CONSTITUTION

Labovitz School of Business and Economics
University of Minnesota Duluth

Approved by the LSBE Senate
May 17, 2018
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PREAMBLE
The mission of the Labovitz School of Business and Economics (hereinafter called LSBE) is to contribute to the intellectual and personal growth and development of individuals to enhance their competence in business and management. This mission is achieved through teaching, research and service activities. Our primary focus is on high-quality undergraduate programs, with an emphasis on experiential learning opportunities. Additionally, we offer quality graduate programs that address the needs of our students and the business community. Our secondary focus is on peer-reviewed and other intellectual contributions. While we emphasize discipline-based scholarship in our intellectual contributions, we also value contributions to teaching and practice. Our service and outreach efforts are expected to enhance interaction between the school’s community of learners and the broader community. LSBE adopts this Constitution to facilitate the achievement of this mission.

ARTICLE I. GENERAL POWERS
All matters relating to the mission of LSBE consistent with actions or policies of the Regents of the University of Minnesota heretofore and hereafter taken or established are committed to the Chancellor, the Dean, and the LSBE Senate (hereafter called the Senate) as herein provided. The authority of the Senate shall be exercised subject to the provisions of Regents’ policies, as amended from time to time, including collective bargaining agreements as approved by the Regents.

ARTICLE II. DEAN
SECTION 1. Executive Officer
The Dean shall be the chief representative and executive officer of LSBE and shall have general administrative authority over LSBE. The Dean, in consultation with the Senate and the Administrative Committee, shall provide leadership for formulating policies, for
introducing and testing educational ideas and proposals, and for stimulating discussions leading to improvement of the educational programs of LSBE.

SECTION 2. Budgets

The Dean shall be accountable for the expenditure of funds and shall be responsible for the preparation and presentation of budget recommendations which ultimately go to the Chancellor. The budget shall be prepared and allocated by the Dean in consultation with Departments and other administrative units of LSBE.

SECTION 3. Suspension of Actions

In the event that the Dean suspends implementation of any recommendation made by the Senate or any of its standing committees, the Dean shall provide a written explanation for the suspension and ask for reconsideration of such recommendation.

SECTION 4. Selection and Appointment of the Dean

The Chancellor, following an appropriate search process in which tenured faculty from LSBE constitute a majority of the Search Committee, shall recommend to the President and Board of Regents the appointment of the Dean. The Dean shall be eligible for reappointment. The length of the initial appointment and any reappointments shall be consistent with University policies.

At the beginning of the last year of an appointive term, or earlier if the Executive Vice Chancellor for Academic Affairs (EVCAA) feels it is appropriate, the EVCAA shall review the status, progress, and effectiveness of the Dean’s administration. At any time during the Dean’s term, a special committee consisting of LSBE Department Heads shall conduct a referendum of the Senate on the status of the Dean at the written request of 20 percent of the voting members of the Senate or at the request of the Dean. A petition for a referendum shall be submitted to the special committee of Department Heads. If a majority of the members of the Senate cast ballots in favor of the Dean’s removal from office, the special committee shall request the EVCAA to initiate a review immediately.
ARTICLE III. ORGANIZATION OF LSBE

SECTION 1. Units

The administrative organization of LSBE shall be in the form of academic Departments, the Bureau of Business and Economic Research, and other administrative units as are determined by the administration in consultation with the Senate.

A recommendation of the Senate for the establishment and disestablishment of any such units shall require at least two thirds votes of the quorum.

SECTION 2. Administration of Academic Units

a. Each Department shall have a Department Head and the other administrative units shall have Directors.

b. Each Department shall vote by secret ballot to select a nominee for Department Head. Members of the Department entitled to vote shall include tenured, tenure track, and full-time term faculty, as well as the Department’s administrative staff member(s). The Dean shall recommend appointments for Department Heads to the EVCAA. The Dean shall also recommend the appointment of Directors to the EVCAA.

c. Department Heads and Directors shall serve at the discretion of the Dean and shall perform such administrative duties as shall be assigned to them.

d. If a Department Head is unable to complete his or her term, the Dean shall appoint a replacement to serve for the remainder of the term. Once the remainder of the term is complete, a new Department Head will be selected in accordance with the terms of Section 2(b).

e. Recommendations on recruitment of faculty shall be made by the Department concerned to the LSBE Search Committee, which shall forward its recommendation to the Dean.

f. Faculty and non-faculty staff who are members of the Department may participate in Departmental governance, except where such participation would be inconsistent with University/LSBE policy or relevant collective bargaining agreements.
SECTION 3. Student Representation

Academic Departments and other administrative units may select one or more student representatives to participate in Departmental or administrative unit governance, except where such participation would be inconsistent with University/LSBE policy or relevant collective bargaining agreements, or is deemed to be inappropriate by a majority of the voting members of the Department/administrative unit.

SECTION 4. Advisory Boards/Councils

Subject to approval of the Administrative Committee and Dean, LSBE, Academic Departments, and other administrative units may appoint advisory boards/councils to provide input to policy determination and other activities of the unit(s). The composition, mission and activities of these boards/councils shall be at the discretion of the unit(s), except where this would be inconsistent with University/LSBE policies or relevant collective bargaining agreements.

ARTICLE IV. ADMINISTRATIVE FUNCTIONS

SECTION 1. Administrative Committee

The Administrative Committee will evaluate the effectiveness of recommended or established policies as well as recommend policy changes, deletions and additions to the Dean and to appropriate faculty members, other LSBE committees, and Departments. The Administrative Committee shall administer the requirements for admission to LSBE and the academic requirements for each program offered by LSBE to its students, and shall determine their academic standing, honors or probation. Information and data needed to make these evaluations and recommendations shall be made available to the Administrative Committee by the Dean and appropriate faculty/staff members of LSBE. The Administrative Committee shall set the agenda for meetings of the Senate. The members of the Administrative Committee shall be the Dean, the Associate Dean, Heads of the academic Departments, and the Directors of Advising and Academic Services, Administration, and Graduate Studies. Members not holding faculty appointments shall not have voting rights on curriculum, academic policy and faculty merit decisions. The Administrative Committee may establish sub-committees or assign specific tasks from time to time as the committee
SECTION 2. LSBE Search Committee

The LSBE Search Committee shall include the head of each Department in LSBE as well as the Associate Dean and the LSBE Administrative Director. The purpose of the LSBE Search Committee shall be to make recommendations on recruitment of faculty for LSBE to the Dean. The Associate Dean or his/her nominee shall serve as the chair of the LSBE Search Committee.

SECTION 3. Dean's Ad Hoc Committees

The Dean may form, implement, or dissolve ad hoc advisory committees which may include or be composed of members of the faculty, staff, the community, business persons, or students. Such committees may be appointed for a period of one year or less and may report solely to the Dean.

SECTION 4. Non-Faculty Staff

The Dean shall be responsible for all appropriate matters relating to non-faculty staff employed by LSBE. The non-faculty staff of LSBE shall be comprised of all individuals holding full-time and part-time Professional and Administrative and civil service appointments in LSBE.

ARTICLE V. LSBE SENATE

SECTION 1. Composition

The Senate shall be composed of the President, Chancellor, Dean, LSBE faculty representatives, LSBE non-faculty staff representatives, and student representatives as hereinafter specified.

a. The LSBE faculty representatives of the Senate shall consist of all those individuals who hold half-time or greater appointments with academic rank of Instructor and above in any Department or other administrative unit that is within LSBE.
b. The LSBE non-faculty staff representatives of the Senate shall include all persons holding half-time or greater Professional and Administrative or half-time or greater Civil Service appointments who are employees of LSBE.

c. The composition of the student representatives of the Senate shall be as follows: a maximum of two student representatives from each Department and a maximum of two graduate LSBE students. All undergraduate student representatives of the Senate shall be required to continue to carry at least 12 credits per semester, and all graduate student representatives shall be required to maintain registration, or forfeit membership in the Senate.

SECTION 2. Voting Rights and Process

Members of the Senate shall have equal voting rights, except that only Senate faculty representatives shall have voting rights on curriculum issues and academic policy. Members with class conflicts or other approved absences from the Senate meeting may vote by written proxy provided to the Secretary of the Senate prior to the meeting.

Senate voting shall be by voice vote, electronic vote, or secret ballot. If two or more members of the Senate request a confidential vote, then either electronic vote or secret ballot shall be used for voting on that issue.

SECTION 3. Powers in General

a. The Senate shall have the authority and responsibility to make recommendations to the Dean on educational, curricular, and academic program policy matters concerning LSBE and its students.

b. The Senate shall have the responsibility of advising the Dean on such student concerns as the Senate deems appropriate.

SECTION 4. Senate Committees

a. The Senate, by appropriate Bylaws, may create standing committees charged with such responsibility as the Senate has the power to confer.

b. Members of the Senate and LSBE Dean’s Business Advisory Council may serve as voting members on Senate committees, unless specifically disallowed in the Bylaws.
SECTION 5. Officers

a. The Dean shall be Chairperson of the Senate.

b. A Vice-Chairperson shall be elected by the Senate from its membership. The term of office for the Vice-Chairperson shall be one year. He or she shall be elected at the first meeting of the academic year, and shall serve until his or her successor has been elected. In the absence of the Chairperson, the Vice-Chairperson shall preside at Senate meetings. In the absence of both the Chairperson and the Vice-Chairperson, such other person as the Senate shall designate shall preside.

c. The Chairperson shall appoint a Secretary of the Senate who shall be a member of the Senate. The Secretary shall record minutes of all meetings and shall maintain a file of all such minutes in the Dean’s Office. Minutes of meetings of the Senate shall be submitted to all members of the Senate and made available to those members of the faculty, staff, and students as the Senate may from time to time direct. The Secretary shall maintain the official roster of the Senate members and the official roster of voting Senate members.

SECTION 6. Meetings

If warranted by agenda, at least one regular Senate meeting shall be held each semester. Special meetings shall be called at the request of the Chairperson or any five voting members of the Senate. A minimum of a three business day written notice stating the agenda is required for all members. A quorum shall consist of a simple majority of the total voting membership of the Senate. Action of the Senate may be taken upon a simple majority vote of a quorum, except as specified in this Constitution and Bylaws. If a Senate meeting fails to achieve a quorum, the agenda items may be put to a vote using mail or electronic ballots. Abstentions are excluded from the vote count.

ARTICLE VI. CONSTITUTIONAL INTERPRETATION

When questions of interpretation of this Constitution or Bylaws arise, they shall be resolved by the Constitution Committee.
ARTICLE VII. AMENDMENTS TO CONSTITUTION

This Constitution can be amended by a two-thirds vote of the Senate. Any proposed amendment shall be proposed and endorsed by at least three voting members of the Senate. The proposed amendment must be presented in writing to all voting members of the Senate no less than five business days prior to a Senate meeting. It must be listed as an official agenda item and presented for information and possible revision at that meeting. After the proposed amendment has been presented for information and possible revision at a Senate meeting, the vote on the proposed amendment shall take place by mail or electronic ballot no sooner than five business days after the adjournment of that meeting.

ARTICLE VIII. BYLAWS

Bylaws to this Constitution may be enacted, amended, or repealed in the same way as this Constitution can be amended, except that a simple majority vote is required.
THE BYLAWS OF THE CONSTITUTION OF
THE LABOVITZ SCHOOL OF BUSINESS AND ECONOMICS

ARTICLE I. SENATE RULES OF ORDER

Unless otherwise provided in the Labovitz School of Business and Economics (LSBE) Constitution or these Bylaws or provided by special rules of order adopted by the Senate, Robert’s Rules of Order, Newly Revised, shall be followed.

ARTICLE II. LSBE ELECTIONS

The Constitution Committee shall be responsible for administration of all elections for LSBE faculty and non-faculty staff.

ARTICLE III. SENATE COMMITTEES

1. The standing committees of the Senate shall consist of the following:
   Assessment Committee, Committee for Awards, Recognition and Excellence (CARE), Constitution Committee, Graduate Committee, Intellectual Contributions and Faculty Development Committee, Outreach Committee, Teaching and Learning Committee, and Undergraduate Committee.

2. Standing committees and their chairpersons shall be nominated and approved by the LSBE Administrative Committee.

3. Unless otherwise specified, the term of membership on standing committees shall be two years for faculty and staff and one year for students commencing on September 1 of the year of initial appointment. With the approval of the LSBE Administrative Committee, a member may serve multiple terms on a standing committee. Vacancies occurring within any academic year shall be filled, if needed, by the Administrative Committee for the remainder of the unexpired term.

4. No person shall serve on more than two Senate Standing Committees at any given time.
ARTICLE IV. FUNCTIONS AND DUTIES OF STANDING COMMITTEES

1. The Assessment Committee is responsible for coordinating and monitoring assessment activities in LSBE. The Committee will be responsible for working with the LSBE standing committees and other appropriate groups and individuals to review and revise the school's assessment plan on a periodic basis, to ensure that appropriate assessment activities are identified and carried out, and to plan and implement ways to communicate findings of assessment activities to appropriate individuals and groups in LSBE as part of closing the loop. Finally, the Committee will make sure that all of LSBE's degree programs have a system in place with direct measures of outcomes and that there is a record of program effectiveness and any proposed changes to improve program effectiveness. The Committee shall carry out such other duties as may be assigned.

2. The CARE Committee shall search out, facilitate, and recommend procedures for the conferment of all existing honors and awards to students, staff, faculty, and alumni of programs housed in LSBE, and it shall recommend the creation of new honors and awards as seems appropriate. The Committee shall carry out such other duties as may be assigned.

3. The Constitution Committee shall serve as the final interpretation authority for this Constitution and Bylaws and shall recommend constitutional and bylaw changes when necessary. It shall settle jurisdictional disputes between Senate Committees, and shall serve as a grievance resolution committee for any issues not subject to grievance procedures of relevant collective bargaining agreements or subject to the standing grievance or appeals committees of the University. As such the Committee shall be available for informal consultation about potential grievance situations. The Committee shall also carry out such other duties as may be assigned.

4. The Graduate Committee is responsible for routine graduate curriculum matters including, but not limited to, consideration of individual course proposals that do not materially alter the nature and content of the graduate program. The Committee will also be responsible for making recommendations to the Senate on: (1) assessment and revision of current graduate programs; (2) development and assessment of new graduate programs; (3) policies regarding graduate student
admissions, retention, advising, and graduation; and (4) assign and update graduate faculty status for LSBE faculty eligible to teach in graduate programs. The Committee shall carry out such other duties as may be assigned.

5. The Intellectual Contributions and Faculty Development Committee is responsible for monitoring research progress and making recommendations to the Senate on: (1) general research objectives and faculty research development programs; (2) research incentives and support; (3) faculty development incentives and support; (4) intellectual contributions and faculty development policies and activities in light of the AACSB Standards; and (5) means for integration of research with teaching and service. The Committee shall carry out such other duties as may be assigned.

6. The Outreach Committee is responsible for reviewing, compiling and providing information about the programs, projects, activities and outcomes pertaining to outreach efforts of LSBE. The Committee shall carry out other duties as may be assigned.

7. The Teaching and Learning Committee is responsible for fostering excellence in teaching that results in better learning outcomes for students. Activities supported by the committee could include organizing workshops on specific skill sets for students, assisting faculty and students with their technology needs, and proposing initiatives that enhance the overall student learning experience. The committee may also assist with supporting faculty peer mentoring, facilitating exchange of best practices among faculty, and organizing discussion seminars on topics related to teaching and learning. The Committee shall carry out other duties as may be assigned.

8. The Undergraduate Committee is responsible for routine undergraduate curriculum matters including, but not limited to, consideration of individual course proposals that do not materially alter the nature and content of undergraduate programs. The Committee will also be responsible for making recommendations to the Senate on: (1) assessment and revision of current undergraduate programs; (2) development and assessment of new undergraduate programs; and (3) policies regarding undergraduate student admissions, retention, advising, and graduation. The Committee shall carry out other duties as may be assigned.
ARTICLE V. SPECIAL COMMITTEES

The Senate may establish special committees to make recommendations on special topics of concern to LSBE, subject to the following limitations:

1. A special committee shall have a specified period of existence and shall be considered disassembled upon acceptance of its report by the Senate.

2. The Senate shall provide each special committee with an explicit written statement of its charge, expected period of duration, and interim reporting requirements at the time it appoints the special committee.

ARTICLE VI. COMMITTEE RULES

1. All standing committees of the Senate shall meet at least once each academic year.

2. All Senate committees shall keep records of their meetings and proceedings. Copies of these records shall be placed on file in the LSBE Dean’s Office, and shall be available for inspection, subject to All-University restrictions.

3. Each standing committee of the Senate shall report on its activities once each year at the last regularly scheduled meeting of the Senate for that academic year by submitting a written progress report. These progress reports shall be distributed to the voting members of the Senate by the Secretary.

4. Any standing committee of the Senate shall be required at the request of the Chair, or upon simple majority vote of the Senate members present and voting, to report to the Senate the status of any matter then being considered by any such standing committee.