

CONSTITUTION

Labovitz School of Business and Economics
University of Minnesota Duluth

Approval:

Approved by the LSBE Senate

December 21, 2005

1 **CONSTITUTION**

2 Labovitz School of Business and Economics

3 University of Minnesota Duluth

4 **PREAMBLE**

5 The mission of the Labovitz School of Business and Economics (hereinafter called LSBE)
6 is to contribute to the intellectual growth and development of individuals to enhance their
7 competence in business and management. This mission is achieved through teaching, research
8 and service activities. The primary focus of LSBE is on teaching by offering a high quality
9 undergraduate program to students primarily from Minnesota. Additionally LSBE offers part
10 time evening and weekend MBA programs to practitioners in selected regions in Minnesota.
11 The secondary focus is on intellectual contributions. LSBE places primary emphasis on applied
12 scholarship, but basic research and instructional development are also valued as important parts
13 of LSBE intellectual contributions. LSBE also provides community, professional and
14 institutional service and outreach with an emphasis on community service and outreach and the
15 interface of these activities with teaching and intellectual contributions. LSBE adopts this
16 Constitution to facilitate the achievement of this mission.

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18 **ARTICLE I. GENERAL POWERS**

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

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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, shall
31 provide leadership for formulating policies, for introducing and testing educational ideas and
32 proposals, and for stimulating discussions leading to improvement of the educational programs
33 of LSBE.

34 **SECTION 2. Budgets**

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

39 **SECTION 3. Suspension of Actions**

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

43 **SECTION 4. Selection and Appointment of the Dean**

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

49 At the beginning of the last year of an appointive term, or earlier if the Chancellor feels it is
50 appropriate, the Chancellor shall review the status, progress, and effectiveness of the Dean's
51 administration. At any time during the Dean's term, a special committee consisting of LSBE
52 Department Heads shall conduct a referendum of the Senate on the status of the Dean at the
53 written request of 20 percent of the voting members of the Senate or at the request of the Dean.
54 A petition for a referendum shall be submitted to the special committee of Department Heads. If

55 a majority of the members of the Senate cast ballots in favor of the Dean's removal from office,
56 the special committee shall request the Chancellor to initiate a review immediately.

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58 **ARTICLE III. ORGANIZATION OF LSBE**

59 **SECTION 1. Units**

60 The administrative organization of LSBE shall be in the form of academic Departments, the
61 Center for Economic Development, the Bureau of Business and Economic Research, the Center
62 for Economic Education and other administrative units as are determined by the administration
63 in consultation with the Senate.

64 A recommendation of the Senate for the establishment and disestablishment of any such units
65 shall require at least two thirds approval of the Senate membership.

66 **SECTION 2. Administration of Academic Units**

- 67 a. Each Department shall have a Department Head and the other administrative units shall
68 have Directors.
- 69 b. Each Department shall elect a nominee for Department Head and the Dean shall
70 recommend appointments for Department Heads to the Chancellor. The Dean shall also
71 recommend the appointment of Directors to the Chancellor.
- 72 c. Department Heads and Directors shall serve at the discretion of the Dean and shall
73 perform such administrative duties as shall be assigned to them.
- 74 d. Recommendations on recruitment of faculty shall be made by the Department concerned
75 to the LSBE Search Committee, which shall forward its recommendation to the Dean.
- 76 e. Faculty and non-faculty staff may participate in Departmental governance, except where
77 such participation would be inconsistent with University/LSBE policy or relevant
78 collective bargaining agreements.

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81 **SECTION 3. Student Representation**

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

87 **SECTION 4. Advisory Boards**

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

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94 **ARTICLE IV. ADMINISTRATIVE FUNCTIONS**

95 **SECTION 1. Administrative Committee**

96 The Administrative Committee will evaluate the effectiveness of recommended or
97 established policies as well as recommend policy changes, deletions and additions to the Dean
98 and to appropriate faculty members and Departments. The Administrative Committee shall
99 administer the requirements for admission to LSBE and the academic requirements for each
100 program offered by LSBE to its students, and shall determine their academic standing, honors or
101 probation. Information and data needed to make these evaluations and recommendations shall be
102 made available to the Administrative Committee by the Dean and faculty members of LSBE.
103 The Administrative Committee shall set the agenda for meetings of the Senate. The members of
104 the Administrative Committee shall be the Dean, the Associate Dean, Heads of the academic
105 Departments, the LSBE MBA Director and the Assistants to the Dean. Members not holding
106 faculty appointments shall not have voting rights on curriculum, academic policy and faculty
107 merit decisions. The Administrative Committee may establish sub-committees or assign specific

108 tasks from time to time as the committee deems appropriate. The Dean or the Associate Dean
109 shall be the presiding officer of the Administrative Committee or any sub-committee.

110 **SECTION 2. LSBE Search Committee**

111 The Dean shall annually appoint an LSBE Search Committee which shall include at least one
112 representative from each Department in LSBE. The purpose of the LSBE Search Committee
113 shall be to make recommendations on recruitment of faculty for LSBE to the Dean.

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

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

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

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

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123 **ARTICLE V. LSBE SENATE**

124 **SECTION 1. Composition**

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

- 128 a. The LSBE faculty representatives of the Senate shall consist of all those
129 individuals who hold full-time appointments with academic rank of Instructor and above
130 in any Department or other administrative unit that is within LSBE.
- 131 b. The LSBE non-faculty staff representatives of the Senate shall include all persons
132 holding full-time Professional and Administrative or full-time Civil Service appointments
133 who are employees of LSBE.
- 134 c. The composition of the student representatives of the Senate shall be as follows:

135 two student representatives from each Department. All undergraduate student
136 representatives of the Senate shall be required to continue to carry at least 12 credits per
137 semester, and all graduate student representatives shall be required to maintain
138 registration, or forfeit membership in the Senate.

139 **SECTION 2. Voting Rights**

140 Members of the Senate shall have equal voting rights, except that only Senate faculty
141 representatives shall have voting rights on curriculum issues.

142 **SECTION 3. Powers in General**

- 143 a. The Senate shall have the authority and responsibility to make recommendations to the
144 Dean on educational, curricular, and academic program policy matters concerning LSBE
145 and its students.
- 146 b. The Senate shall have the responsibility of advising the Dean on such student concerns as
147 the Senate deems appropriate.

148 **SECTION 4. Senate Committees**

- 149 a. The Senate, by appropriate Bylaws, may create standing committees charged with such
150 responsibility as the Senate has the power to confer.
- 151 b. Members of the Senate and LSBE Board of Advisors may serve as voting members on
152 Senate committees, unless specifically disallowed in the Bylaws.

153 **SECTION 5. Officers**

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

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

167 **SECTION 6. Meetings**

168 If warranted by agenda, at least one regular Senate meeting shall be held each academic
169 term. Special meetings shall be called at the request of the Chairperson or any five voting
170 members of the Senate. A minimum of a three-day written notice stating the agenda is
171 required for all members. A quorum shall consist of a simple majority of the total voting
172 membership of the Senate. Action of the Senate may be taken upon a simple majority vote
173 of a quorum, except as specified in this Constitution and Bylaws.

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175 **ARTICLE VI. CONSTITUTIONAL INTERPRETATION**

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

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179 **ARTICLE VII. AMENDMENTS TO CONSTITUTION**

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

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189 **ARTICLE VIII. BYLAWS**

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

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193 **THE BYLAWS OF THE CONSTITUTION OF THE LABOVITZ SCHOOL**
194 **OF BUSINESS AND ECONOMICS**

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196 **ARTICLE I. SENATE RULES OF ORDER**

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

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201 **ARTICLE II. LSBE ELECTIONS**

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

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205 **ARTICLE III. SENATE COMMITTEES**

- 206 1. The standing committees of the Senate shall consist of the following:
- 207 Assessment Committee, Committee for Awards, Recognition and Excellence (CARE),
208 Constitution Committee, Graduate Committee, Intellectual Contributions and Faculty
209 Development Committee, Outreach Committee, Technology Committee, and Undergraduate
210 Committee.
- 211 2. Standing committees and their chairpersons shall be nominated and approved by the LSBE
212 Administrative Committee.
- 213 3. Unless otherwise specified, the term of membership on standing committees shall be two
214 years for faculty and staff and one year for students commencing on September 1 of the year
215 of initial appointment. Vacancies occurring within any academic year shall be filled by the
216 Administrative Committee for the remainder of the unexpired term.
- 217 4. No person shall serve on more than two Senate Standing Committees at any given time.

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

- 220 1. The Assessment Committee is responsible for coordinating and monitoring assessment
221 activities in LSBE. The Committee will be responsible for working with the LSBE standing
222 committees and other appropriate groups and individuals to review and revise the LSBE's
223 Master Assessment Plan on a periodic basis, to ensure that appropriate assessment activities
224 are identified and carried out, and to plan and implement ways to communicate findings of
225 assessment activities to appropriate individuals and groups in LSBE as part of closing the
226 loop. Finally, the Committee will make sure that all of LSBE's degree programs have a
227 system in place with direct measures of outcomes and that there is a record of program
228 effectiveness and any proposed changes to improve program effectiveness.
- 229 2. The CARE Committee shall search out, facilitate, and recommend procedures for the
230 conferment of all existing honors and awards to students, faculty, and alumni of programs
231 housed in LSBE, and it shall recommend the creation of new honors and awards as seems
232 appropriate. It shall also provide liaison between the Senate and student government
233 committees which are active in student affairs. It shall investigate student concerns which
234 are outside the jurisdiction of a single academic unit, make recommendations relative to these
235 concerns to the Senate or its appropriate committees, and carry out such other duties as are
236 assigned in these Bylaws.
- 237 3. The Constitution Committee shall serve as the final interpretation authority for this
238 Constitution and Bylaws and shall recommend constitutional and bylaw changes when
239 necessary. It shall settle jurisdictional disputes between Senate Committees, and shall serve
240 as a grievance resolution committee for any issues not subject to grievance procedures of
241 relevant collective bargaining agreements or subject to the standing grievance or appeals
242 committees of the University. As such the Committee shall be available for informal
243 consultation about potential grievance situations. The Committee shall also carry out such
244 other duties as are assigned in these Bylaws.
- 245 4. The Graduate Committee is responsible for routine graduate curriculum matters including,

246 but not limited to, consideration of individual course proposals that do not materially alter the
247 nature and content of the graduate program. The Committee will also be responsible for
248 making recommendations to the Senate on: (1) assessment and revision of current graduate
249 programs; (2) development and assessment of new graduate programs; and (3) graduate
250 student admissions, retention, advising, and graduation.

251 5. The Intellectual Contributions and Faculty Development Committee is responsible for
252 monitoring research progress and making recommendations to the Senate on: (1) general
253 research objectives and faculty research development programs; (2) research incentives and
254 support; (3) faculty development incentives and support; (4) intellectual contributions and
255 faculty development policies and activities in light of the new and continuously changing
256 AACSB Standards; and (5) means for integration of research with teaching and service.

257 6. The Outreach Committee is responsible for reviewing, compiling and providing information
258 about the programs, projects, activities and outcomes of the major outreach administrative
259 units within LSBE and for completing other outreach responsibilities as may be assigned.

260 7. The Technology Committee is responsible for the evaluation of both proactive and reactive
261 proposals and the development of recommendations to the Dean regarding the funding of
262 LSBE student technology program proposals. The Committee is also responsible for
263 working with the LSBE Technology Program Director to develop a consistent and coherent
264 set of technology policy proposals for LSBE.

265 8. The Undergraduate Committee is responsible for routine undergraduate curriculum matters
266 including, but not limited to, consideration of individual course proposals that do not
267 materially alter the nature and content of undergraduate programs. The Committee will also
268 be responsible for making recommendations to the Senate on: (1) assessment and revision of
269 current undergraduate programs; (2) development and assessment of new undergraduate
270 programs; and (3) undergraduate student admissions, retention, advising, and graduation.

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273 **ARTICLE V. SPECIAL COMMITTEES**

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

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

281 **ARTICLE VI. COMMITTEE RULES**

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- 284 1. All standing committees of the Senate shall meet at least once each academic year.
- 285 2. All Senate committees shall keep records of their meetings and proceedings. Copies of these
286 records shall be sent to each member of the Senate, shall be placed on file in the LSBE
287 Dean’s Office, and shall be available for inspection, subject to All-University restrictions.
- 288 3. Each standing committee of the Senate shall report on its activities once each semester at the
289 last regularly scheduled meeting of the Senate for that semester by submitting a written
290 progress report. These progress reports shall be distributed to the voting members of the
291 Senate by the Secretary.
- 292 4. Any standing committee of the Senate shall be required at the request of the Chair, or upon
293 simple majority vote of the Senate members present and voting, to report to the Senate the
294 status of any matter then being considered by any such standing committee.
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