departments and schools shall be appointed by the Dean for terms not longer than 5 years and shall be eligible for additional terms. For the original appointment, the Dean shall appoint a search committee to recommend candidates for the head or chair. The department faculty will be invited to provide nominations of members for the search committee. The Dean shall choose members of the search committee from the nominations and has the prerogative to add other members to the search committee. The Dean shall provide the search committee with a written charge, which will include the number of names of candidates to be submitted for consideration.
VI.3.3 The Dean shall have the right to initiate a review of the performance of a department or school head or chair. This review is mandatory before reappointment to a new term of office, but may be initiated at an earlier time, if the Dean believes it advisable. The department faculty will be invited to provide nominations of members for the review committee. The Dean will appoint the review committee, which will be principally composed of members of the CSE faculty. A written report of the review shall be provided to the Dean, to the faculty of the department, to the President, and to the Senior Vice President and Provost.

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

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

SECTION 4. Meetings

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

SECTION 5. Consultation on Budget and Rank

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

SECTION 6. Grievance Policies and Procedures

VI.6.1 Grievance policies and procedures for CSE's faculty, staff, and students are as specified in the University's applicable grievance policies and procedures.
ARTICLE VII. Faculty Representatives to the University Senate

SECTION 1. Eligibility

VII.1.1 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 of Faculty Representatives

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

SECTION 3. Nominating Procedures

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

SECTION 4. Alternate Representatives

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

SECTION 5. Methods of Election

VII.5.1 Election to the University Senate shall be by secret ballot. The ballots shall be prepared in the office of the Dean, and, after the faculty has voted, shall be counted there by the Associate Dean for Academic Affairs. These ballots shall be distributed to all faculty who are defined to be eligible by the University Senate Constitution and Bylaws and are administratively within CSE. A list of candidates arranged in the order of number of votes cast for each, beginning with the largest number, shall be prepared. In an election in which N representatives are to be chosen, the N individuals on this list shall be elected representatives. In a circumstance in which an election for one 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 nominees with the highest number of votes, next, the seats with the largest fractional term shall be assigned. This procedure shall be followed until all N positions are filled. Ties will be broken by a coin flip or equivalent method. The results of the election, including the number of votes received by each candidate, shall be reported to the clerk of the University Senate, and made available upon request to members of the faculty.

VII.5.2 Vacancies which occur in the list of Senate representatives shall be filled with an appointment by the Dean.

ARTICLE VIII. Amendments, Interpretations, Implementation

SECTION 1. Amendments

VIII.1.1 The Constitution and Bylaws of the College of Science and Engineering may be amended by a two-thirds 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
ASSOCIATE DEANS, as determined by the Dean, act as chair and vice chairs of the council, respectively. The council is the direct channel of communication between the Dean's office and the academic units.

SECTION 2. Curriculum Committee

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

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

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

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

SECTION 3. CSE Consultative Committee

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

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

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

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

II.3.5 The duties of the CSE Consultative Committee shall be to conduct reviews and make recommendations to the Dean concerning matters related to the welfare of the faculty, students, and staff of CSE and to offer advice to the Dean regarding the instructional, research, and service activities of CSE. Regular meetings of this committee will be
held at least once during each term of the academic year and reports of the activities of the committee shall be made once each term of the academic year to the Faculty Assembly.

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

SECTION 4. Academic Standards and Student Affairs Committee

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

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

Section 5. Graduate Education Committee

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

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