

Operating Procedures of the Metropolitan State University Faculty Association

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Bold typeface connotes text from the FA Constitution.

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CHAPTER III: STRUCTURE

A. Faculty Council

[reserved]

B. Academic Unit

1. **“Academic unit” is defined as a body such as a college or school with resident faculty assigned to develop and teach a curriculum specific to that academic unit, and with a non-faculty administrator such as a dean or director who reports to someone other than the administrative head of a different unit. Community faculty as a whole functions as an academic unit.**

a. As of January 2018, the academic units are (in alphabetical order):

- College of Community Studies and Public Affairs (CCSPA)
- College of Individualized Studies (CIS)
- College of Liberal Arts (CLA)
- College of Management (COM)
- College of Nursing and Health Sciences (CNHS)
- College of Sciences (COS)
- Community Faculty Caucus
- Library (LIB)
- School of Urban Education (UED)

2. **Each faculty member chooses a single appropriate academic unit to join for governance purposes for each fiscal year, and during that year will have academic unit voting rights on all matters in the chosen academic unit only, consistent with the IFO contract. Community faculty members will choose for each fiscal year to vote in either the appropriate academic unit, or the community faculty caucus, but not both.**

a. As contingent faculty members, fixed-term faculty members may choose for each fiscal year to vote in either the appropriate academic unit, or the community faculty caucus, but not both. Choosing to vote in the community faculty caucus will not limit fixed-term faculty’s contractual rights to participate within their own departments.

C. Equity Caucuses

1. **“Equity caucus” is defined as a body that is organized, led by, and represents members of an identity group with the goals of empowering marginalized faculty and improving working conditions. Each equity caucus determines its own structure and develops its own agenda. Anyone who identifies with an equity caucus can be a member, but does not need to be a member of the IFO. Faculty may be a**

member of one or more equity caucuses. Membership in equity caucuses does not preclude membership in an academic unit and vice versa.

a. As of September 2021, the equity caucuses recognized by the FA are:

- Faculty of Color caucus
- LGBTQ+ caucus
- Women’s caucus
- Faculty with disabilities caucus

D. FA Operating Procedures

1. The FA Operating Procedures shall be established by the Faculty Council. Such procedures may be augmented, revoked or amended by the Faculty Council.

a. Such action shall require a majority vote of a quorum.

2. The Faculty Association Operating Procedures shall be kept current, with copies available upon request.

a. The Faculty Council requires a first and second reading of all FA Operating Procedure changes. A vote may be taken after the second reading occurs to accept/reject the change and a final vote may occur at the same meeting. If Faculty Council determines that quick action is needed on an item, this rule can be suspended with a two-thirds vote.

b. Not less than every four years, an ad hoc committee established by the Executive Committee shall review and make recommendations regarding revision of the FA Operating Procedures. [See Chapter IX(D)(3)]

E. Financial Procedures

[reserved]

CHAPTER V: OFFICERS AND STAFF

A. Officers

[reserved]

B. The Executive Committee

1. **The Executive Committee shall consist of the officers, as voting members, and the following as ex-officio, non-voting members: the representative to the Negotiating Team, a grievance officer, the Website Coordinator, and the State IFO Board Representatives. The Faculty Council shall appoint the representative to the Negotiating Team, the Website Coordinator, and the State IFO Board Representatives from the faculty-at-large, and the FA Grievance Committee shall appoint one grievance officer. Only the voting members of the Executive Committee shall have voting privileges in the Faculty Council.**
 - a. Except in cases where the statewide IFO Operating Procedures prohibit it, a faculty member may serve in multiple roles, e.g. standing committee chair, an officer, etc., as long as he or she is duly elected or appointed.
 - b. A faculty member may serve as an officer or member of the Executive Committee while on sabbatical.
 - c. Appointments to the Negotiating Team, the State IFO Board, and the position of Website Coordinator will be pursuant to the FA Operating Procedures. [See Chapter VI]
 - d. Appointments to the Negotiating Team and the State IFO Board may be based on advisory elections.

C. Personnel

[reserved]

CHAPTER VI: OFFICER ELECTIONS AND TERMS OF OFFICE

The officers of the FA shall be elected at-large by a secret ballot of the membership during April of even-numbered years. Both resident and community faculty members vote for officers. Resident faculty will vote for resident faculty vice president and community faculty will vote for community faculty vice presidents. The officers shall serve a term beginning in July of even-numbered years and continuing two full years and until elected successors take office. There is no limit on the number of terms any member may serve as an officer.

A. The Nominating Committee

1. To recruit candidates for:

- the officers of the FA (president, resident faculty VP, Community Faculty VPs, secretary, and treasurer),
- representative to the statewide Negotiating Team (appointed by Faculty Council in April of even-numbered years), and
- State IFO Board Representatives (one of two appointed by Faculty Council in each April),

the Nominating Committee shall meet no later than October to review the position descriptions and duties of each of the positions to be filled and to prepare a call for all faculty members. [See FA Operating Procedures, Chapters VII and IX, Section C, Subd. 20.]

2. The FA president will convene the first meeting of the Nominating Committee, at which a chair will be elected from members of the committee.

B. Call for Candidates

1. The chair of the Nominating Committee shall provide the call to the FA president so that it is published in the IFO packet no later than December and monthly until nominations are due. [See FA Operating Procedures, Chapter VI, Section C.] The chair shall also send the call to all faculty via email at least twice before nominations are due. [See FA Operating Procedures, Chapter VI, Section C.] The call for candidates shall make clear that self-nominations and nominations by others are welcome.

C. Gathering Nominations

1. The chair of the Nominating Committee shall be tasked with gathering candidate names from those who self-nominate or who are nominated by others. The chair shall contact those who are nominated by others to determine if each individual accepts the nomination.

2. The Nominating Committee shall recruit additional candidates in an inclusive manner.
3. Nominations shall be submitted to the chair no later than noon on the third Friday in February.

D. Candidate Statements

1. Candidates standing for election or appointment to the IFO Executive Committee shall be provided with the following questions by the chair of Nominating Committee to guide their development of a written statement:
 - a. How are you implementing the vision and values stated in our mission statement?
 - b. What are your strongest qualifications for the position?
2. The chair shall provide candidates the list of questions at least one week prior to the March packet publication deadline.
3. The chair shall gather statements and submit them to the FA president, who shall publish them in the March packet.

E. Candidate Forum

1. The Nominating Committee shall organize at least one candidate forum, invite the candidate(s) to participate, and provide notice of this forum to all faculty members. The notice shall also include details of the procedure to be used at the forum. The chair of the Nominating Committee will provide the details of the forum to the FA president, who will publish the notice in the March packet. The chair shall also send an announcement about the forum to all faculty via email.
2. Each candidate will be allowed to make a statement and respond to audience questions at the forum.

F. Elections and Appointments

1. Eligible IFO members will elect the officers of the Executive Committee. Voting shall be conducted by secret ballot and, whenever possible, these elections shall be held concurrently with the statewide IFO election.
2. The ballot shall indicate if someone is an incumbent for the position or if they are currently serving in another role on the Executive Committee (and if so, in which position).

3. Faculty Council shall appoint the FA's representative(s) to the State IFO Board and Negotiating Team at its April meeting.

G. Write-In Candidates and Appointments at Council

Nothing shall preclude a member from writing in a name on the ballot (for an officer position) or from nominating (or being nominated) on the floor at Faculty Council (for either the representative to the statewide negotiating team or statewide board members). If someone is nominated at Faculty Council, they must accept the nomination to be considered for appointment.

H. Vacancies

In the case of electing or appointing someone to fill a vacated seat, a streamlined version of the above procedure may be used and/or Faculty Council may appoint a replacement for the duration of the academic year, as long as that procedure is consistent with Article VII of the FA Constitution.

I. Website Coordinator

The Website Coordinator shall be appointed by Faculty Council in April of odd-numbered years to a two (2) year term. The Executive Committee will prepare a call for candidates to all faculty members and shall publish it in the IFO packet no later than February and monthly until the April Faculty Council meeting. The FA president shall also send the call to all faculty via email at least twice. The FA president shall be tasked with gathering candidate names. Faculty Council shall appoint the Website Coordinator at its April meeting.

CHAPTER VII: DUTIES OF OFFICERS

The duties of the officers shall be included in the FA Operating Procedures. Nothing shall preclude the Faculty Council from changing or modifying the duties of the officers.

A. President

1. Prepare the monthly FA packet.
2. Prepare agenda for monthly Faculty Council meetings.
3. Preside at monthly Faculty Council meetings.
4. Meet with Administration in pre Meet and Confer to set Meet and Confer agenda.
5. Organize monthly meetings of FA Executive Committee prior to Meet and Confer.
6. Run monthly Meet and Confer meetings with Administration.
7. Represent the FA at statewide IFO Executive Committee and statewide IFO Board meetings.
8. Attend statewide IFO Meet and Confer with Minnesota State administration.
9. Respond to requests, inquiries, and matters of concern raised by either faculty or Administration.
10. Serve on or chair local or state committees, teams, workgroups, and taskforces, as appropriate or needed.
11. Carry out the directives of Faculty Council.
12. Facilitate and provide oversight of grievances.
13. Participate in state IFO grievance training when offered.
14. Select FA representatives for biennial IFO Delegate Assembly, as directed by the Faculty Council, in accordance with the statewide IFO Operating Procedures.
15. Attend the biennial IFO Delegate Assembly.
16. Attend Lobby Days, as organized by the statewide IFO.
17. Meet with heads of other bargaining units as appropriate.
18. Coordinate with local administration to establish annual master calendar for IFO meetings.

19. Attend deans and department chairs meeting.

B. Resident Faculty Vice President

1. Attend monthly Faculty Council meetings.
2. Meet with Administration in pre Meet and Confer to set Meet and Confer agenda.
3. Attend monthly Meet and Confer with Administration.
4. Meet with heads of other bargaining units as appropriate.
5. Substitute for FA president at local and statewide meetings as needed.
6. Respond to inquiries from resident faculty as needed.

C. Community Faculty Vice President 1

1. Convene meetings of the community faculty caucus, either electronically or in person.
2. Attend monthly Faculty Council meetings.
3. Attend monthly Meet and Confer with Administration.
4. Attend and present at community faculty orientation.
5. Respond to inquiries from community faculty as needed.
6. Meet with Administration in pre Meet and Confer to set Meet and Confer agenda.
7. Meet with heads of other bargaining units as appropriate.
8. Bring an anti-racist and equity mindset to the work of the community faculty caucus and IFO generally.
9. Assist and alternate with Community Vice President 2 in their duties as needed.

D. Community Faculty Vice President 2

1. Attend monthly Faculty Council meetings.
2. Attend monthly Meet and Confer with Administration.
3. Respond to inquiries from community faculty as needed.

4. Organize community faculty to address issues put forth by community faculty at caucus to Faculty Association Council, FA Executive Committee, and/or Metro statewide representatives and Metro State Administration
5. Represent Metro Community Faculty on the statewide IFO Contingent Appointments Committee, as appointed by the Faculty Association Council.
6. Bring an anti-racist and equity mindset to the work of the community faculty caucus and IFO generally.
7. Assist and alternate with Community Vice President 1 in their duties as needed.

E. Secretary

1. Attend monthly Faculty Council meetings and take minutes.
2. Attend monthly Meet and Confer with Administration and prepare unofficial notes of the proceedings.
3. Compile, update, and publish committee (FA, all-university, and statewide) rosters.
4. Maintain access to the FA website.

F. Treasurer

1. Prepare checks for signing by FA President or authorized designee(s).
2. Prepare and submit quarterly reports to the statewide IFO Controller.
3. Prepare annual budget and update as necessary (flexible budgeting).

CHAPTER VIII: FACULTY COUNCIL

A. Faculty Council

The Faculty Council shall establish the policies and operating procedures of the FA and shall be responsible for conducting the business and affairs of the organization. It shall review issues and reports, and develop and voice all official positions of the FA.

B. Membership

- 1. The Faculty Council shall consist of the officers and representatives from and elected by each academic unit and equity caucus according to the following limits:**
 - **One standing resident faculty representative from each academic unit.**
 - **Additional proportional resident faculty representatives from each academic unit that will total ten percent of all resident faculty IFO members in that unit, rounded down, as measured each year on a date determined by the officers.**
 - **One standing community faculty representative.**
 - **Additional proportional community faculty representatives that will total ten percent of all community faculty IFO members, rounded down, as measured on the same date determined by the officers for the measurement of resident faculty IFO membership.**
 - **One standing faculty representative who is a member of the IFO from each of the equity caucuses identified in the FA Operating Procedures.**
- 2. In determining proportional representation, the date chosen by the officers must occur between March 1 and June 1, and be followed within thirty days by the election for the next academic year's officers and all Faculty Council representatives. The officers shall count all resident faculty IFO members, whether full- or part-time, in residence, or on leave or sabbatical.**
- 3. In the absence of an academic unit or equity caucus Faculty Council representative, a designee selected from within that unit or caucus may serve as a temporary Faculty Council representative, with full voting privileges, with advance notice given to the FA President. Sufficient notice, at a minimum, is speaking with the FA President prior to the convening of a meeting of Faculty Council.**

C. Terms of Office

- 1. Each spring all academic units and the community faculty elect their Faculty Council representatives for service during the following fiscal year.**
- 2. Consideration shall be given to balance of gender and race in selecting representatives. Here, "gender and race" shall be understood to include all aspects of diversity.**
- 3. All representatives shall be elected to one-year terms.**

- 4. There is no limit on the number of terms any member may serve as a Faculty Council representative.**

D. Meetings

- 1. The Faculty Council will generally meet once a month as needed.**

- a. Annually, no later than August 1, the officers shall set the calendar of Faculty Council meetings for the academic year. Subsequently, meeting dates may be changed by Faculty Council as necessary.
- b. During years in which there is a scheduled Delegate Assembly, an additional Faculty Council meeting will be scheduled for the primary purpose of considering and endorsing Delegate Assembly resolutions.

- 2. A quorum of the Faculty Council will consist of a majority of its elected members.**

- 3. In extraordinary circumstances or emergencies, as determined by the Faculty Council or by the FA President, with the consent of the Executive Committee, the members of the Faculty Council may be consulted and polled electronically.**

- a. Here, “consent of the Executive Committee” means a majority of the Executive Committee, including both voting and nonvoting members.
- b. The announcement of the electronic poll shall be sent to all Faculty Council members and must specify an ending date and time no earlier than 24 hours after the announcement. After the poll ends, those Faculty Council members who have not voted will be counted as abstentions.

E. Powers and Duties of Faculty Council

1. Serve as the governing body of the FA.
2. Consider motions from meetings of academic units and caucuses.
3. Conduct all official business of the FA.
4. Review issues and reports.
5. Appoint members to FA committees, search committees, task forces, work groups, and all other university or statewide committees, except when otherwise indicated by the statewide IFO operating procedures.
6. Direct assignments to FA committees and receives reports from FA committees.

7. Develop and voice all official positions of the FA.
8. Recommend to the FA President a slate of delegates to the biennial IFO Delegate Assembly.
 - a. On behalf of Faculty Council, the FA President shall issue an invitation to all FA members as early as practicable to serve as delegates, emphasizing the balance of new and past attendees and the importance of having representatives from all academic units, the various faculty ranks and statuses (i.e., Community Faculty, fixed-term faculty, as well as probationary and tenured resident faculty), and equity caucuses.
 - b. If there are more volunteers than there are slots for delegates, Faculty Council shall prioritize members of less represented groups.
 - c. If there remain open slots in the FA's delegation after the Faculty Council meeting immediately before the Delegate Assembly, the Executive Committee will accept additional FA members on a first-come, first-serve basis.

F. Duties of Faculty Council Representatives

1. Attend all Faculty Council meetings.
2. Bring forward motions and concerns from their academic unit or caucus to Faculty Council.

G. Recognition and Awards

1. Faculty Council may make awards on an annual basis as it deems fit.
2. Retirement
 - a. Resident faculty who are IFO members in the year of retirement and announce their retirement through the formal retirement process will receive their choice of one of the following, subject to FA budget constraints:
 - i. a red apple marble gift,
 - ii. a donation to a Metropolitan State student scholarship fund of their choice,
or
 - iii. to receive recognition with no gift.
 - b. Community faculty who are IFO members in their last year of eligibility for union membership and self-announce their retirement are also eligible for this gift.

CHAPTER IX: COMMITTEES OF THE FACULTY COUNCIL

A. Committees of the Faculty Council

The Faculty Council... shall establish such committees, task forces, and councils as it deems necessary to conduct its business and responsibilities. These appointments shall include, but not be limited to, the Executive Committee and the Committees of the FA. Additional groups shall be designated through processes detailed in the Operating Procedures of the FA.

B. Executive Committee

1. **The Executive Committee of the Faculty Council shall have the composition and duties described in Article V and VI of the FA Constitution, including representing the FA at Meet and Confer. ... Other duties may be assigned to the Executive Committee by the Faculty Council.**
2. Charge of the Executive Committee
 - a. Oversee the operation of the FA.
 - b. Serve as the official faculty voice to the Administration at scheduled Meet and Confer meetings.
 - c. Discuss issues that have been referred by Faculty Council.
 - d. Receive reports and act upon recommendations from standing committees of the FA.
 - e. Maintain a roster of Faculty Council and standing committee membership.
 - f. Recommend changes in policy or practice regarding organizational and structural relationships of the FA.

C. Standing Committees of the FA

The standing committees of the FA are:

- Academic Affairs
- Action
- Advising and Student Issues
- Calendar
- Distance Learning and Intellectual Property (DLIP)
- Enrollment
- Equity and Diversity
- Minnesota State Board of Trustees Excellence in Teaching Campus Nominations
- Nominating
- Racial Issues Graduation Requirement Review (RIGR)
- Safety and Security

- Faculty Issues
- Gender Studies Advisory
- General Education (GELS)
- Graduate Programs
- Grievance
- Library
- Standing Search Committee & Administrative Short-Term Project Volunteers
- Student Scholars
- Teaching, Learning and Faculty Development
- Technology

1. Composition of standing committees and selection of members

- a. The standing committees **shall include resident and community faculty slots as appropriate.** The exact composition of each committee shall be specified in this chapter.
- b. The Executive Committee shall call for nominations to standing committees at the start of each fall semester. Academic units shall meet the first week of fall semester duty days to populate standing committees according to the membership outlined in this chapter. The Faculty Council shall meet the second week of fall semester duty days to make all appointments to standing committees, with the exception of the Standing List of Volunteers. Members shall be appointed to the Standing List of Volunteers in the spring semester prior to the next academic year.
- c. The FA Secretary is responsible for maintaining and posting an up-to-date standing committee roster on the FA website.

2. Terms of office for standing committees

- a. Terms of office for standing committees shall be one academic year, unless otherwise indicate herein or determined by Faculty Council.
- b. Committee members may serve multiple terms on standing committees. Faculty are encouraged to develop an expertise in an area and apply for reappointment each year.
- c. Faculty members may serve on multiple standing committees.
- d. Faculty members may serve on standing committees while on sabbatical.

3. Governance of standing committees

- a. **Committees shall be given assignments by the Faculty Council and report directly to the Faculty Council.**
- b. **Each Committee shall elect a chair** at the committee's first meeting of the academic year from among its appointed membership. The first meeting of the academic year shall be convened by the chair from the previous year.

- c. **Committee chairs are responsible for achieving balanced input from both resident and community faculty as appropriate.**
 - d. All standing committees shall meet at least once each semester during the academic year (on established duty days only) and as necessary to carry out their charges. If a committee deems it unnecessary to meet in a specific semester, it should so notify the FA President.
 - e. Only appointed members to a standing committee are permitted to vote. Any ex-officio members are non-voting. Only voting members of a standing committee may introduce motions or resolutions within the committee.
 - f. In addition to receiving and acting upon assignments from the Faculty Council, standing committees have the right to present motions to the FA, subject to the Standing Rules of Council (Appendix A), and pursue activities related to their charge.
 - g. A standing committee may choose to establish ad hoc subcommittees from among its appointment membership, as needed, to conduct the work of the committee.
4. Responsibilities of standing committee members
- a. Understanding their committee's charge.
 - b. Attending their committee's meetings.
 - c. Participating in their committee's activities.
 - d. Representing their academic unit's position in their committee's decision-making.
 - e. Sharing pertinent information with their academic unit.
5. Responsibilities of standing committee chairs
- a. Convening all committee meetings.
 - b. Distributing the committee's charge as outlined in this chapter to all members of the committee.
 - c. Ensuring that written meeting notes or minutes are taken at each meeting, distributed to all members of the committee and to the FA by way of the FA President, and posted on the FA website.
 - d. Preparing a list of unfinished or old business for the committee at the end of each academic year and sharing this list with the newly appointed chair.

6. Other

- a. All standing committee meetings are open for any member of the FA to attend.
- b. Standing committees may invite guests to their meetings, including administrators.
- c. Committee members shall use a democratic process for deciding where to meet.

7. Academic Affairs Committee

a. Charge

- i. Review and approve (or disapprove) new course proposals forwarded by academic unit curriculum committees for completeness of proposal form overall coherence in the curriculum (progression from lower division to graduate, overlaps between academic units, gaps, etc.)
- ii. Return disapproved course proposals to academic unit curriculum committees with specific written recommendations.
- iii. Forward all approved courses to the dean of the academic unit for approval.
- iv. Review new program proposals forwarded by an academic unit following approval by the respective college/unit meeting for overall quality, appropriate number of credits, need for the program, ability of the university to support the program, coherence in the curriculum (progression from lower division to graduate, overlaps between academic units, gaps) and for adherence to the new program development process, including adherence to Minnesota State and other pertinent requirements.
- v. Return disapproved new program proposals to academic units with specific written recommendations.
- vi. Forward approved programs (majors and minors) to the Faculty Council for approval.
- vii. Respond to academic issues that have been referred by Faculty Council.
- viii. Other duties as assigned by Faculty Council.

b. Composition

- i. The Academic Affairs Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.

8. Action Committee

a. Charge

- i. Publicize the valuable work and efforts of the IFO and FA and its members to various external constituent groups through social media and other relevant platforms.
- ii. Organize and engage in efforts to build solidarity and increase membership within the IFO and FA.
- iii. Coordinate and implement the FA's political action activities.
- iv. Keep the FA representative to the statewide Negotiating Team and the FA President informed of action plans.
- v. Support the work of the FA's Executive Committee, the statewide Negotiating Team, the IFO Government Relations Committee, and FA equity committees and caucuses.
- vi. Other duties as assigned by Faculty Council.

b. Composition

- i. The Action Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.
- ii. The FA president, the FA's representative to the statewide Negotiating Team, and Faculty Council's appointee to the statewide IFO's Action Committee (the action coordinator) will also serve as voting members of the Action Committee.
- iii. The committee shall include the Faculty Council's appointees to the statewide IFO's Government Relations Committee (GRC), as voting members.

c. Designated committee

- i. The Action Committee shall serve as the designated committee for the following statewide standing committee: Government Relations Committee (GRC).

9. Advising and Student Issues Committee

a. Charge

- i. Represent faculty concerns and interests regarding advising, student services, admissions policies, student conduct code, student handbook, student awards, and other related student issues.
- ii. Propose student-related policies and procedures to the Faculty Council.
- iii. Publicize the President's Outstanding Student Award and facilitate the nomination and selection processes for this award.
- iv. Propose changes to the President's Outstanding Student Award guidelines and nomination forms.
- v. Respond to and provide feedback on student-related issues that have been referred by Faculty Council.
- vi. Other duties as assigned by Faculty Council.

b. Composition

- i. The Advising and Student Issues Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.

10. Calendar Committee

a. Charge

- i. Work with the Administration and the Faculty Issues Committee on the review of the dates contained within the Faculty Personnel Matters document (IFO contract, Article 19, Sec. C.1, and Article 22, Sec. C.2).
- ii. Work with the Administration on updating and maintaining the Academic Calendar (IFO contract, Article 10, Sec. E), including, but not limited to, the tracking of duty days, the start and end dates of the semester, and scheduling commencement.
- iii. Respond to issues that have been referred by Faculty Council.
- iv. Other duties as assigned by Faculty Council.

b. Composition

- i. The Calendar Committee shall consist of any interested members as selected by their respective academic units and appointed by Faculty Council.

11. Distance Learning and Intellectual Property Committee (DLIP)

a. Charge

- i. Monitor University Policy #2110 Intellectual Property and all other related IP issues from Minnesota State and Metropolitan State University.
- ii. Update any Memoranda of Agreement needed for course development or online training funding.
- iii. Coordinate IP and distance learning issues with the Center for Online Learning and provide faculty feedback to COL.
- iv. Identify needs for distance learning with the FA Technology Committee and the Library.
- v. In coordination with the Technology Committee, designate a committee member to serve on the University Technology Advisory Council. This designee does not need formal appointment by Faculty Council.
- vi. Respond to DLIP issues that have been referred by Faculty Council.
- vii. Other duties as assigned by Faculty Council.

b. Composition

- i. The Distance Learning and Intellectual Property Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.
- ii. The committee shall have up to two (2) at-large members. These members shall be nominated by the academic units and appointed by Faculty Council.
- iii. The director for the Center for Online Learning shall serve as an ex-officio, nonvoting member.

12. Enrollment Committee

a. Charge

- i. Serve as liaison between the faculty and the Administration on enrollment, marketing, and retention issues.
- ii. Advise Faculty Council on enrollment and on university recruitment and marketing strategies.
- iii. Provide representation on the Strategic Enrollment Management (SEM) Council. These designees do not need formal appointment by Faculty Council.
- iv. Conduct periodic inquiry into faculty enrollment, marketing, and retention issues and needs that will help guide the work of the committee.
- v. Monitor university enrollment numbers and data from Minnesota State and Metropolitan State University from a faculty perspective.
- vi. Respond to enrollment, marketing, and retention issues that have been referred by Faculty Council.
- vii. Other duties as assigned by Faculty Council.

b. Composition

- i. The Enrollment Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.

13. Equity and Diversity Committee

a. Charge

- i. Designate a committee member to serve on the All-University Equity and Inclusion Council and up to two (2) members to the FA Nominating Committee. These designees do not need formal appointment by Faculty Council.
- ii. Support faculty efforts to promote equity and inclusion in all five areas of their professional development activities.
- iii. Collaborate with the Center for Faculty Development, the RIGR Committee, Anti-Racism Leadership Team, and the Equity and Inclusion Council.
- iv. Serve as advocate for diversity curricular issues affecting students and faculty.

- v. Address equity and diversity issues that have been referred by Faculty Council.
- vi. Other duties as assigned by Faculty Council.

b. Composition

- i. The Equity and Diversity Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.
- ii. The committee shall have up to two (2) at-large members. These members shall be nominated by the academic units and appointed by Faculty Council.
- iii. The committee shall include one (1) representative selected by the ethnic studies program from among its faculty.
- iv. The committee shall include one (1) representative selected by the Gender Studies Advisory Committee from among its membership.
- v. The committee shall include the FA's equity caucuses' representatives to the statewide IFO's Feminist Issues Committee (FIC), Lesbian Gay Bisexual Transgender Queer Plus Committee (LGBTQ+IC), and Faculty of Color Issues Committee (FOCIC), as voting members.
- vi. The director of the Center for Faculty Development shall serve as an ex-officio, nonvoting member.

c. Designated committee

- i. The Equity and Diversity Committee shall serve as the designated committee for the following statewide standing committees: Feminist Issues Committee (FIC), Lesbian Gay Bisexual Transgender Queer Plus Committee (LGBTQ+IC), and Faculty of Color Issues Committee (FOCIC).

14. Faculty Issues Committee

a. Charge

- i. Review and recommend changes in local promotion and tenure practices.
- ii. Promote faculty development.
- iii. Coordinate resident and community faculty issues.
- iv. Propose policies and procedures regarding faculty.

- v. Represent faculty interests regarding workload, workplace, staffing, and other condition of employment issues.
- vi. Ensure that all junior faculty receive information on promotion and tenure.
- vii. Serve as faculty mentors for the Professional Development Grant (PDG) application process.
- viii. Consult annually with the Provost about PDG process and criteria listed in Faculty Personnel Matters (FPM), including maximum award amounts based on a faculty's rank, status, and/or activity.
- ix. Review and consult annually with the Provost about FPM, recommending revisions to the Faculty Association as needed.
 - 1. Consultation with the Provost may be delegated by the Faculty Issues Committee to no fewer than two (2) or more members of the committee or of the FA.
- x. Respond to issues that have been referred by Faculty Council.
- xi. Other duties as assigned by Faculty Council.

b. Composition

- i. The Faculty Issues Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.
- ii. The committee shall include Faculty Council's appointee to the statewide IFO's Academic Affairs Committee (AAC), as a voting member.

c. Designated committee

- i. The Faculty Issues Committee shall serve as the designated committee for the following statewide standing committee: Academic Affairs Committee (AAC).

15. Gender Studies Advisory Committee

a. Composition

- i. The Gender Studies Coordinator will serve as a voting member of the Gender Studies Advisory Committee.
- ii. The committee shall have up to four (4) faculty from the College of Liberal Arts. These members shall be selected by the faculty from that unit.

- iii. The committee may include additional faculty from other academic units. These members shall be nominated by the academic units and appointed by Faculty Council.

16. General Education Committee (GELS)

a. Charge

- i. Review new and existing courses for inclusion in the general education and liberal studies curriculum and university-wide graduation requirements.
- ii. Develop and maintain a process (including criteria) for reviewing courses for inclusion in the general education and liberal studies curriculum and university-wide graduation requirements.
- iii. Review the assessment of the general education and liberal studies curriculum and university-wide graduation requirements.
- iv. Maintain a list of courses approved as meeting general education and liberal studies curriculum and university-wide graduation requirements.
- v. Propose changes in existing general education and liberal studies curriculum and university-wide graduation requirements policies and procedures to the Faculty Council.
- vi. Respond to issues that have been referred by Faculty Council.
- vii. Other duties as assigned by Faculty Council.
- viii. Chair serves on the University Transfer Appeals Committee.

b. Exception

- i. “Graduation requirements” does not include the Racial Issues Graduation Requirement (RIGR).

c. Composition

- i. The General Education Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.

17. Graduate Programs Committee

a. Charge

- i. Review and approve new graduate programs for appropriateness, overall quality, and need. If not approved, proposals are returned to the respective college/unit with recommendations for revision.
 - ii. Develop and propose policy for reviewing existing graduate programs and graduate curriculum.
 - iii. Develop and propose policy for developing new graduate programs and courses.
 - iv. Develop, review and recommend graduate program policies, e.g., defining graduate faculty status, grade policy, residency, academic standing, and degree completion.
 - v. Provide advice to the University administration on the marketing of the graduate programs.
 - vi. Review and approve all new graduate courses, including those that are cross-listed to offer both graduate and undergraduate credit. Review occurs after courses have been approved by the department and the respective college curriculum committee. Issues considered in course review include suitability for graduate study and overlap with existing graduate curriculum.
 - vii. Respond to issues that have been referred by Faculty Council.
 - viii. Other duties as assigned by Faculty Council.
- b. Composition
- i. The Graduate Programs Committee shall consist of all graduate program coordinators.
 - ii. The committee shall include one (1) member from each academic unit that does not offer graduate programs. These members shall be nominated by those academic units and appointed by Faculty Council.

18. Grievance Committee

- a. Charge
 - i. Coordinate with the statewide IFO office on statewide grievance issues and information requests.
 - ii. Work with faculty on Human Resources issues, including benefits and payroll concerns.

- iii. Serve as union representation, as needed, on faculty investigation hearings, such as disciplinary hearings.
 - iv. Serve as union representation on grievance complaints.
 - v. Provide information on grievance process to faculty.
 - vi. Organize training on grievance issues for faculty.
 - vii. Designate a committee member to serve on the Executive Committee and to participate in Meet and Confer. This designee does not need formal appointment by Faculty Council.
 - viii. Coordinate and complete all required local documentation as required by the statewide IFO office.
 - ix. Other duties as assigned by Faculty Council.
- b. Composition
- i. The committee shall consist of an even number of grievance officers to provide for staggered terms, with a minimum of four (4) grievance officers. Grievance officers shall be nominated by the faculty at-large and appointed by Faculty Council.
 - ii. The FA President shall serve as a voting member of the Grievance Committee.
- c. Terms
- i. Terms for grievance officers shall be two (2) years.
 - ii. Appointments should be staggered to provide for continuity.
- d. Training and Approval
- i. All grievance officers appointed by Faculty Council must be approved by and undergo training from statewide IFO legal staff before serving in such capacity.
- e. Governance
- i. Like all other standing committees, the Grievance Committee shall elect a chair at the committee's first meeting of the academic year from among its appointed membership.

19. Library Committee

- a. Charge
 - i. Advise Library and Information Services about how it can better support:
 - 1. faculty teaching, scholarship and research, and professional development,
 - 2. the instructional and research needs of their students, and
 - 3. community engagement through outreach, programming/events, and other library services.
 - ii. Provide feedback on relevant library plans, goals, and policies, as needed.
 - iii. Serve as advocates for Library and Information Services to other faculty within committee members' respective academic units and to administration.
 - iv. Conduct a survey of the faculty on satisfaction with library services, when deemed necessary by the committee or as directed by Faculty Council.
 - v. Respond to library issues that have been referred by Faculty Council.
 - vi. Other duties as assigned by Faculty Council.
- b. Composition
 - i. The Library Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.
 - ii. The Dean for Library and Information Services shall serve as an ex-officio, nonvoting member.

20. Minnesota State Board of Trustees Excellence in Teaching Campus Nominations Committee

- a. Charge
 - i. Determine annually, in consultation with the university president, the number of faculty to be recognized.
 - ii. Evaluate the qualifications of campus nominees.
 - iii. Review documents to support nominees' summary statements.
 - iv. Write summary statements with assistance from the nominees

b. Composition

- i. The Minnesota State Board of Trustees Excellence in Teaching Campus Nominations Committee shall consist of any interested members as selected by their respective academic units and appointed by Faculty Council.
- ii. Members shall be appointed to the Minnesota State Board of Trustees Excellence in Teaching Campus Nominations Committee in the spring semester prior to the next academic year.

21. Nominating Committee

a. Charge

- i. Recruit candidates for the FA Executive Committee, following the procedures in Chapter VI of the Operating Procedures.

b. Composition

- i. The Nominating Committee shall consist of all academic unit conveners.
- ii. The committee shall include up to two (2) representatives selected by the Equity and Diversity Committee from among its membership.
- iii. The committee shall include one (1) representative selected by the Executive Committee from among its membership, serving as an ex-officio, nonvoting member.

22. Racial Issues Graduation Requirements Review Committee (RIGR)

a. Charge

- i. Review new and existing university courses to meet the requirement.
- ii. Review courses from other institutions to determine if they meet the requirement, including transfer review requests made by students.
- iii. Maintain and update as necessary a process (including criteria) for reviewing courses.
- iv. Maintain an updated list of approved courses and work with university personnel to ensure that necessary updates are made to records within the Registrar's Office as well as web and print publications.
- v. Communicate with students, faculty, staff and external stakeholders about the requirement.

- vi. Propose any changes needed to the policies and procedures of the requirement to the Faculty Council.
- vii. Guide any university-sponsored curriculum and/or professional development related to the requirement.
- viii. Guide and review any assessment of the requirement.
- ix. Respond to issues related to the requirement that have been referred by Faculty Council.
- x. Other duties as assigned by Faculty Council.
- xi. Chair/designee serves on the University Transfer Appeals Committee ad-hoc when appeals about the requirement are made.

b. Composition

- i. The Racial Issues Graduation Requirements Review Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.
- ii. The committee shall have up to three (3) at-large members. These members shall be nominated by the academic units and appointed by Faculty Council.
- iii. The committee shall include one (1) representative selected by the ethnic studies program from among its faculty.

23. Safety and Security Committee

a. Charge

- i. Monitor university security reports and other related security issues from Minnesota State and Metropolitan State University from a faculty perspective.
- ii. Make recommendations related to safety and security through the Meet and Confer process.
- iii. Identify needs for safety and security with the University Public Safety and Security Committee and each location served by Metropolitan State faculty.
- iv. Designate members to serve on the University Public Safety and Security Committee. These designees do not need formal appointment by Faculty Council.

- v. Respond to safety and security issues that have been referred by Faculty Council.
- vi. Other duties as assigned by Faculty Council.

b. Composition

- i. The Safety and Security Committee shall consist of one (1) member from each Metropolitan State campus and two (2) at-large members. These members shall be nominated by the academic units and appointed by Faculty Council.
- ii. The committee shall have one (1) representative from the Library. This member shall be nominated by the Library faculty.
- iii. The committee shall have one (1) representative from each interested equity caucus. This member shall be nominated by the respective caucus.
- iv. The committee shall have one (1) representative from the Community Faculty Caucus. This member shall be nominated by the Community Faculty Caucus.
- v. The Security Director for the University shall serve as an ex-officio, nonvoting member.

24. Standing Search Committee & Administrative Short-Term Project Volunteers

a. Charge

- i. Serve as a pool of faculty volunteers if Administration requests an IFO appointment and there is insufficient time for an appointment to be made through the normal appointment process.
- ii. Other duties as assigned by Faculty Council.

b. Composition

- i. The Standing Search Committee & Administrative Short-Term Project Volunteers Committee shall consist of any interested members as selected by their respective academic units and appointed by Faculty Council.
- ii. Members shall be appointed to the committee in the spring semester prior to the next academic year.

c. Process

- i. If Administration requests an IFO appointment and there is insufficient time for an appointment to be made through the normal appointment process—e.g.,

the request is made during the summer or Administration requires a response within ten (10) duty days, consistent with Article 6, Sec. B, Subd. 2, of the contract—the FA President shall first ask for more time to allow for the normal process. The normal process for appointment to a search committee must be followed if a search committee commencing its work during the summer begins its initial review of applications after the first Faculty Council meeting of the academic year.

- ii. If more time is not provided, the FA President shall notify the entire Standing List of Volunteers of the request and the Executive Committee shall make an appointment, from among the respondents, with preference given to members not already appointed in this way.
- iii. FA membership shall be notified of any such appointments in the next month's packet.
- iv. Any summer work must be compensated by the Administration with duty days or credits.

25. Student Scholars Committee

a. Charge

- i. Organize, support, and coordinate research and scholarship opportunities for Metropolitan State University students.
- ii. Host university-wide events for Metropolitan State students to present their research and scholarship to other students, faculty, staff, and the community, including creating and distributing CFPs, choosing abstracts, organizing logistics, and distributing awards.
- iii. Collaborate with statewide colleagues in the Minnesota Undergraduate Scholars consortium to help plan and support statewide undergraduate and graduate research events, such as Posters on the Hill and the Minnesota State Undergraduate Research Conference.
- iv. Promote student scholarship in other ways, e.g. presentation at other state, regional, national events; publication opportunities; etc.
- v. Respond to student scholarship issues that have been referred by Faculty Council.
- vi. Other duties as assigned by Faculty Council.

b. Composition

- i. The Student Scholars Committee shall consist of any interested members as selected by their respective academic units and appointed by Faculty Council.

26. Teaching, Learning and Faculty Development Committee

a. Charge

- i. Represent the views of their academic units, seek their colleagues' input, and share their needs and interests with the Center for Faculty Development staff.
- ii. Advise the Center for Faculty Development in its efforts to help faculty improve their teaching skills and knowledge in order to be better teachers.
- iii. Advise the Center for Faculty Development in its efforts to support faculty in all other aspects of their work including scholarly or creative achievement or research, continuing preparation and study, contributions to student growth and development, and service to the university and community.
- iv. Help develop a policy and procedure for the structure and administration of the Center for Faculty Development.
- v. Communicate routinely with membership about the Center for Faculty Development's plans, actions, and activities.
- vi. Provide leadership in planning annual teaching, learning and faculty development conferences.
- vii. Provide leadership in planning ongoing training, presentations and orientations.
- viii. Respond to faculty development issues that have been referred by Faculty Council.
- ix. Other duties as assigned by Faculty Council.

b. Composition

- i. The Teaching, Learning and Faculty Development Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.
- ii. The committee shall have up to two (2) at-large members. These members shall be nominated by the academic units and appointed by Faculty Council.
- iii. Directors of the Center for Faculty Development shall serve as ex-officio, nonvoting members.

27. Technology Committee

a. Charge

- i. Serve as liaison with the Administration on technology issues.
- ii. Advise Faculty Council on technology.
- iii. Provide representation to any university-wide technology or data committee or council, including serving as the IFO representatives on the University Technology Advisory Council (UTAC) and its subcommittees. The committee shall coordinate with the Distance Learning and Intellectual Property Committee regarding IFO membership to UTAC. These designees do not need formal appointment by Faculty Council.
- iv. Conduct a biennial assessment of faculty technology needs that will help guide the work of the committee.
- v. Evaluate and monitor the university's website and portal.
- vi. Coordinate any statewide IFO requests for faculty feedback on technology issues.
- vii. Respond to technology issues that have been referred by Faculty Council.
- viii. Other duties as assigned by Faculty Council.

b. Composition

- i. The Technology Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.

D. Ad Hoc Committees of the FA

1. Creation of ad hoc committees

- a. Ad hoc committees may be formed as necessary to handle issues which fall outside the charges of the standing committees.
- b. The Faculty Council shall specify the composition of ad hoc committees and the method of selection of committee members upon creation of the committee. Unless otherwise specified, appointments to an ad hoc committee shall last until the committee completes its assigned project or goals and is dissolved.

2. Governance of ad hoc committees

- a. Ad hoc committees shall meet as deemed necessary by the committee.
 - b. The chair, or a member of each ad hoc committee, shall be invited to attend meetings of Faculty Council, as necessary, to report on the activities of the committee.
3. Constitution and Operating Procedures Committee
 - a. Not less than every four years, an ad hoc committee established by the Executive Committee shall review and make recommendations regarding revision of the FA Constitution and Operating Procedures.

CHAPTER X: ACADEMIC UNIT MEETINGS AND THE COMMUNITY FACULTY CAUCUS

A. Governance of academic unit meetings and the community faculty caucus

1. **The Faculty Association will hold academic unit meetings and a community faculty caucus monthly or as needed.** [See Chapter XV(B)]
2. Academic units and the community faculty caucus report directly to the Faculty Council.
3. **Each academic unit meeting will be open to all resident and community faculty who are members of the IFO in that academic unit, with voting privileges subject to Article III, Section 2,** of the FA Constitution. Only voting members of an academic unit or the community faculty caucus may introduce motions or resolutions.
4. In addition to receiving and acting upon directions from the Faculty Council, academic units and the community faculty caucus have the right to present motions to the Council.
5. An academic unit or the community faculty caucus may choose to establish ad hoc subcommittees, such as college curriculum committees, from among its membership, as needed, to conduct its work.
6. An academic unit or the community faculty caucus may invite guests to their meetings, including administrators.

B. Conveners

1. **Each academic unit and the community faculty caucus will select a convener from among its elected representatives to the Faculty Council to chair its meetings.**
 - a. Duties of conveners
 - i. Act as liaison between the Faculty Council and the academic unit for FA matters.
 - ii. Convene monthly academic unit meeting for unit members. [See Chapter XV(B)]
 - iii. Follow the FA monthly packet, i.e. Faculty Council agenda, and prepare individual unit agendas for meetings. [See Chapter XV(A) and (B)]
 - iv. Report their academic unit's position on issues to Faculty Council.
 - v. Upon notification from a standing committee chair or FA Secretary, seek to fill open committee slots.
 - vi. Encourage participation in FA matters by all academic unit members, especially new faculty.
 - b. The community faculty caucus
 - i. The Community Faculty Vice President usually serves as the convener of the community faculty caucus. [See Chapter VII(C)]

CHAPTER XV: SHARED GOVERNANCE WITH ADMINISTRATION AND THE MONTHLY GOVERNANCE CYCLE

A. The Packet

1. *Definition.* The packet is a collection of documents related to FA business including minutes, reports, proposals, and memos. Typical sources of this information include FA standing committees, academic unit associations, the officers, and Administration.
2. *Attribution.* All items in the packet should include the source(s) from which the item originated and an accompanying rationale.
3. *Schedule.* The FA President assembles the packet and distributes it electronically to all FA members, on the local website (<http://www.metro-ifo.org>). The packet itself will be posted on the website no later than the Tuesday of the week when academic units meet.
4. *Deadline.* Electronic copies of materials to be placed in the packet must be submitted to the FA President no later than 5PM of the Friday before the packet is published.

B. Academic Unit Meetings [See Chapter X]

1. *Schedule.* Academic unit meetings usually take place on the first Thursday of the month during the standard academic year. Each academic unit determines when and where its meetings will be held.
2. *Representation for Faculty Council.* Each academic unit chooses its representatives to the Faculty Council annually, according to the proportional representation system given in the FA constitution. [See Article VIII, Section 1.]
3. *Conveners.* Each academic unit elects one of its representatives as its convener. The convener chairs the academic unit meetings and is a representative to the Faculty Council. [See FA Constitution, Article X.]
4. *Voting privileges.* All IFO members in an academic unit may vote at these meetings. [See FA Constitution, Article III, Section 2.]
5. *Agenda.* Academic unit meetings address local concerns specific to the unit, establish unit positions on university-wide issues raised in the packet, and send new business to the Faculty Council through their academic unit convener and minutes.

C. Faculty Council [See Chapter VIII]

1. *Schedule.* The two-hour Council meetings usually take place on the second Thursday of the month during the standard academic year.

2. *Composition.* The Faculty Council is the primary decision-making body of the faculty, and consists of the FA Executive Committee and the elected representatives of the academic units, as provided for in the FA constitution. [See Articles III, V, and VIII.]
3. *Voting privileges.* All IFO members are welcome at Faculty Council meetings, though only Council members (or officially selected designees) and officers may vote. [See FA Constitution, Article V, Section 2, and Article VIII, Section 1.]
4. *Duties.* The Council receives reports and motions from FA committees and academic units, and formulates the official faculty policies and positions.
5. *Reporting.* The Executive Committee then presents these policies and positions to the membership, to committees, or to the Administration through Meet and Confer.

D. Meet and Confer

1. *Schedule.* Meet and Confer is where faculty and Administration communicate officially (IFO contract, Article 6, Sec. B.2). It is scheduled by mutual agreement between the Executive Committee and Administration and is usually the third or fourth Wednesday of each month.
2. *Agenda.* The agenda for this meeting is prepared in advance by both parties in a session called “Pre Meet and Confer.”
3. *Minutes.* Minutes of the Meet and Confer meetings are posted on the local FA website, after they are approved.
4. *Composition.* The Meet and Confer team shall be the FA Executive Committee and one representative from and as selected by each equity caucus. Equity caucus representatives must be members of the IFO. [See Chapter III(C)(1a)]

E. All-University Committees

1. Faculty appointed by the FA to serve on all-university committees, task forces, etc. do not speak on behalf of the faculty as a whole. Appointees to these committees gather information and engage in discussions.
2. The university must provide summer duty days for university committee work done in the summer.
3. Faculty members may serve on all-university committees while on sabbatical.
4. Faculty Council shall appoint FA members to university councils in its last meeting of the academic year for the next academic year.

- a. The provision in this section about summer duty days applies to university councils.
 - b. This provision does not apply to appointments to the University Technology Advisory Council. See Chapter IX, Sec. C, Subd. 11(v) and Subd. 26(iii).
5. Faculty Council shall appoint FA members to affiliated committees of university councils at its first meeting of the academic year for the current academic year.

CHAPTER XVI: FISCAL POLICIES

A. Establishment of the Budget

1. At the beginning of each academic year, the Treasurer shall gather planned spending requests from each governance unit, including but not limited to, FA academic unit meetings and FA standing committees and caucuses.
2. Such information will be summarized in a budget document and moved through the governance process for approval at academic unit meetings.
3. Final approval must be provided by Faculty Council. The approved budget shall not include spending in excess of the sum of FA assets and expected income for the academic year.

B. Revisions to the Budget

1. Academic units and FA committees and taskforces may make additional spending requests during the academic year.
2. Faculty Council will consider the additional spending requests that have moved through the governance process and finalize approval.
3. The Treasurer will update the budget document accordingly and post on the FA website.
4. Funds may be transferred from one budget line to another with approval, documented in meeting minutes, of the sending unit, committee, or caucus.

C. Other Policies and Procedures

1. The FA shall spend funds provided by the IFO Board of Directors to further the goals of the IFO and the local FA. Spending to further the goals of the IFO and FA encompasses:
 - Promoting the welfare of the faculty of Metropolitan State University.
 - Cooperating with other Minnesota State university faculty via the IFO in the promotion of the welfare of the faculties of these universities.

The term “welfare” shall be deemed to refer to academic and professional matters as well as matters of salary, benefits, and the like.

2. Financial records shall be retained for seven years.
3. The FA shall compensate Community Faculty in Officer, Statewide Board Representative, and Negotiating Team Representative roles for carrying out the duties and responsibilities of those offices.

- a. Community Faculty will be compensated in credit equivalents and this compensation shall be divided evenly and paid out over the course of a standard academic year. Calculation of stipends should include necessary payroll taxes, the rates for which can be provided by the state IFO Controller.
- b. The credit amounts recommended below are *subject to budget availability*. The FA Council can override the credit equivalents in the process of the annual budget setting process. [See Chapter XVI(A)]
- c. Credit equivalent payments of no more than:

Role	Credits
Community Faculty Vice President 1	3
Community Faculty Vice President 2	3
Secretary	3
Treasurer	2
Statewide Board Representative	3
Negotiating Team Representative	4

- 4. Requests for reimbursement for appropriate expenses should be submitted to the FA Treasurer and should include either hard copy or electronic copies of receipts and an explanation of the expenses. Upon receipt of receipts and appropriate explanation, the FA Treasurer shall send the requestor a check to cover the lesser of the amount of the expenditure or the remaining amount in the appropriate budget line.
 - a. Requests for reimbursement for activities or expenditures related to a committee, caucus, or similar group should be accompanied by meeting minutes at which the expenditure was approved and the request should be copied to the chair of the committee.
 - b. Requests for reimbursement for refreshments at unit meetings should either come from, or be copied to, the unit convener(s).
- 5. The FA Treasurer shall prepare, quarterly or as required by the state IFO Controller, a report of the FA’s assets, income, and expenditures, and share that report in the next monthly packet.

CHAPTER XVIII: OTHER POLICIES

A. Records Retention Policies

1. Financial Information

- a. The FA's annual budgets and quarterly reports will be retained according to the schedule established by the statewide IFO's Operating Procedures (Chapter X, Section E, Subd. 1.h).

2. Minutes and Notes

- a. FA agendas (packets), Faculty Council minutes, and academic unit and Community Faculty Caucus minutes will be retained permanently.

B. Policy for Selection of IFO Representatives on Executive Leadership Search Committees

1. This process applies to search committees for university president, as well as for all vice presidents and senior directors in the President's Cabinet.

2. Process

- a. The call for representatives shall be announced via email and placed in the FA packet.
- b. Academic unit (college) conveners shall forward the names of volunteers to the FA Secretary.
- c. The FA Secretary shall request a written statement from each volunteer and provide the following questions as guidance for the volunteers.
 - i. How are you implementing the vision and values stated in our mission statement?
 - ii. What are your strongest qualifications for service on the search committee?
- d. The FA Secretary shall provide the written statements to members of the FA Council in advance of the monthly Council meeting.
- e. FA Council shall elect IFO representation to administrative search committees by secret ballot. These representatives shall reflect equity and inclusion.

APPENDIX A: STANDING RULES OF COUNCIL

A. Review and Adoption

1. Standing rules (Appendix A of the Operating Procedures) shall govern the meetings of Faculty Council.
2. These rules shall be reviewed and adopted annually at the first meeting of Faculty Council of an academic year.
3. Changing the standing rules at the first meeting of Faculty Council shall not require a second reading.
4. Permanently changing the standing rules after the first meeting of Faculty Council shall require a first and second reading, in accordance with Chapter III, Section C, of the Operating Procedures.
5. Nothing in this section shall preclude the rules from being suspended, in accordance with Robert's Rules of Order.

B. Standing of Representatives

1. Representatives, alternates, and guests must sign in and indicate their academic unit and voting status.
2. If a representative cannot attend all or part of Faculty Council, an alternate from the same academic unit may take his/her place for the duration of the session, as long as advance notice is provided to the FA President consistent with Chapter VIII, Section B, Subd. 3, of the Operating Procedures. When signing in, alternates shall indicate the representative being substituted.
3. Meetings of the Faculty Council shall be open to all members of the IFO insofar as seating arrangements permit. Without objection or by majority vote of Faculty Council, non-voting IFO members may address the meeting.
4. Non-IFO guests may attend Faculty Council upon request from the FA President with prior approval by Faculty Council or consent of the Executive Committee. Normally, guests attend only for the duration of the discussion of the topic they were asked address, and they may only speak to the topic that led to the request of their attendance. Guests may be asked to leave at any time.

C. Order of Business (Agenda)

1. The first item of business shall be the adoption of the minutes of the previous Council.

2. The second item of business shall be the adoption of the remaining agenda. The agenda may be reordered at any time by a two-thirds (2/3) majority vote.
3. Academic units submit motions to Faculty Council exclusively through their conveners, who do so by submitting their academic unit meeting minutes in writing to the FA Secretary three (3) days prior to meetings of Faculty Council.
4. Motions from academic units, from FA committees, and from the floor that are not in response to monthly packet items shall be placed in the next month's packet unless an emergency based on time precludes waiting for the next governance cycle. The presiding officer shall rule on whether such an emergency is present. This decision can be overruled by a two-thirds (2/3) majority vote. A two-thirds (2/3) majority of voting representatives shall be required for the adoption of any motion added to the agenda in this fashion.

D. Motions and Amendments

1. A motion shall first be read by a member of the originating academic unit, standing committee, or representative.
2. A motion having been seconded may be informally amended ("friendly amendment") by the mover. If a motion is amended in this way, the second may be withdrawn. A new second of the amended motion may then be given.

E. Debate

1. The presiding officer may establish a speaking order before debate begins, and members may join the speaking order as debate continues. Representatives may obtain the floor by raising their hands.
2. No one shall speak longer than two (2) minutes in each instance unless permission is granted without objection or by majority vote.
3. Debate on a main motion normally should not exceed 10 minutes. Debate may continue beyond 10 minutes without objection or by majority vote.
4. In order to join the speaking order or obtain the floor, speakers shall identify whether they are speaking for or against the current motion. Representatives wishing to ask a question, intending to abstain from voting, or remaining undecided should join the speaking order as if against the motion.
5. Debate shall alternate between speakers for and speakers against the motion. When there are no speakers remaining on one side, the other side shall be allowed a final speaker and then the presiding officer or designee shall ask for a motion to call the question.

6. No representative may speak twice to the same motion before all others wishing to speak have had the opportunity to do so.

F. Adjournment

1. Any motions that extend a meeting of Faculty Council beyond 15 minutes of the stated end time shall require a two-thirds ($2/3$) majority of voting representatives for adoption.

G. Minutes

1. Faculty Council shall maintain minutes of its actions, which shall include a list of all individuals who signed in and attended the meeting, include alternates and guests, and the final wording of the approved or rejected motion, along with vote counts when division is called for.