UNIVERSITY OF MINNESOTA
CENTER FOR ALLIED HEALTH PROGRAMS
CONSTITUTION
Ratified by the voting faculty January 12, 2018
Amended by the voting faculty June 22, 2018

ARTICLE I. CENTER NAME AND PURPOSE

SECTION 1:
The Center for Allied Health Programs (the Center), an academic unit of the University of Minnesota, was created to respond to workforce shortages of allied health professionals in Minnesota. The Center’s mission is one of teaching, research, and service. Consistent with this, the Center through its Programs works to 1) coordinate the development of the next generation of allied health professionals, researchers, and faculty to meet the healthcare needs of society, with special attention to the needs of the State of Minnesota, 2) enhance health through the pursuit and dissemination of new knowledge with original and creative research, 3) provide engaged leadership in healthcare education to academic institutions, allied health professions and the public, and 4) provide outreach, public engagement, and professional service to enhance the health of the community, the nation and the world.

SECTION 2: The Center acts as a college, conforming to the definition of such in Subdivision 2 of Board of Regents policy statement College Constitutions http://regents.umn.edu/sites/regents.umn.edu/files/policies/College_Constitutions.pdf which states

“For the purpose of this policy, college shall mean an academic unit that is: (a) directly responsible for recruiting and hiring faculty and recommending them for promotion and tenure; (b) regarded by its faculty as their primary academic appointment home, either in one of the college's departments or directly within the college itself; (c) organized around a discipline or group of related disciplines; and (d) directly responsible for providing instruction for students that leads to an undergraduate, graduate, or professional degree or certificate.”

ARTICLE II. GENERAL POWERS

SECTION 1: Distribution of Powers
All matters relating to the Center’s educational and administrative affairs are committed to the Center Director and the Center faculty, as delegated by the Board of Regents and in accordance with the constitution of the University Senate, and consistent with the actions of these bodies heretofore or hereafter taken.

ARTICLE III. DIRECTOR OF THE CENTER

SECTION 1: Authority and Responsibility of the Director

III.1.1. The Center Director is the chief academic and executive officer of the Center and meets the criteria for a dean as outlined in the Collegiate Constitutions Guidelines and Recommendations (June 2014) from the Office of the Executive Vice President and Provost, i.e.
“...the chief academic and executive officer responsible for overseeing the college’s academic priorities and day to day administrative operations of the college, including but not limited to setting a vision and aligning college resources to support that vision, inspiring and supporting faculty, staff and students in the activities of teaching and learning, research and public engagement, garnering internal and external support for the college and building relationships and support with alumni, donors, civic and business leaders and other key partners in the community.”

III.1.2. The Center Director shall exercise general administrative authority over the affairs of the Center and represent the Center in administrative and planning matters of the University. The Director shall provide leadership in formulating Center administrative and educational policies including:

III.1.2.1. Advocacy for programs to the University, the community, professional organizations, and other agencies concerned with allied health professions;

III.1.2.2. Establishing and maintaining a responsive administrative structure;

III.1.2.3. Conducting periodic reviews of Center Administrative staff and Program Directors in a form and manner consistent with University policy regarding evaluation of administrative appointments;

III.1.2.4. Supporting the Center’s faculty development and scholarship.

III.1.2 The Director shall have final authority and responsibility on all Center matters related to administrative policy making, budget, space, distribution of other capital resources such as equipment and personnel. The Director shall oversee the Program Directors in program matters related to administrative policy making, budget, space, distribution of other capital resources such as equipment and personnel.

III.1.3. The Director shall be responsible for ensuring that the review of probationary faculty, promotion and tenure review, and post-tenure review are carried out by the Program according to the Center’s official policies.

III.1.4. The Center Director shall consult with the Program Directors, faculty consultative committee, and other appropriate individuals prior to making recommendations to senior administration that will impact the curriculum performance of faculty duties.

III.1.5. The Director or the Director's designee shall communicate and transact official business of the Center with other University authorities, nominating representatives to organizations external to the Center in consultation with program directors and potential nominees.

III.1.6. Where action of the Board of Regents is requested or required, the Center Director shall make such recommendations as are necessary. These shall include but shall not be limited to appointment, promotion, tenure and salary of all faculty members, and to appointment of administrative directors and program directors, following duly constituted consultative procedures in the Center and University.

III.1.7. The Director shall coordinate review of the Center and each of its programs in accordance with University policy regarding review of schools and academic units/programs and programmatic professional accreditation requirements. The frequency of such reviews shall be in accordance with University policy regarding review of schools and academic units/programs. A
summary of each review shall be forwarded to the related Program Director, the Executive Vice and Provost.

III.1.8. The Director shall report at least once per year to the Center Assembly (Article VII, Section II, VII, 2.1) on the state of the Center for Allied Health Programs. This report shall include details of accomplishments during the past year, budgetary status, internal and external threats and opportunities, and direction for future goals.

SECTION 2. Appointment of the Director

III.2.1 The Center Director shall be a tenured faculty III.2.2. The Center Director shall be appointed by and serve at the discretion of the Executive Vice President and Provost.

III.2.3. The Executive Vice President and Provost has sole authority and responsibility for decisions related to the Director’s employment, including but not limited to selection, performance evaluation, and termination.

SECTION 3. No Confidence Vote

III.3.1. For Center faculty to recommend removal of the Center Director, the faculty shall file a petition of no-confidence to the Executive Vice President and Provost, requesting removal and replacement of the Director. The petition must be signed by a minimum of thirty percent (30%) of the Center’s Voting Faculty.

III.3.2.1. The Executive Vice President and Provost shall then be invited to a meeting of the Center’s Assembly to discuss and vote on the motion to recall. A two-thirds vote of the Voting Faculty of the Center shall be required to recommend to the Executive Vice President and Provost that the Center Director be terminated.

ARTICLE IV THE FACULTY

SECTION 1. Definition of Governing Faculty

The Center for Allied Health Programs has both Voting Faculty and non-voting faculty. For the purposes of governance, Voting Faculty shall be:

IV.1.1. All full-time faculty personnel, including tenured, tenure track and P&A faculty, (i.e., those with 66% or more continuous appointment time) holding appointments as Regents Professor, Professor, Associate Professor, Assistant Professor, Instructor, and any Teaching Specialist whose job description requires at least two of the three traditional domains of professional responsibility: teaching, research, and service in a Program within the Center, as verified by the Program Director.

IV.1.2. Program Directors who meet the above criteria shall be considered Voting Faculty if they meet all other criteria unless otherwise noted by this Constitution or its Bylaws.

IV.1.3 Non-voting faculty shall have voting rights in their elected or appointed committees and when in a working group, as described by the Bylaws.
SECTION 2: Faculty Responsibilities

IV.2.1 The primary responsibilities of the faculty are curricular policy and determination of academic curriculum and degree requirements. These are performed in consultation with the Center Director and Program Directors.

IV.2.2 All Center faculty members shall have appointments in one or more Programs of the Center with the attendant responsibility for governance in the affairs of those Programs.

IV.2.3 Center faculty shall exercise its powers and responsibilities by assembled action through their respective academic units, the Faculty Assembly (Article VII, Section 2, VII, 2.2) and its committees (Article VIII). Faculty are expected to participate in the governance of both their program and the Center.

IV.2.4 The faculty shall be governed by the policies of the Regents, the University Senate (including the Twin Cities Campus Assembly), University's central administration, and by the University's Regulations Concerning Faculty Tenure in all matters addressed by those documents or policies that are in effect at the time of adoption or amendment of this constitution or as such documents or policies may be subsequently amended, including, but not limited to, policies and procedures on academic freedom and responsibility, sexual harassment, and implementation of the faculty tenure regulations including post-tenure review.

ARTICLE V. OTHER CONSTITUENCIES

Additional constituencies (as listed below) shall participate in the affairs of the Center for Allied Health Programs including its governance and its committee structure. Depending upon the committee description here and in the bylaws, such membership may be voting or non-voting.

SECTION 1: Students

V.1.1 Center undergraduate, graduate, and professional students consist of those in good standing who are currently enrolled in a Center degree granting program.

SECTION 2: Academic Professional and Administrative (P&A) Staff

V.2.1 The Academic Professional and Administrative (P&A) staff constituency shall consist of professional personnel whose responsibilities support the research, teaching, and/or service functions of the Center, and administrative personnel who are involved in policy development or execution or in directing, coordinating, or supervising activities in the Center. Full-time P&A staff, including those on leave, shall be eligible for standing and working group memberships as defined by this Constitution and Bylaws.

SECTION 3: Civil Service/Labor-Represented (CS/L-R) Staff

V.3.1 The CS/L-R staff constituency shall include all full time CS/L-R staff employed in the Center and its Programs. Full-time Civil Service staff members are those specified in the University Civil Service Code, having passed an initial probationary period and affiliated with units of the Center for Allied Health Programs. Full-time bargaining unit staff are those specified in the negotiated contracts between the University and various labor organizations having passed an initial probationary period. Full-time shall include those persons with seventy-five percent (75%) or more continuous time appointments. All CS/L-R members, including those on leave, shall be eligible for working group memberships as defined by the Constitution and Bylaws.
CS/L-R employees have the right and responsibility to serve on Program, Center, and University governance bodies and working groups as elected or appointed.

ARTICLE VI. PROGRAM DIRECTORS

SECTION 1: Duties, Responsibilities, and Appointment

VI.1.1. The Program Director shall report to the Center Director and work with the Center Director and other Program Directors to achieve Program and Center goals.

VI.1.2. Duties and responsibilities. The Program Director shall:

VI.1.2.1. Be responsible for the administration of Programs in accordance with the Center and University policies and shall be the appropriate representative of personnel in management and administrative procedures giving due consideration to consultation with program personnel as appropriate.

VI.1.2.2. Preside over Program meetings, organize communication within the Program and provide a communication link between individuals in the Program and administration.

VI.1.2.3. Perform those functions necessary for the operation of the Program and carry out other administrative duties as assigned by the Center Director, the Academic Health Center, and the University.

VI.1.2.4. Lead the faculty in the development and implementation of Program vision, goals, and strategic plans.

VI.1.2.5. Be responsible for compliance with accreditation standards.

VI.1.2.6. Provide leadership in formulating policies and procedures and supporting efforts toward continued improvement of the Program for which they are responsible.

VI.1.2.7. Coordinate the Program’s professional teaching within the Center, including assignment of personnel for specific courses.

VI.1.2.8. Be responsible for the annual review of Program Faculty and others as assigned by the Center Director.

VI.1.3. Appointment of the Program Director

VI.1.3.1. The Program Director search committee shall include Voting Faculty, students, and Staff (Academic Professional and Administrative or Civil Service/Labor-Represented). In addition, a non-university stakeholder from the professional community may be included, as appropriate.

VI.1.3.2. The search committee shall give input and recommendations on the search process and finalists to the Center Director.

VI.1.3.3. The Center Director shall select a candidate from among those recommended by the search committee.

VI.1.3.4. Appointments of candidates for Program Director shall be made by the Center Director, subject to administrative approval.
VI.1.3.5. The Center Director has the right to request an extended search or to appoint a new search committee if no candidate proposed is satisfactory to the Center Director or to approving administrator.

VI.1.4. The Program Director must be a tenured faculty member or hold at least a 3 year rolling contract in the Program for which they are responsible.

VI.1.5. A Program Director’s qualifications must fulfill all requirements of external accreditation agencies of the Program for which they are responsible.

ARTICLE VII. CENTER STRUCTURE AND GOVERNANCE

SECTION 1. Administrative Structure

VII.1.1 Center-wide and Inter-college/school programs

VII.1.1.1. The Center may have Center-wide teaching, research and/or service centers and participate in intercollege/interschool activities that align with the mission of the Center and that have direct administrative and budgetary responsibilities. Leaders of center-wide programs shall report directly to the Center Director or the Director’s designee.

VII.1.2. Programs

VII.1.2.1. Programs are the organizational unit within the Center. Each Program’s purpose shall be to administer and execute instruction, research, service, and all activities in a field or related fields of knowledge. Programs shall have autonomy in Program affairs consistent with the policies of the Center and the University.

SECTION 2: Academic and Governance Structure

VII. 2.1. Center Assembly

The primary function of the Center Assembly is to disseminate information and to discuss matters concerning the Center. This is a non-voting body. The Center Assembly shall be called by the Center Director, meeting at least once per calendar year. If not given at another Center Assembly meeting, this annual meeting should serve as a forum for the State of the Center address.

VII. 2.2. Faculty Assembly

The Faculty Assembly shall be the governing body over Center-wide concerns of an academic nature that transcend programmatic boundaries.

VII.2.2.1. The Faculty Assembly shall meet to review proposed Center-level policies and actions. The Faculty Assembly also has final legislative authority over Center curriculum matters.

VII.2.2.2. With the exception of votes or other confidential discussions, meetings of the Faculty Assembly shall be open to members of the Center and invited guests.

VII.2.2.3. Powers and Duties. The Faculty Assembly shall:

VII.2.2.3.1. Review, discuss and vote upon Center policies and constitutional implementation of recommendations of the Center Director, the Standing Committees, and the Program Directors
VII.2.3.2. Review, discuss and vote upon Bylaws for the implementation of the Constitution.

VII.2.3.3. Review, discuss and vote upon policy including provisions, rules, and regulations necessary for the governance of the academic affairs of the Center for Allied Health Programs.

VII.2.3.4. Request, receive and discuss reports or recommendations submitted by the Director on any matter affecting policy related to Center activities.

VII.2.3.5. Elect representatives and alternate representatives to Faculty Assembly committees, and to the University Senate and its governance bodies, as appropriate.

VII.2.3.6. Charge and appoint Working Groups as needed (Article IX).

ARTICLE VIII. STANDING COMMITTEES OF THE FACULTY ASSEMBLY

SECTION 1. Description and purpose of standing committees

VIII.1.1. Standing committees of the Faculty Assembly shall include but are not limited to: the Faculty Consultative Committee (FCC), Educational Policy Committee (EPC), and the Promotion and Tenure (P&T) Committee.

VIII.1.1.1. Standing committees shall report to the Faculty Assembly and to the Center Director.

VIII.1.2. There are specific positions and roles within some standing committees reserved for those with tenure (see Bylaws Article IV, Section 4).

ARTICLE IX. FACULTY ASSEMBLY WORKING GROUPS

SECTION 1. Description and purpose

IX.1.1. At times, working groups may be necessary to inform Center processes and policies. Faculty and administration may request that the Faculty Assembly initiate a working group and appoint members.

IX.1.2. Charges to working groups shall not be in conflict with the rights, responsibilities or privileges of groups or individuals as described elsewhere in this Constitution or Bylaws.

IX.1.3. Membership of working groups shall consist of faculty, staff and/or students with expertise and/or interest appropriate to the scope of the working group.

IX.1.4. Working groups shall report to the Faculty Assembly at least yearly.

ARTICLE X. ACADEMIC FREEDOM, FACULTY RIGHTS, PRIVILEGES, RESPONSIBILITIES, AND GRIEVANCES

Center faculty and staff whose job description requires at least two of the three traditional domains of professional responsibility shall be governed by the policies (and Constitution where applicable) of the Regents, the Senate (The Twin Cities Campus Assembly), the Academic Health Center, and the University’s Central Administration.
SECTION 1. Academic Freedom

X.1.1. The Center shall uphold the Board of Regents policy on academic freedom (http://regents.umn.edu/sites/regents.umn.edu/files/policies/Academic_Freedom.pdf) and adhere to the guiding principles and definitions of academic freedom and academic responsibility in the same document.

SECTION 2. Grievances

X.2.1 The Center shall resolve grievances brought by faculty, staff, or students in accordance with the University-wide Grievance Rules or other applicable current University grievance policies.

X.2.2. The Center shall adhere to the Regulations Concerning Faculty Tenure, and the Center of Allied Health’s 7.12 statement in all matters addressed by those documents or policies which are in effect at the time of the adoption or amendment of this constitution or as such documents or policies may be subsequently amended including, but not limited to, policies and procedures on academic freedom and responsibility in the areas of teaching, scholarship, research and creative expression, on sexual harassment, and on implementation of the faculty tenure regulations.

ARTICLE XI. CREATION, COMBINATION OR DISSOLUTION OF PROGRAMS

The University and faculty recognize that changes in academic programs, including additions, mergers and dissolutions may be part of the development and growth of the institution. Within the Center, these changes are based on academic considerations of program quality, student demand, and financial viability. Changes may be proposed by faculty, Program Directors, or the Center Director and are undertaken by the Center Director only after consultation with the affected Program Director(s), program faculty, Faculty Consultative Committee, and Faculty Assembly. The process for initiating and implementing changes in academic programs is outlined in Bylaws XII.3.5.2.

ARTICLE XII PROCEDURAL OPERATIONS

Procedures for operating under this Constitution shall be specified by the Bylaws. The Bylaws shall be compatible with this Constitution and with the policies and procedures of the University.

ARTICLE XIII. AMENDMENT TO THE CONSTITUTION

SECTION 1. Implementation

This amended Constitution shall become effective immediately after its adoption by the Faculty Assembly, its approval by the Executive Vice President and Provost. Adoption will require a two-third (2/3, 67%) majority vote of the Voting Faculty.

SECTION 2. Amendments

XIII.2.1 Amendments to the constitution may be proposed by the Center Director, a standing committee, or by a petition signed by at least twenty per cent (20%) of the Voting Faculty and delivered to FCC Chairperson at least 5 working days prior to a Faculty Assembly meeting, unless the time period is waived by the FCC.
XIII.2.2. The Faculty Consultative Committee shall review proposed amendments and forward their recommendation to the Faculty Assembly.

XIII.2.3. A quorum, defined as at least 51% of the eligible Voting Faculty, is required for the Faculty Assembly to consider a constitutional amendment. If agreed upon by a majority of members present, the amendment then will be forwarded to the entire Faculty Assembly for a vote.

XIII.2.4. Notice of such proposed amendments, together with the recommendation of the Faculty Consultative Committee, and the Center Director, shall be given in writing to all members of the Faculty Assembly at least 15 days before Voting Faculty is called upon to vote.

XIII.2.5. Voting shall occur electronically and shall be open for a period of 15 University of Minnesota business days.

XII.2.6. Upon a two-thirds (2/3, 67%) majority vote of those voting on the matter, the amended Constitution shall be forwarded to the appropriate administrative authority.

XII.2.7. Amendments to the Constitution will become effective when approved by the Faculty Assembly, Vice President for Health Sciences and the Senior Vice-President for Academic Affairs.

SECTION 3. Interpretation

Final authority to interpret this Constitution shall reside with the Faculty Assembly, following review and recommendations from the Faculty Consultative Committee.

ARTICLE XIV. BYLAWS

SECTION 1. Procedures for operating under this Constitution shall be specified by the Bylaws.

SECTION 2. Amendments, additions or deletions of the Bylaws:

XVI.2.1. May be proposed by the Center Director, a standing committee, or by a petition signed by at least 20 percent (20%) of the Voting Faculty.

XVI.2.2. Must be submitted in writing to FCC Chairperson regular or special meetings of the Voting Faculty at least two calendar weeks prior to its presentation for vote.

XVI.2.3. Bylaws shall be adopted, amended, or deleted by a simple majority vote of the eligible Voting Faculty.