

**CONSTITUTION  
FOR FACULTY OF THE WHOLE,  
FACULTY COUNCIL, AND  
EXECUTIVE COMMITTEE  
OF  
HAMLINE UNIVERSITY**

**RATIFIED BY THE FACULTY OF HAMLINE UNIVERSITY  
(CLA, HSB, HSE, and HSL) in March 2013**

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## **Article I – Faculty Governance and Membership**

Section 1. Hamline University’s faculty shall exercise faculty governance through three bodies: the Faculty Council, the Executive Committee, and the Faculty of the Whole.

Section 2. The Faculty of the Whole shall meet at least once a semester and serve as a sounding board for the ideas and proposals of the Faculty Council. The Faculty of the Whole shall have veto power or the ability to vote on major issues delineated by the Faculty Council.

Section 3. The Faculty of the Whole shall consist of tenured, tenure-track, and teaching faculty and faculty librarians as defined by section 4 of the CLA/HSB/HSE Faculty Handbook, and contractually full-time tenured, tenure-track and Legal research and writing faculty, and Clinical Professors in LAW. It will also include full time faculty on ongoing contracts who have not yet declared their intentions regarding conversion.

Section 4. The Faculty Council shall be composed of twenty (20) members from the Faculty of the Whole, serving staggered terms. These members shall be elected from and by their respective schools: eight (8) from the College of Liberal Arts (CLA); four (4) from Hamline School of Business (HSB); four (4) from Hamline School of Education (HSE); and four (4) from the Law School (LAW). Members of the Faculty Council shall serve for two-year staggered terms.

Section 5. The Executive Committee shall be elected from and by the Faculty Council and comprised of one representative and one alternate from each school for a total of four (4) members plus four (4) alternates. The Executive Committee shall have four (4) full time members with the possibility of up to four (4) alternates acting in their place. The Executive Committee shall have no more than four (4) voting members at any given meeting.

Section 6. When a position becomes vacant on the Faculty Council, the college or school shall elect a replacement to complete the term.

## **Article II – Purposes and Values**

Section 1. The Executive Committee, the Faculty Council, and the Faculty of the Whole shall serve to further the faculty’s functions in creating, reviewing, evaluating, approving, and implementing academic policies; to enhance communication, collaboration, and cooperation among the faculty; to facilitate effective faculty participation in the governance of the University; to advise the President of the University and the Provost and, through them, the Board of Trustees.

## **Article III – Jurisdiction of the Faculty Council and Executive Committee**

Section 1. The Executive Committee shall regularly advise the President of the University and the Provost and, through them, the Board of Trustees on matters affecting the welfare of the University.

Section 2. The Executive Committee and the Faculty Council shall have timely access to the agendas, reports, and minutes of University-wide committees and councils as necessary to discharge their duties.

Section 3. Structures and procedures for faculty participation in University-wide committees shall be designed, approved, and established by joint action of the Executive Committee, Faculty Council, administrative authorities, and Board of Trustees.

Section 4. The Executive Committee and the Faculty Council, in consultation and collaboration with the convening administrative authority, shall appoint faculty to serve on appropriate search committees for University officers and administrators including the President, the Provost and Student Affairs, and the Deans of each school or college.

Section 5. The Executive Committee and the Faculty Council shall receive regular reports on the University budget and, through its appointed representatives, provide recommendations on the budget's composition. The Executive Committee and the Faculty Council shall consult with and make recommendations to the President of the University regarding financial exigency, as provided in the CLA/HSB/HSE Faculty Handbook section 10.7.2.

Section 6. The Executive Committee and the Faculty Council shall consult with and make recommendations to the Provost regarding the academic calendar.

Section 7. The Faculty Council may facilitate conversation about general tenure policy, but shall not decide individual tenure cases or particular tenure evaluation and promotion policies and their applications in each school.

Section 8. The Faculty Council shall evaluate the impact of proposals for changes in or additions to curriculum or academic rules and regulations only when they involve the faculties or students in more than one college or school of the University.

Section 9. The Executive Committee, the Faculty Council, and the Faculty of the Whole shall define their respective jurisdictions in new areas of procedure and policy. Any extension of the jurisdiction of the Faculty Council into new areas of procedure or policy shall require approval by the Faculty of the Whole, Provost, President, and Board of Trustees.

#### **Article IV – Quorum and Franchise**

Section 1. A majority of members of the Executive Committee or of the Faculty Council shall constitute a quorum for their respective meetings. Fifty members of the Faculty of the Whole shall constitute a quorum for a meeting of the Faculty of the Whole.

Section 2. All members of the Faculty of the Whole shall have voting privileges.

Section 3. Alternates to the Executive Committee may vote only when serving as specified in Article I, Section 5.

#### **Article V – Voting Procedures**

Section 1. In meetings of the Faculty Council, the Executive Committee and the Faculty of the Whole, a member can also request an electronic vote. If at least 10% of the members present concur, the Executive Committee will solicit electronic votes within two weeks of that meeting. All members of the Faculty of the Whole will be eligible to vote, whether or not they attended the meeting in

question. When both a secret ballot and an electronic vote are called for at a meeting of the Faculty of the Whole, an electronic vote will take precedence.

Section 2. Regardless of the vote type (voice, secret ballot, or electronic), a successful vote will require a simple majority, except for votes on constitution amendments as specified in Article IX Section 3 of this constitution.

Section 3. Robert's Rules of Order shall apply unless otherwise determined by these bodies or this Constitution.

## **Article VI – Officers, Duties, and Elections**

Section 1. The Executive Committee shall select a President and a President-Elect from among its members. These officers shall rotate between the College of Liberal Arts and Law/HSB/HSE. Presidents shall serve a one-year term. Presidents-Elect shall serve their first year as Secretary, and their second year as President.

Section 2. Duties of the President shall be to preside over meetings of the Executive Committee, Faculty Council, and Faculty of the Whole.

Section 3. Duties of the President-Elect (as Secretary) shall be to take minutes at Faculty Council and Executive Committee meetings and arrange for publication of minutes and announcements. The President-Elect will also hold a seat on the University's Administrative Cabinet.

Section 4. The President and President-Elect shall receive one course release each during the year in which they serve.

Section 5. Work on the Faculty Council, including on the Executive Committee, shall count as part of faculty service to the University.

Section 6. The Office of Provost shall provide administrative support to the Executive Committee and the Faculty Council.

## **Article VII – Subcommittees of the Faculty Council**

Section 1. The Faculty Council may establish subcommittees or ad hoc task forces to review key University issues or policy areas.

## **Article VIII – Meetings**

Section 1. The Faculty of the Whole shall meet at least once in fall and spring semesters. Dates, times, locations, and agendas shall be announced and published through email and appropriate University websites at least one week prior to meetings.

Section 2. The Faculty Council shall meet at least six times each fall and spring semester. Meetings

during the summer shall occur only upon majority vote of the Faculty Council. Dates, times, locations, and agendas shall be published in advance through email and on appropriate University websites.

Section 3. The Executive Committee shall meet as needed to discharge its duties.

Section 4. The Executive Committee shall set the agenda for the Faculty Council at least 48 hours prior to the meeting. Any faculty member of Hamline University may submit items to the Executive Committee for consideration for placement on the agenda.

Section 5. Minutes of open meetings of the Executive Committee, the Faculty Council, and the Faculty of the Whole shall be recorded, reviewed, and available to faculty members.

Section 6. Any Executive Committee member may invite persons who are not Faculty Council members to speak at Faculty Council meetings, and may similarly invite persons who are not Faculty of the Whole members to speak at meetings of the Faculty of the Whole.

Section 7. Meetings of the Faculty Council shall be open to any member of the Faculty of the Whole and invited guests. Sessions may be closed on the approval of a majority of the members present.

Section 8. Meetings of the Faculty of the Whole shall be open to all its members and invited guests. Sessions may be closed on the approval of a majority of the members present.

Section 9. Except for motions under Article VIII, Section 7, nonprocedural motions to the Faculty of the Whole shall be submitted in writing as part of the agenda.

### **Article IX – Amendments and Ratification of Constitution**

Section 1. This Constitution shall be ratified by majority votes of the faculty in each of the schools and college of the University.

Section 2. Amendments to this Constitution may be proposed by enfranchised members of the Faculty of the Whole or by the recommendations of the Faculty Council.

Section 3. Subject to the limitations in Section 4 of this Article, ratification of amendments to the Constitution shall be by 2/3 vote of the enfranchised members of the Faculty of the Whole.

Section 4. Provisions in this Constitution relating to jurisdiction, franchise rights, or representation of the Faculty Council or Executive Committee shall not be subject to alteration by amendment; but shall be alterable through ratification of a new Constitution in accordance with the provisions in Section 1 of this Article.

### **Article X – Review of the Constitution and Faculty Governance**

Section 1. This Constitution shall undergo periodic review and assessment by the faculty of the University. The first review shall be completed within three years after ratification, and every three years thereafter.

Section 2. The Executive Committee shall create a special subcommittee to carry out this review. Recommendations shall be presented to the Faculty Council and the Faculty of the Whole.

Section 3. A new Constitution, if any, shall be ratified by majority votes of the faculty in each of the schools and college of the University in accordance with the provisions of Article IX, Section 1.