PREAMBLE

The College of Veterinary Medicine of the University of Minnesota is dedicated to improving the health of animals and people by discovering and disseminating new knowledge and skills, educating current and future veterinarians and biomedical scientists, and providing innovative veterinary services. The purpose of this document is to promote open communication among the faculty, professional and graduate students, civil service personnel and the administration of the college. Toward this end, the constitution provides a democratic framework in which are defined the roles of the faculty, students, graduate students, civil service, bargaining unit and administration in initiating recommendations, formulating decisions and communicating the basis for decisions to those affected. Robert's Rules of Order (current edition) shall govern the procedures of all bodies except where inconsistent with, or inapplicable to, the Constitution or the Bylaws. Unless specified otherwise herein, the outcome of all elections shall be determined by simple majority of those casting ballots.
ARTICLE I

GENERAL POWERS

1.0 Distribution of Powers

All powers relating to the educational and administrative affairs of the College of Veterinary Medicine (CVM), consistent with actions or policies of the Board of Regents of the University of Minnesota, the University Senate, and the Twin Cities Campus Assembly are, for the purpose of governing the college under and by the regents, are committed to the dean, the faculty, the student body, graduate student body, the professional and administrative staff as well as the civil service and bargaining unit bodies as herein provided. These powers may be modified by subsequent action of the Board of Regents, the chief Academic Health Center (AHC) officer, or federal or state of Minnesota laws.
ARTICLE II

THE DEAN

1.0 The Dean

The general role of the dean of an AHC college is to function as the chief academic and executive officer for the college. The dean is appointed by, reports to, and serves at the pleasure of the Provost. The dean is responsible and accountable for all activities and programs within the college. The dean is the principal spokesperson for the college and its constituent professions to the AHC, University, and in the public arena. The dean serves on the AHC Dean's Council and reports to the Vice President for Health Sciences of the AHC and Provost. The dean must be a veterinarian as specified in the accreditation guidelines of the American Veterinary Medical Association.

More specifically, the dean’s roles and responsibilities are as follows:

With Respect to the AHC: The Dean

1.1 shall represent the college in the AHC Dean’s Council and in AHC activities.

1.2 shall participate in development of the AHC’s strategic plan and its implementation.

1.3 shall participate in the development and implementation of AHC policy, procedures, interscholastic programs, and operations.

1.4 shall promote communications internally and externally.

2.0 General Responsibilities (With Respect to the College): The Dean

2.1 shall oversee all University, AHC, and college policies and procedures within the college.

2.2 shall represent the school and its professions to various public constituencies.

2.3 shall lead the development of the college’s strategic plan.
3.0 Mission Leadership: The Dean
3.1 shall provide leadership for and be responsible for the quality, efficiency of delivery, relevance, and value of educational programs.

3.2 shall provide leadership in the development of research, be responsible for creating an environment of research creativity and innovation, and be responsible for the efficiency and performance of research programs administered within the college.

3.3 shall provide leadership and oversight for service programs, including access, quality, scope, and content of clinical programs, service, and outreach.

3.4 shall promote and provide leadership for the profession at the local and national levels.

4.0 Administration: The Dean
4.1 shall serve as chief academic and executive officer of the college.

4.2 shall delegate administrative authority within the college, including

- appointing all non-elected, college wide committees in consultation with the Faculty and Administrative Councils and other collegiate consultative bodies;

- forming search committees for recruitment of new, chairs, directors of centers, and professional and administrative positions; and

- recommend the appointment of department chairs, associate deans, and center or institutional directors after consultation with the affected department, and the search committee (if any).

4.3 shall develop and manage the administrative support systems for the college.

4.4 shall lead the development and oversight of collegiate policies and procedures.
4.5 shall acquire the resources necessary for the college to fulfill its mission.

5.0 Fiscal Management: The Dean
5.1 shall develop a financial plan and budget consistent with the college’s strategic plan in consultation with the faculty and collegiate administrative bodies where appropriate.
5.2 shall exercise budgetary authority and accountability for all funds of the college from both internal and external sources.
5.3 shall manage the allocation of resources, oversight, and monitoring of financial performance.
5.4 shall guide the college’s development and fund-raising programs.

6.0 Human Resources: The Dean
6.1 shall develop a strategic and an annual plan for the college’s human resources.
6.2 shall allocate budgets and personnel in support of the plan.
6.3 shall assure effective human resource development.
6.4 shall oversee and implement policies and procedures within the college for performance evaluation, merit awards, promotion and tenure, and notify affected personnel at the earliest possible time.
6.5 shall oversee and implement University policies within the college relating to human resources, including recruitment, hiring, discipline, and dismissal.
6.6 shall meet annually with department chairs, associate deans, and center directors i.e. Veterinary Medical Center (VMC), Veterinary Diagnostic Laboratory (VDL), Center for Animal Health and Food Safety (CAHFS), and The Raptor Center (TRC), to review their performance and the operation of their units.
6.7 shall conduct a comprehensive review with a broad-based input every four years of department chairs, associate deans, and center
directors in accordance with the provisions of the Minnesota Data Practices Act.

7.0 Governance: The Dean

7.1 shall join the Faculty Council at least annually in reporting the state of the faculty and budget compact request to the president of the University or his/her designee (Constitution: Article IV, Section 3.2)

7.2 shall meet with departments and collegiate councils (as defined in Constitution: Article XII, Section 1.0) at least annually.

8.0 Appointment of the Dean

8.1 The Dean of the College of Veterinary Medicine shall be appointed by the Board of Regents upon recommendation of the Provost. The Provost shall appoint a search committee to recommend candidates for the position of Dean. The CVM Faculty Council will be invited to provide a list of nominations for search committee membership. The Provost shall choose members of the search committee from these nominations and has the prerogative to add other members. The committee shall include, but not be limited to, representatives from: the college’s faculty (taken from across the range of collegiate departments and constituting a majority of the committee), staff, students and alumni. The Provost shall provide the search committee a written charge including a process for feedback about finalists. 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, and give feedback to the search committee. The Board of Regents shall appoint the Dean upon recommendation of the Provost.
ARTICLE III

THE FACULTY

1.0 Membership

The faculty of the College of Veterinary Medicine shall be composed of all faculty.

1.1 The faculty shall include tenured, tenure-track, and term professors, associate professors, and assistant professors with a 50 percent or greater appointment in the College of Veterinary Medicine.

2.0 Powers and Duties: The Collegiate Faculty

2.1 shall make recommendations concerning college policies to the administration through the department chairs, the Faculty Council, the standing committees, the dean and/or Administrative Council as appropriate.

2.2 shall decide on criteria for student admission to the Doctor of Veterinary Medicine (DVM) program as recommended annually by the Admissions Committee (Bylaws III, Section 2.2-2.3).

2.3 shall determine the curriculum for the DVM degree as recommended by the Committee for Curriculum and Educational Policy. (Bylaws III, Section 4.0)

2.4 shall elect representatives and alternate representatives to collegiate elected committees and faculty offices as well as the University Senate and associated governance bodies. (Constitution: Article IX, Bylaws II)

2.5 shall be evaluated annually according to the provisions of the University of Minnesota tenure code, human resources policies, and departmental merit review policies in accordance with regents' policies.
3.0 Faculty Meetings

3.1 Meetings shall occur at least once each academic session at the call of the dean who will provide an agenda at least five working days in advance.

3.2 A simple majority of the collegiate faculty shall constitute a quorum. Online, off-site participants shall be included as part of this quorum.

3.3 If a quorum is called, and if enough faculty are not present to constitute a quorum, the item under discussion will be discussed at a special faculty meeting or will be voted on by the faculty via a written or electronic ballot.

3.4 Representatives from the Administrative Council and the Faculty Council shall have the opportunity to present reports at all regular faculty meetings. Representatives from the dean's office and from the elected, appointed, and ad hoc committees of the faculty shall have the opportunity to present reports at all regular faculty meetings. The reports shall be made a part of the minutes of the faculty meeting.

3.5 Non-faculty, students, graduate students, and civil service personnel may be invited by the dean or Faculty Council to participate in specific meetings and shall have the right of the floor but shall not vote.

3.6 Special faculty meetings shall be called by the dean on his/her own initiative, or in response to a petition by any ten members of the collegiate faculty, or by the Faculty Council. Such meetings shall not require the five working day notice required for a regular meeting.

3.7 A special faculty meeting without administrators present can be called by a petition of any ten members of the collegiate faculty or by a majority vote of the faculty council. Administrators are defined as anyone who is a member of the CVM Administrative Council. Such meetings shall not require the five working day notice required for a regular meeting. The chair of the Faculty Council or their designee will preside. Under unusual circumstances, where normal avenues of feedback have already been utilized, the faculty may, by a majority vote of all voting
faculty, send forward an advisory vote of no-confidence in the Dean to the Provost.

3.8 Presiding officer: The dean or his/her designated representative shall preside. In the absence of the dean or a designated representative, the chair of the Faculty Council or a designated Faculty Council representative shall conduct the meeting; failing this, the secretary of the faculty shall preside.

3.9 The dean's office, in conjunction with the secretary of the faculty, shall generate and distribute agendas, associated documents, and minutes.
ARTICLE IV
THE FACULTY COUNCIL

1.0 Membership

The Faculty Council shall consist of nine members, the majority of which will be represented by tenure or tenure-track members of the collegiate faculty together with the dean and/or his/her official representative as ex-officio member. Members of the Administrative Council shall not be eligible for election to the Faculty Council. Elections to the Faculty Council shall occur in the spring of each year according to the procedures described in Bylaws II, Section 4.1-4.2. The term of office shall be three years. The CVM representative to the AHC Faculty Consultative Committee shall be an ex-officio (non-voting) member.

1.1 No more than four members of the Faculty Council shall be from any one department.

1.2 A member shall be eligible for a second consecutive term. He/she shall again become eligible for election one year after completing his/her second term.

1.3 Each department shall have two representatives and an alternate who are nominated and elected departmentally. Additionally, there shall be three at-large members, serving staggered three-year terms. They will be nominated departmentally and elected in a college-wide election as defined in the Bylaws II, Section 4.1-4.2.

2.0 Officers

2.1 Officers of the Faculty Council shall be a chair and chair-elect nominated from and elected by the members of the Faculty Council.

2.2 The terms of officers shall be one year for chair, one year for the chair-elect. After the one-year term as chair-elect, the chair-elect will serve as chair.

3.0 Powers and Duties: The Faculty Council

3.1 shall function in a consultative or liaison capacity to the faculty and dean on matters of faculty concern and college policy.
3.2 shall have the opportunity to generate an annual report and discuss faculty issues with the dean and the president of the University or his/her designated representative. (Constitution: Article II, Section 7.1)

3.3 shall serve as steward of the Constitution and shall advise the collegiate administration, faculty, and other collegiate constituencies on appropriate utilization of the Constitution and Bylaws.

3.4 shall meet at least once per semester with Administrative Council. (Constitution: Article VI, Section 1.0)

3.5 chair or his/her designee shall be a member of the collegiate Promotion and Tenure Committee. (Bylaws II, Section 5.1)

3.6 shall recommend to the dean and Administrative Council the names of faculty members to serve on appointed standing committees after having determined faculty preferences (Bylaws III, Section 1.0)

3.7 shall review at least annual reports from each standing committee as collected by the collegiate administration.

4.0 Meetings

4.1 The dean or his/her designee shall attend the meetings of the Faculty Council and shall have the right of the floor, but shall not be eligible to vote.

4.2 Minutes shall be kept of all meetings for future reference. These minutes may be examined by any member of the faculty, except for portions designated as confidential by the Faculty Council.

4.3 An agenda shall be determined by the chair and shall be provided to all members (including ex-officio members) before each meeting.

4.4 Five voting members of the Faculty Council shall constitute a quorum. In the absence of a quorum, the chair may extend voting privileges to alternates in attendance.

4.5 Voting procedures within the council shall be the prerogative of the chair unless dictated otherwise by council membership.

4.6 The Faculty Council shall meet at least once per semester.
ARTICLE V

ACADEMIC PROFESSIONAL AND ADMINISTRATIVE STAFF

1.0 Academic professional and administrative (P&A) staff shall consist of 1) professional personnel who are assigned duties for enhancing the research, teaching, and/or service functions of the CVM; and 2) administrative personnel who are involved in development or execution of CVM policies or in directing, coordinating, or supervising activities in the CVM.

2.0 The academic P&A staff shall be governed by the University's Academic Professional and Administrative Staff Policies and Procedures.

3.0 The academic P&A staff shall be evaluated annually within the academic or programmatic unit according to criteria defined for their specific positions in accordance with Academic P&A Policies and Procedures.
ARTICLE VI

THE ADMINISTRATIVE COUNCIL

1.0 Membership

The dean shall appoint the Administrative Council whose membership will be composed of chairs of the various CVM departments, center directors, program directors, administrative directors, and associate deans. The Administrative Council shall jointly meet quarterly with the Faculty Council. Other administrators may also be included at the pleasure of the dean. The chair of other CVM councils or their designated representatives may be invited to attend, where the subject matter is of concern to that constituency.

2.0 Officers

The dean or the dean's representative shall serve as chair of the Administrative Council.

3.0 Powers and Duties: The Administrative Council

3.1 shall meet at the call of the dean or his/her representative.

3.2 shall serve in an advisory capacity to the dean on matters pertaining to the administration of the College.

3.3. shall undertake administrative functions assigned to it by the dean.

3.4 shall consider matters referred to it by the Faculty Council, other CVM councils, department chairs, center directors, or individual faculty members.

3.5 Changes in the number of departments, or the addition, merging or dissolution of programs, units, or centers shall be made by the Dean and Administrative Council in consultation with the Faculty Council and with discussion with the faculty at one or more faculty meetings that involves a faculty vote to serve as advisory input.

4.0 Meetings

4.1 An agenda for meetings shall be prepared and distributed by the dean’s office.

4.2 Minutes of all meetings shall be kept for future reference.
ARTICLE VII
THE DEPARTMENTS

1.0 The Departments

1.1 The CVM shall be administratively organized into academic units called departments.

1.2 The chief academic and administrative officer of each department shall be a chairperson.

1.3 The faculty of the department shall be tenured, tenure track, or term faculty holding greater than 50 percent appointment in that department. The voting privileges on intradepartmental issues may be extended to other department members holding a 50 percent or greater appointment by a simple majority of the faculty of that department.

2.0 Department Chairs

The department chair serves as the chief academic and administrative officer for the department. The chair is appointed by, reports to, and serves at the discretion of the dean. Chair appointments shall be reviewed annually and be renewable except as modified by specific fixed-term appointments. The chair is responsible and accountable for the performance of the department in all aspects of its mission: education, research, university service and outreach, and where applicable, clinical service.

More specifically, the chair’s responsibilities and areas of accountability are as follows:

3.0 With Respect to the College: The Chair

3.1 shall be a tenured faculty member of one of the academic departments with at least a 75 percent appointment.

3.2 shall represent the department to the college as a whole, its leadership councils, and external constituencies as they relate to the department’s functions.
3.3 shall participate in the development of collegiate policy and support those policies in practice within the department.

3.4 shall participate in the development of collegiate strategic planning and implementation of activities in support of these plans.

3.5 shall participate in the development of interdepartmental and intercollegiate programs in support of the department’s mission.

3.6 The chair shall be comprehensively reviewed every four years by the dean with input from faculty, staff, and selected external constituents. As part of the evaluation process, each faculty, staff and student will have an opportunity to review. (Constitution: Article II, Section 6.7)

3.7 Shall nominate eligible faculty to serve as faculty senators in conjunction with the faculty preference survey and faculty vote. (Bylaws II, Section 2.3)

4.0 With Respect to the Departmental Mission: The Chair

4.1 shall recruit, retain, and develop the department’s faculty, both as individuals and as a coherent unit.

4.2 shall oversee, mentor, and actively work to enhance the development, work environment, and opportunities for faculty and staff in the department.

4.3 shall provide leadership and oversight for the content, quality, efficiency of delivery, relevance, and value of educational offerings of the departmental faculty and staff.

4.4 shall provide leadership in developing research programs of the department and in organizing resources and facilities necessary to support those programs.

4.5 shall provide leadership and oversight for departmental service programs, including access, quality, scope, and the content of clinical programs, outreach, and University service.
5.0 With Respect to Governance and Communication: The Chair

5.1 shall establish effective mechanisms for faculty input and involvement in the activities of the department and appropriate governance on matters relating to the department’s mission, including consulting with the faculty prior to initiating faculty searches.

5.2 shall serve as the principal conduit of information among the faculty of the department, collegiate administration, and other University administrative units.

6.0 With Respect to Administration: The Chair

6.1 shall provide oversight of all University, AHC, collegiate, and departmental policies and procedures within the department.

6.2 shall develop long-range strategic plans for resources needed by the department and develop strategies to secure those funds.

6.3 shall develop the departmental budget and monitor and oversee resources allocated to or earned by the department from all sources.

6.4 shall manage the allocation of all resources (fiscal, human, facilities, and equipment) of the department and shall delegate administrative authority within the department if necessary.

6.5 shall support the development of departmental fund-raising efforts within the context of the college’s, AHC’s, and University’s fund-raising efforts.

7.0 Powers and Duties of the Departmental Faculty

7.1 Departments shall prepare rules and procedures for their own governance and operation, which must be consistent with regents, University, and collegiate policy and procedures and with the CVM Constitution.

7.2 The principles pertaining to merit review and its application to salary adjustments, promotion and tenure criteria, future faculty personnel needs, and curriculum shall be discussed at least once a year in a meeting of all faculty of the department.
Recommendations approved by the majority of the departmental faculty shall be prepared and submitted to the dean by the chair. Such recommendations or policy proposals are advisory to, and require the approval of, the dean.

7.3 The departmental faculty, in conjunction with the chair, shall conduct an annual peer review and merit evaluation in accordance with relevant University and collegiate policies.

7.4 Departmental faculty and P&A staff are expected to contribute to the teaching, research, service, and outreach missions of the CVM. The amount of these activities for individual faculty members shall be established annually in consultation with the department chair. Performance in these activities will form a basis for annual peer review and merit evaluation.

7.5 It is incumbent on the faculty and P&A staff to conduct their activities in accordance with institutional policies and with this Constitution and Bylaws.
ARTICLE VIII

THE SECRETARY OF THE FACULTY

1.0 Powers and Duties of the Secretary of the Faculty

1.1 The secretary (or designee in conjunction with the dean's office) shall send notice of all faculty meetings to the faculty. Such notice shall include an agenda. Notices and agendas must reach the faculty at least five working days before such meetings, except in the case of special meetings. Should the agenda include business that requires prior study, the necessary information shall accompany the meeting notice.

1.2 The secretary (or designee in conjunction with the dean's office) shall be responsible for preparation and distribution of minutes of faculty meetings to members of the collegiate faculty. A permanent file of approved minutes shall be maintained in the dean's office. Reports from various committees distributed with the agenda, shall be considered as part of the minutes and need not be recopied and redistributed after the meeting.

1.3 The secretary shall supervise college-wide elections, except for election of the secretary of the faculty (Bylaws II, Section 2.1). This shall include distribution of a list of eligible candidates. The secretary shall also maintain a current list of the collegiate faculty.

1.4 The secretary can be utilized as a resource person on the conduct of elections and balloting procedures for all collegiate units. (Bylaws, Section II)
ARTICLE IX

STANDING COMMITTEES - ELECTED

Elected standing committees shall be formed as defined in the Bylaws, Section II. Each elected standing committee shall elect its own chair. The chair, or a designated member, shall report committee activities at all regular faculty meetings and submit a report annually to the Faculty Council. (Constitution: Article IV, Section 3.4)

The dean or his/her designated representative may attend meetings of the standing elected committees as an ex-officio member without vote.
ARTICLE X

STANDING COMMITTEES - APPOINTED

The college shall be served by appointed standing committees as defined in the Bylaws, Section III. Each appointed standing committee shall elect its own chair. The chair, or a designated member, shall have the opportunity to report committee activities at all regular faculty meetings and submit a report annually to the Faculty Council. The dean or his/her designated representative may attend meetings of standing appointed committees as an ex-officio member without vote.
ARTICLE XI

AD HOC COMMITTEES

1.0 On occasion, the college, or departments within the college, may have the need to establish ad hoc committees to investigate and/or recommend policies that affect the personnel of the college (faculty, professional and graduate students, and staff).

2.0 When appointing ad hoc committees to deal with issues affecting more than one department and/or involving personnel from more than one department, the dean shall seek advice from the Administrative and the Faculty Council.

3.0 Search Committees

3.1 shall be formed for identifying and recommending new or replacement collegiate administrators, faculty, or P&A staff.

3.2 The appointing authority shall seek input from the Faculty and the Administrative Council when appropriate.
ARTICLE XII

OTHER CVM COUNCILS

1.0 There may exist student, graduate student, professional and administrative, civil service and bargaining unit councils to advise and make recommendations to the collegiate administration on matters of interest to their constituencies.

1.1 These councils shall be governed by their own rules and procedures.

1.2 These councils shall have the option to formulate and propose articles or subsections of the CVM Constitution or Bylaws for areas germane to their activities. These proposals must follow the process defined in Constitution: Article XIII, Section 3.0.
ARTICLE XIII

RATIFICATION, IMPLEMENTATION, INTERPRETATION AND AMENDMENTS

1.0 Ratification and Implementation

The provisions of this Constitution and its Bylaws shall become effective immediately after approval by the dean and its adoption by at least two-thirds of the collegiate faculty casting mail or electronic ballots in a vote conducted by the Secretary of the Faculty at the behest of the Faculty Council. The provisions of this Constitution shall become effective immediately after approval of the Provost. The Constitution and its Bylaws shall become an official document following its acceptance by the President of the University or his/her designee.

2.0 Interpretation

Interpretation of this Constitution and its Bylaws shall reside with the dean members of Administrative Council, and Faculty Council by a consensus process. In the event a consensus cannot be reached, the issue shall be referred to the appropriate University entity for resolution (e.g., Senate Judicial Committee, University Grievance Office, Office of the General Counsel, or the Office of Equal Opportunity and Affirmative Action). All University of Minnesota policies shall supersede this CVM Constitution. (Constitution: Article I, Section 1.0)

3.0 Amendments

3.1 shall be introduced for consideration as agenda items at a regular or special faculty meeting by the Faculty Council, the Administrative Council, other CVM councils (Constitution: Article III, Section 3.0), or by any 10 members of the collegiate faculty.

3.2 shall be distributed to all collegiate faculty and affected councils at least seven days before the meeting.

3.3 shall be voted upon by mail or electronic ballot not earlier than 15 days following introduction in a faculty meeting. The ballots shall be distributed by and returned to the secretary of the faculty. Ballots will be tallied by the secretary of the faculty.

3.4 shall require the approval of two-thirds of the collegiate faculty who ballot.
THE BYLAWS

Date Bylaws approved: April 6, 2015

I. Bylaws to the Constitution of the College of Veterinary Medicine of the University of Minnesota shall be enacted or amended by a simple majority vote of the collegiate faculty. Any proposed bylaw or bylaw amendment shall be endorsed by the Faculty Council, the Administrative Council, other CVM councils, or at least five members of the collegiate faculty, listed as an official agenda item, and presented for information at a faculty meeting. The proposed bylaw or bylaw amendments shall be distributed to all members of the collegiate faculty at least five working days before the faculty meeting. Voting on the bylaws shall take place by mail or electronic ballot no sooner than five working days after the faculty meeting. The ballots shall be distributed by, and returned to, the secretary of the faculty. Ballots will be tallied by the secretary of the faculty.

II. General Election Procedures for Elected Committees and Offices

1.0 Scope

- Secretary of the Faculty
- Faculty Council
- Collegiate Promotion and Tenure Committee
- Research Committee

2.0 General Election Procedures

2.1 The secretary of the faculty (Bylaws II, Section 3) shall prepare and distribute to all collegiate faculty a list of all persons eligible for office. (Constitution: Article VIII, Section 1.3) The dean; associate deans; department chairs; and directors of the Veterinary Medical Center, Veterinary Diagnostic Laboratory, Center for Animal Health and Food Safety, and The Raptor Center shall not be eligible for election to elected committees. The secretary shall also distribute and collect the ballots. Department chairs shall be contacted for nominees for college-wide elections. Each collegiate faculty member shall list the names of the nominees of his/her choice within his/her department. The number of nominees listed must equal the number of vacancies to be filled in order for the nomination ballot to
be valid. The secretary of the faculty shall then distribute election ballots listing the names of the nominees who have received the highest number of votes and have indicated their willingness to serve, if elected. There shall be twice as many nominees for each position as there are vacancies to be filled. These procedures shall apply to all elected positions unless specifically noted otherwise in the sections on Faculty Council, Secretary of the Faculty, or Standing Committees - Elected.

2.2 All college-wide elections shall be held spring semester each year, if possible, and new committee members shall assume their duties on July 1.

2.3 Nominees for Faculty Senate shall be determined by the Academic Departments in reference to the Faculty Preference Survey. Elections shall then be conducted by the college wide election process.

2.4 If a vacancy is for six months or less in elected committees, the Faculty Council shall appoint someone to fill the vacancy. If the vacancy is for a longer period, a general election will be held according to regular election procedures in Bylaws II, Section 2.1.

2.5 Ballots for elected positions or issues requiring faculty vote must allow at least a 10 working day response time.

3.0 Secretary of the Faculty

3.1 A secretary of the faculty and an alternate shall be elected by the collegiate faculty every two years. Members of the Administrative and Faculty Council shall not be eligible for these positions.

3.2 The Faculty Council shall distribute to department chairs a list of all persons eligible for the offices of the secretary and alternate secretary. Each department will submit to the Faculty Council Chair the name of one eligible departmental faculty member who is willing to serve as secretary of the faculty or alternate secretary. The Faculty Council (or its designee) shall then distribute election ballots listing the nominees. The individual receiving the highest number of votes shall be the secretary of the faculty.
and the individual receiving the second highest number of votes shall be the alternate secretary of the faculty. The secretary and the alternate secretary shall be eligible to serve two consecutive terms in either capacity. Either of these individuals shall become eligible for reelection one year after completing his/her second term. If the secretary is unable to fulfill his/her duties, the alternate secretary shall assume these duties, until the current term of office has expired.

4.0 Faculty Council

4.1 Shall consist of nine members, the majority of which will be represented by tenure or tenure-track members of the collegiate faculty together with the dean. There will be two members elected from each department and three at large members elected by the collegiate faculty.

4.2 Departmental Representatives and Alternates: At the request of the secretary of the faculty, each department shall initiate a nomination and election process for electing departmental representatives and alternates to the Faculty Council. The two people receiving the most votes shall become the departmental representative and the runner-up shall become the alternate. The terms of office are three years and terms shall be staggered.

4.3 At-large Representatives: At the request of the secretary of the faculty, each department shall initiate a nomination process for a nominee (other than the individuals elected as departmental representatives and alternates) and shall forward this name to the secretary of the faculty. The names of the three nominees shall be placed on a general election ballot and submitted to the faculty for a college-wide vote. The person receiving the most votes shall become the at-large member of the council. One at-large member representative shall be elected each year for a three-year term.
4.4 The chair of the Faculty Council shall appoint an individual from among the alternates to fill any vacancy that occurs. He/she shall serve for the duration of the position vacated.

5.0 **Collegiate Promotion and Tenure Committee**

5.1 The committee shall consist of two tenured full professors from each department who were elected by tenured and tenure-track faculty of that department, plus one member (tenured full professor) from the Faculty Council. (Constitution: Article IV, Section 3.5)

5.2 Committee members, other than the Faculty Council representative, shall serve three-year staggered terms.

5.3 The committee shall follow the procedures in the current version of the Promotion and Tenure Guidelines as stipulated by the University of Minnesota.

5.4 The committee must make a written recommendation to the dean whether the faculty member has met the criteria of their department’s promotion and tenure guidelines.

5.5 The committee member from the department of an individual undergoing evaluation may not participate both in an initial recommendation by their academic unit and in a subsequent review of that recommendation (i.e. they shall not participate in the discussion of or vote on a candidate from his/her own department).

5.6 The collegiate promotion and tenure review committee shall also be advisory to the dean on post-tenure review performance issues, as stipulated by the U of M faculty tenure guidelines (Sect. 7a.3)

6.0 **Research Committee**
6.1 The committee shall consist of three tenured faculty from each CVM department. Additionally, there shall be two non-tenured CVM faculty or P&A staff elected at-large. The Associate Dean for Research will serve as an ex-officio member.

6.2 Tenured faculty members shall serve a staggered three-year term and non-tenured members a one-year term.

6.3 Committee members shall not participate in discussion of proposals in which they are a principal investigator (PI) or a co-PI.

6.4 The committee shall assist the associate dean of research in increasing research opportunities by

6.41 exploring novel sources of extramural funding.

6.42 recommending programs to improve research competitiveness of faculty.

6.43 recommending policy for the distribution of collegiate research funding.

6.44 reviewing all collegiate research facilities and making recommendations for changes and improvements.

6.5 The committee shall evaluate proposals on their scientific merit and previously announced research priorities of the college as established by the associate dean for research, the dean, and the approved CVM strategic plan. Internal and/or external reviewers may be solicited as needed. Information on the merit or appropriateness of proposals shall be considered as privileged and shall not be released
to any individual not involved in these deliberations except for PIs and co-PIs. A ranked list of acceptable proposals shall be forwarded to the associate dean for research as a recommendation. The committee shall communicate to PIs, via the associate dean for research, a critique of each proposal.

6.6 The committee shall conduct periodic reviews of funded projects as deemed appropriate and report findings of this review to the associate dean for research or the dean.

6.7 The committee shall select faculty for various research awards from a nomination slate generated by the faculty.
III. General Operations and Procedures for Appointed Committees

1.0 Scope:

- Admissions Committee
- Awards, Honors, and Scholarship Committee
- Committee on Curriculum and Educational Policy
- Student Academic Grievance Committee
- Student Promotions Committee

Membership on appointed committees shall be determined by a consensus process among the dean, Administrative Council, and Faculty Council. (Constitution: Article IV, Section 3.6)

2.0 Admissions Committee

2.1 shall consist of four collegiate faculty from each department. The associate dean for academic and student affairs (or his/her designee) will be ex-officio members. Each committee member will serve a 4 year staggered term.

2.2 shall recommend to the faculty the criteria to be used to select students for admittance to the DVM program.

2.3 shall recommend students for admittance to the DVM program to the Dean and Associate Dean for Academic and Student Affairs. (Constitution: Article III, Section 2.2)

3.0 Awards, Honors, and Scholarship Committee

3.1 shall consist of two collegiate faculty from each department. Representatives from the Office of Academic and Student Affairs and the Development Office will serve as ex-officio members. Each faculty member will serve a 4 year staggered term.

3.2 shall select students for scholarships according to criteria of individual scholarships determined by donor/partner intent.
4.0 Committee on Curriculum and Educational Policy

4.1 shall consist of two collegiate faculty from each department, one representative from each class of the veterinary student body, and, as ex-officio, the department Vice Chairs, the Associate Dean for Academic and Student Affairs and relevant staff member. Each faculty member will serve a 4 year staggered term.

4.2 shall undertake appropriate long-range studies of veterinary curriculum design, including development of goals, course content, teaching, and testing methods.

4.3 Shall review new, changed, or discontinued degree, program, and course proposals and recommend approval to dean and provost consistent with University policy.

4.4 shall advise the dean on the need for new instructional positions.

4.5 shall annually evaluate educational outcomes of the DVM curriculum.

4.6 Shall review proposals for changes to collegiate education policies, consistent with overall University educational policy, and recommend approval to the dean.

5.0 Student Academic Grievance Committee and Grievance Officer

5.1 Membership will consist of two faculty members and one P&A staff, selected by the dean from a list recommended by the Faculty Council. The Associate Dean of Graduate Education and Associate Dean of Academic and Student Affairs will choose one graduate student and one second or third year professional student, respectively, to serve on the committee as needed.

5.2 One of the faculty members will serve as the student academic grievance officer. This faculty member will not hold any other administrative appointment.
5.3 The student academic grievance officer and the Student Academic Grievance Committee will address complaints submitted as prescribed by the Board of Regents Student Academic Grievance Policy http://www.policy.umn.edu/Policies/Education/Student/STUDENTCOMPLAINTS_PROC01.html

6.0 **Student Promotions Committee**

6.1 shall consist of at least two representatives from the collegiate faculty of each department. Each faculty member will serve a 4 year staggered term.

6.2. shall be responsible for recommending standards for DVM student promotion.

6.3 shall meet at the end of each academic term or more often at the discretion of the Associate Dean for Academic and Student Affairs to review DVM student records that do not conform to these standards, and will decide on academic standing including appropriate remediation, probationary status or dismissal in cases of academic deficiency.