

CONSTITUTION

**Labovitz School of Business and Economics
University of Minnesota Duluth**

Approved by the LSBE Senate
May 17, 2018

1 **CONSTITUTION**

2 Labovitz School of Business and Economics
3 University of Minnesota Duluth

4
5 **PREAMBLE**

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

18
19 **ARTICLE I. GENERAL POWERS**

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

26
27 **ARTICLE II. DEAN**

28 **SECTION 1. Executive Officer**

29 The Dean shall be the chief representative and executive officer of LSBE and shall have
30 general administrative authority over LSBE. The Dean, in consultation with the Senate and
31 the Administrative Committee, shall provide leadership for formulating policies, for

32 introducing and testing educational ideas and proposals, and for stimulating discussions
33 leading to improvement of the educational programs of LSBE.

34
35 **SECTION 2. Budgets**

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

40
41 **SECTION 3. Suspension of Actions**

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

45
46 **SECTION 4. Selection and Appointment of the Dean**

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

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

62 **ARTICLE III. ORGANIZATION OF LSBE**

63 **SECTION 1. Units**

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

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

69
70 **SECTION 2. Administration of Academic Units**

- 71 a. Each Department shall have a Department Head and the other administrative units
72 shall have Directors.
- 73 b. Each Department shall vote by secret ballot to select a nominee for Department
74 Head. Members of the Department entitled to vote shall include tenured, tenure
75 track, and full-time term faculty, as well as the Department's administrative staff
76 member(s). The Dean shall recommend appointments for Department Heads to the
77 EVCAA. The Dean shall also recommend the appointment of Directors to the EVCAA.
- 78 c. Department Heads and Directors shall serve at the discretion of the Dean and shall
79 perform such administrative duties as shall be assigned to them.
- 80 d. If a Department Head is unable to complete his or her term, the Dean shall appoint a
81 replacement to serve for the remainder of the term. Once the remainder of the term
82 is complete, a new Department Head will be selected in accordance with the terms
83 of Section 2(b).
- 84 e. Recommendations on recruitment of faculty shall be made by the Department
85 concerned to the LSBE Search Committee, which shall forward its recommendation
86 to the Dean.
- 87 f. Faculty and non-faculty staff who are members of the Department may participate
88 in Departmental governance, except where such participation would be inconsistent
89 with University/LSBE policy or relevant collective bargaining agreements.

91 **SECTION 3. Student Representation**

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

97
98 **SECTION 4. Advisory Boards/Councils**

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

105
106 **ARTICLE IV. ADMINISTRATIVE FUNCTIONS**

107 **SECTION 1. Administrative Committee**

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

122 deems appropriate. The Dean or the Associate Dean shall be the presiding officer of the
123 Administrative Committee or any sub-committee.

124

125 **SECTION 2. LSBE Search Committee**

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

131

132 **SECTION 3. Dean's Ad Hoc Committees**

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

137

138 **SECTION 4. Non-Faculty Staff**

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

143

144 **ARTICLE V. LSBE SENATE**

145 **SECTION 1. Composition**

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

- 149 a. The LSBE faculty representatives of the Senate shall consist of all those individuals
150 who hold half-time or greater appointments with academic rank of Instructor and
151 above in any Department or other administrative unit that is within LSBE.

- 152 b. The LSBE non-faculty staff representatives of the Senate shall include all persons
153 holding half-time or greater Professional and Administrative or half-time or greater
154 Civil Service appointments who are employees of LSBE.
- 155 c. The composition of the student representatives of the Senate shall be as follows: a
156 maximum of two student representatives from each Department and a maximum of
157 two graduate LSBE students. All undergraduate student representatives of the
158 Senate shall be required to continue to carry at least 12 credits per semester, and all
159 graduate student representatives shall be required to maintain registration, or
160 forfeit membership in the Senate.

161

162 **SECTION 2. Voting Rights and Process**

163 Members of the Senate shall have equal voting rights, except that only Senate faculty
164 representatives shall have voting rights on curriculum issues and academic policy.

165 Members with class conflicts or other approved absences from the Senate meeting may
166 vote by written proxy provided to the Secretary of the Senate prior to the meeting.

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

170

171 **SECTION 3. Powers in General**

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

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

177

178 **SECTION 4. Senate Committees**

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

181 b. Members of the Senate and LSBE Dean's Business Advisory Council may serve as
182 voting members on Senate committees, unless specifically disallowed in the Bylaws.

183 **SECTION 5. Officers**

- 184 a. The Dean shall be Chairperson of the Senate.
- 185 b. A Vice-Chairperson shall be elected by the Senate from its membership. The term of
186 office for the Vice-Chairperson shall be one year. He or she shall be elected at the
187 first meeting of the academic year, and shall serve until his or her successor has
188 been elected. In the absence of the Chairperson, the Vice-Chairperson shall preside
189 at Senate meetings. In the absence of both the Chairperson and the Vice-
190 Chairperson, such other person as the Senate shall designate shall preside.
- 191 c. The Chairperson shall appoint a Secretary of the Senate who shall be a member of
192 the Senate. The Secretary shall record minutes of all meetings and shall maintain a
193 file of all such minutes in the Dean's Office. Minutes of meetings of the Senate shall
194 be submitted to all members of the Senate and made available to those members of
195 the faculty, staff, and students as the Senate may from time to time direct. The
196 Secretary shall maintain the official roster of the Senate members and the official
197 roster of voting Senate members.

198

199 **SECTION 6. Meetings**

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

208

209 **ARTICLE VI. CONSTITUTIONAL INTERPRETATION**

210 When questions of interpretation of this Constitution or Bylaws arise, they shall be
211 resolved by the Constitution Committee.

213 **ARTICLE VII. AMENDMENTS TO CONSTITUTION**

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

222

223 **ARTICLE VIII. BYLAWS**

224 Bylaws to this Constitution may be enacted, amended, or repealed in the same way as
225 this Constitution can be amended, except that a simple majority vote is required.

226 **THE BYLAWS OF THE CONSTITUTION OF**
227 **THE LABOVITZ SCHOOL OF BUSINESS AND ECONOMICS**

228
229 **ARTICLE I. SENATE RULES OF ORDER**

230 Unless otherwise provided in the Labovitz School of Business and Economics (LSBE)
231 Constitution or these Bylaws or provided by special rules of order adopted by the Senate,
232 *Robert's Rules of Order, Newly Revised*, shall be followed.
233

234 **ARTICLE II. LSBE ELECTIONS**

235 The Constitution Committee shall be responsible for administration of all elections for
236 LSBE faculty and non-faculty staff.
237

238 **ARTICLE III. SENATE COMMITTEES**

- 239 1. The standing committees of the Senate shall consist of the following:
240 Assessment Committee, Committee for Awards, Recognition and Excellence (CARE),
241 Constitution Committee, Graduate Committee, Intellectual Contributions and
242 Faculty Development Committee, Outreach Committee, Teaching and Learning
243 Committee, and Undergraduate Committee.
- 244 2. Standing committees and their chairpersons shall be nominated and approved by
245 the LSBE Administrative Committee.
- 246 3. Unless otherwise specified, the term of membership on standing committees shall
247 be two years for faculty and staff and one year for students commencing on
248 September 1 of the year of initial appointment. With the approval of the LSBE
249 Administrative Committee, a member may serve multiple terms on a standing
250 committee. Vacancies occurring within any academic year shall be filled, if needed,
251 by the Administrative Committee for the remainder of the unexpired term.
- 252 4. No person shall serve on more than two Senate Standing Committees at any given
253 time.
254

255 **ARTICLE IV. FUNCTIONS AND DUTIES OF STANDING COMMITTEES**

- 256 1. The Assessment Committee is responsible for coordinating and monitoring
257 assessment activities in LSBE. The Committee will be responsible for working with
258 the LSBE standing committees and other appropriate groups and individuals to
259 review and revise the school’s assessment plan on a periodic basis, to ensure that
260 appropriate assessment activities are identified and carried out, and to plan and
261 implement ways to communicate findings of assessment activities to appropriate
262 individuals and groups in LSBE as part of closing the loop. Finally, the Committee
263 will make sure that all of LSBE’s degree programs have a system in place with direct
264 measures of outcomes and that there is a record of program effectiveness and any
265 proposed changes to improve program effectiveness. The Committee shall carry out
266 such other duties as may be assigned.
- 267 2. The CARE Committee shall search out, facilitate, and recommend procedures for the
268 conferment of all existing honors and awards to students, staff, faculty, and alumni
269 of programs housed in LSBE, and it shall recommend the creation of new honors
270 and awards as seems appropriate. The Committee shall carry out such other duties
271 as may be assigned.
- 272 3. The Constitution Committee shall serve as the final interpretation authority for this
273 Constitution and Bylaws and shall recommend constitutional and bylaw changes
274 when necessary. It shall settle jurisdictional disputes between Senate Committees,
275 and shall serve as a grievance resolution committee for any issues not subject to
276 grievance procedures of relevant collective bargaining agreements or subject to the
277 standing grievance or appeals committees of the University. As such the Committee
278 shall be available for informal consultation about potential grievance situations.
279 The Committee shall also carry out such other duties as may be assigned.
- 280 4. The Graduate Committee is responsible for routine graduate curriculum matters
281 including, but not limited to, consideration of individual course proposals that do
282 not materially alter the nature and content of the graduate program. The Committee
283 will also be responsible for making recommendations to the Senate on: (1)
284 assessment and revision of current graduate programs; (2) development and
285 assessment of new graduate programs; (3) policies regarding graduate student

286 admissions, retention, advising, and graduation; and (4) assign and update graduate
287 faculty status for LSBE faculty eligible to teach in graduate programs. The
288 Committee shall carry out such other duties as may be assigned.

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

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

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

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

317 **ARTICLE V. SPECIAL COMMITTEES**

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

- 320 1. A special committee shall have a specified period of existence and shall be
321 considered disassembled upon acceptance of its report by the Senate.
- 322 2. The Senate shall provide each special committee with an explicit written statement
323 of its charge, expected period of duration, and interim reporting requirements at the
324 time it appoints the special committee.

325

326 **ARTICLE VI. COMMITTEE RULES**

- 327 1. All standing committees of the Senate shall meet at least once each academic year.
- 328 2. All Senate committees shall keep records of their meetings and proceedings. Copies
329 of these records shall be placed on file in the LSBE Dean's Office, and shall be
330 available for inspection, subject to All-University restrictions.
- 331 3. Each standing committee of the Senate shall report on its activities once each year at
332 the last regularly scheduled meeting of the Senate for that academic year by
333 submitting a written progress report. These progress reports shall be distributed to
334 the voting members of the Senate by the Secretary.
- 335 4. Any standing committee of the Senate shall be required at the request of the Chair,
336 or upon simple majority vote of the Senate members present and voting, to report to
337 the Senate the status of any matter then being considered by any such standing
338 committee.