

**MINNEAPOLIS COLLEGE OF ART AND DESIGN
BYLAWS OF THE FACULTY ASSEMBLY**

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I. TITLE AND PURPOSES

- A. The name of this body shall be the Faculty Assembly of MCAD.
- B. The purpose of the Faculty Assembly shall be to address matters of concern and interest to the faculty and to promote faculty discussion on curricular change, faculty development, faculty employment, and other college procedures.
- C. The Faculty Assembly contributes faculty representatives to the Board of Trustees, the Academic Affairs Committee of the Board, and the Vice President of Academic Affairs' Cabinet and makes recommendations to the President and the Vice President of Academic Affairs. (CF: MCAD Faculty Handbook Part IV)

II. MEMBERSHIP

- A. Voting membership shall consist of all persons holding full-time academic positions and adjunct faculty after four semesters of service.
 - 1. Eligible adjunct faculty must indicate to the Faculty Senate President at the beginning of each semester of service their intention to be considered a voting member so a quorum can be accurately determined for any given vote.

III. MEETINGS AND RESPONSIBILITIES

- A. The Faculty Assembly shall vote on major issues of concern to the faculty at large.
 - 1. Motions to the Faculty Assembly by any member of the faculty, staff, or administration must be submitted in writing to the President of the Faculty Assembly and to the Faculty Senate for investigation and discussion by the Senate. The president, in consultation with the person or group making the proposal, decides on a term for discussion and voting.
 - 2. When the motion under consideration presents a conflict of interest for members of the Faculty Assembly who are administrators, the President of the Faculty Assembly and Senate may require those members to be absent from the relevant meeting(s).

- B. The Faculty Assembly shall select members of the Faculty Senate Review Committee.
- C. The Faculty Assembly shall elect the officers of the Faculty Senate.
- D. Voting on the business of the meeting shall be by secret ballot, unless a procedural motion is passed to vote by other means.
- E. Quorum: 51% of the voting members teaching in the current semester shall be a quorum.
- F. Motions shall be passed by majority vote.
- G. Any voting member may appoint a Proxy for a specific meeting or vote.
- H. Semi-annual meetings: The Faculty Assembly shall meet semi-annually immediately following the first College Assembly of each semester.
- I. Special meetings: With two weeks notice the President of the Faculty Assembly and Senate or any member of the Faculty may call a special meeting.
- J. Actions by the Faculty Assembly shall be communicated electronically to the college community, students, staff, and faculty by the Secretary of the Faculty Senate.

IV. THE FACULTY SENATE

- A. **Definition:** The Senate is a representative body of the faculty and is responsible for promoting faculty discussion on matters of concern to the faculty.
 - 1. Senators act as liaisons between the Faculty Assembly and other segments of the College community.
 - 2. The Senate discusses proposed curricular changes within the Academic Departments and within the Graduate Programs.
 - Senate and Faculty Assembly advice regarding proposed curricular changes within a major, department, or the Graduate Program shall be limited to issues that affect the college or the faculty as a whole.
 - Advice on these proposed curricular changes shall be sent in writing to the relevant Department or Program Chair.

3. Advice from the Faculty Senate regarding college-wide curricular issues or educational policy shall be sent in writing to the Cabinet and Vice President of Academic Affairs.
 4. Term of office: The term of office for a Senator will be two years. A Senator may serve two successive terms but then must remain out of office for one year before regaining eligibility. The term of office for a Senator will begin immediately upon election in the first week of an academic year.
 5. Equivalency: Election to Senate constitutes the equivalent of an annual appointment to one MCAD Standing Committee.
- B. Membership:** The Faculty Senate shall consist of two full-time faculty members from each department; one faculty representative from the Entrepreneurial Studies program; and two adjunct faculty members with voting status.
1. Faculty Senate representatives are selected by the Department Chairs of their respective departments as part of their committee assignments.
 2. A member who cannot attend a meeting is responsible for notifying the alternate if one exists, or designating a substitute.
- C. Vacancies:** If a Senator withdraws from the Senate, the department he or she represents designates a replacement to complete the term.
- D. Removal of Senators:** If a Senator fails to attend three consecutive meetings of the Senate, the Senator's department designates a replacement to complete the term.
- E. Representatives:** The Faculty Senate representative to the Board of Trustees and to the Academic Affairs Committee of the Board of Trustees is the Faculty Senate President. Representatives from the Senate attend meetings of the Vice President of Academic Affairs's Cabinet by invitation.
- F. Meetings:** The Senate shall determine a schedule of meetings appropriate to Senate business. The schedule is generally 1 meeting per month. Any Senator, with one-week advance notice, may call extra meetings.
- G. Agendas:** Agendas shall be published to all members of the Faculty and to the Vice President of Academic Affairs at least two days in advance of meetings.

- H. Quorum: Six members, including representatives from 4 out of 5 departments, shall constitute a quorum.
- I. Minutes: Once minutes have been approved, the Secretary sends the minutes electronically to all faculty.
- J. Procedure for the submittal of proposals for Senate consideration and voting.
1. Any member of the faculty, staff, or administration may propose business for consideration by the Faculty Senate. (*See Section VI*)
 2. Agenda items for discussion may be submitted to the President of the Faculty Senate for addition to a meeting agenda. These shall be added to the agenda for the next meeting, time permitting.
 3. Matters requiring a vote of the Senate or the Faculty Assembly must be submitted in writing to the President of the Faculty Senate.
 - The president will forward the written proposal to the Senators and schedule a meeting within two weeks. The person making the proposal shall be invited to the meeting.
 - The terms of the discussion process will be negotiated with the person or group making the proposal.
 - At the meeting the Senate may **1)** immediately vote on the proposal; **2)** refer the proposal to the departments for discussion; **3)** refer the proposal to a Senate subcommittee for further research and discovery; or **4)** determine that the motion will be presented to the Faculty Assembly. If the motion under consideration presents a conflict of interest for members of the Faculty Assembly who are administrators, the President of the Faculty Senate may require those members to be absent from the meeting(s).
 - Any vote results will be published with a copy of the proposal in the Secretary's minutes.
 4. The following balloting/voting procedure will describe the secret ballot in *Section III D* of the Faculty Bylaws.

Balloting/voting could take place:

 - Among all Faculty in Assembly
 - Among Faculty within Department meetings
 - Among Faculty within the Senate during Senate meetings

5. Voting Protocol:

- All proposals sent through the Senate for consideration will be presented for a vote to the Faculty in writing.
- Roll will be taken among the Faculty voting, from among all Faculty currently teaching (adjunct and full-time). Additional faculty who may vote: Emeritus faculty, those on sabbatical (or by Proxy, *Section III G*). (Note: Senate Bylaw II: Membership).
- A ballot will be made available to every voting-eligible Faculty member. A copy of the written proposal in question will be made available to the voting-eligible Faculty for review.
- Ballot options will be relevant to the Proposal in discussion and will offer an option to abstain from voting. Faculty must indicate their status (Full-time/Part-time).
- Ballots will be anonymous and collected by the Senate Secretary for counting.
- The members of the Faculty Senate will count votes. A 2/3 majority of Faculty present at the vote, or 2/3 of the Faculty Senate members, may mandate a recount. Faculty in absentia may not mandate a recount.
- Vote results will be published electronically with a copy of the proposal.

6. Sample Ballot

*Balloting Procedure for Voting on Proposals
Presented to the MCAD Faculty Senate*

Indicate whether you are...

Full-time Faculty

Visiting Faculty

Adjunct Faculty

Emeritus

I have read **and** understand the Proposal.

I accept the Proposal as written.

I reject the Proposal as written.

I abstain from voting.

V. OFFICERS OF THE FACULTY ASSEMBLY AND SENATE

A. Officers include a President, a Vice-President, and a Secretary-Treasurer

1. **President:** The President receives proposals, prepares agendas, and chairs meetings of the Senate and the Faculty Assembly. The President is responsible for all the business of the Senate and the Faculty Assembly, as provided in these Bylaws. He or she may delegate tasks as needed. The President may attend Cabinet meetings by invitation.

Duties of the Faculty Senate President:

- Prepare for – and preside over – monthly Senate meetings, including solicitation of proposals and distribution of agenda.
- Serve as the representative of the faculty to the Board of Trustees, to the Academic Affairs Committee of the Board of Trustees, and to the Academic Cabinet.
- Present Senate-approved proposals to the Vice-President of Academic Affairs.

2. **Vice-president:** The Vice-President stands in for the President in all capacities if the President is not able to perform them. If the President is unable to perform on a more permanent level, the Vice-President will assume the Presidency, and the Senate will elect a new Vice-President.

3. **Secretary/Treasurer:**

The Secretary-Treasurer will be responsible for:

- Making copies of any proposals for Senators.
- Taking notes on the proceedings of Faculty Senate meetings.
- Distributing minutes to Senators for approval.
- Tallying meeting notes' approval and recording revisions.
- Posting Faculty Senate meeting minutes electronically.
- Keeping accounts and signing checks.

B. Terms of office: President will serve a two-year term, successive years, term not renewable; Vice-president, Treasurer, and Secretary will each serve a period not to exceed two years.

- C. Election of President: The Faculty Senate President will be elected at a Faculty Assembly in the semester prior to taking office in order for Department Chairs to plan for the President's course release.
 - 1. The Faculty Senate President appointment rotates among the four major departments– Design, Fine Arts, Liberal Arts, and Media Arts–once every 4 presidential terms.
- D. Election of officers: Officers will be elected from the Faculty Senate at the first Faculty Assembly meeting of the academic year.
- E. Committees of the Faculty Senate
 - 1. Standing Committees

- a. Executive Committee

Composition: The Executive Committee of the Faculty Senate shall be composed of the Officers of the Faculty Senate with the past president of the Faculty Senate as an advisor.

Purpose: The purpose of the Executive Committee is two-fold: Firstly, to act on behalf of the Faculty Senate during times it is not feasible to assemble the entire Senate. The most common occasions when this should occur are the longer holidays (Christmas, Spring Break) and the summer months. Secondly, to set strategies and agenda for – and plan in detail – each monthly Senate meeting.

Protocol: The Vice-President of the Faculty Senate convenes the Executive Committee. The Executive Committee will meet at least once a month during the academic year, ideally one week prior to the monthly Senate meeting.

The Faculty Senate President will receive a course release to serve these and other committee assignments as agreed upon with the Vice President of Academic Affairs.

- b. Bylaws Committee

Composition: The Bylaws Committee of the Faculty Senate shall be composed of no less than three faculty members, one of whom serves as a Senator.

Purpose: The purpose of the Bylaws Committee is to receive suggestions and benchmark, refine, and propose best practices and language that will improve the completeness, clarity, and brevity of Senate Bylaws.

c. Faculty Senate Review Committee

See section 4.3.7.1 of the Faculty Handbook.

d. Faculty Development Committee

Composition: The Faculty Development Committee of the Faculty Senate shall be composed of no less than three faculty members, at least one of whom serves as a Senator.

Purpose: The purpose of the Faculty Development Committee is to initiate, plan, and execute lectures, workshops, programs, etc., that enrich the academic community at the College.

e. Adjuncts Committee

Composition: The Adjuncts Committee of the Faculty Senate shall be composed of no less than three adjunct faculty members, at least one of whom serves as a Senator.

Purpose: The purpose of the Adjuncts Committee is to identify issues pertaining specifically to adjunct faculty that need to be addressed by Faculty Senate as a whole.

f. Handbook Committee

Composition: The Handbook Committee of the Faculty Senate shall be composed of no less than three faculty members, at least one of whom serves as a Senator.

Purpose: The purpose of the Handbook Committee is to receive suggestions and benchmark, refine, and propose best practices and language that will improve the completeness, clarity, and brevity of Faculty Handbook.

2. Ad Hoc Committees

Composition: Faculty Senate ad hoc committees will be made up of at least one Senator and the balance from the faculty at large.

Ad hoc committees in the past have included Exhibitions, Diversity, Curriculum, Learning Integrity, and others.

VI. PROTOCOL FOR SENATE PROPOSALS

- A. Proposed masthead/protocol for all Committee Reports issued by the MCAD Faculty Senate
 1. Each Proposal/Report that takes the form of a proposal to Academic Affairs Office presented by the Faculty Senate should proceed in the following sequence:
 - Proposal to the Faculty Senate.
 - Small Committee Work, regular updates to the Senate until work is completed.
 - Presentation to the Faculty Assembly and discussion of its merits.
 - Presentation to the Academic Affairs Office, with comments from the Faculty Assembly attached.
 - Request that the Academic Affairs Office respond, in writing, in a timely manner to Faculty Senate.
 2. Each Report/Proposal should be titled and include the following:
 - Title and Authors
 - Background (who brought the proposal forward, its history, etc.)
 - Dates: date of initial proposal to the Senate, date of Report / Proposal publication.

END.