

**PREAMBLE OF THE MCNICHOLS FACULTY ASSEMBLY  
UNIVERSITY OF DETROIT MERCY**

**(FINAL VERSION APPROVED BY THE SGTF, MFA AND AVP IN NOVEMBER 2009)**

The McNichols Faculty Assembly (referred to hereinafter as the MFA or the Assembly) is established in the spirit of shared governance at the University of Detroit Mercy. It is committed to the advancement of quality education, the implementation of responsive and responsible academic policy and to serving the educational needs of the University community. To this end, the MFA embraces the mission of the University of Detroit Mercy and is committed to its advancement. The MFA exists to provide McNichols faculty with a share in the decision-making process of the University.

The MFA is the collective voice of the McNichols faculty in all matters of academic policy extending beyond the individual academic unit. As stated in the “Joint Policy Statement on a Faculty Rights and Responsibilities Framework” adopted by the university’s Board of Trustees and the UDMPU “The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (everything except hiring and firing decisions), promotion and tenure process, and academic/program standards, and with shared responsibility for supporting those procedures for admission of students and other aspects of university life that relate to the educational process. The MFA maintains the right to establish committees, task forces or other bodies necessary for the fulfillment of its responsibility.

The MFA shall communicate its determinations, recommendations and proposals directly to the Vice President of Academic Affairs and Provost (AVP) in accordance with the shared governance agreement. Recognizing that the Shared Governance proposal does not indicate a need for prior consultation, when a decision other than the one recommended by the MFA is made by the AVP in areas of faculty primary responsibility, under normal circumstances, the AVP shall make herself/himself available to the MFA or its Executive Committee to discuss any disagreements prior to implementation of the decision.

In addition, the MFA shall have representation on university-wide teams established to address administrative issues that have academic implication. Representatives shall participate in an advisory capacity and shall be the mechanism for the sharing of information with the MFA.

# **CONSTITUTION OF THE MCNICHOLS FACULTY ASSEMBLY UNIVERSITY OF DETROIT MERCY**

**(FINAL VERSION APPROVED BY THE SGTF, MFA AND AVP IN NOVEMBER 2009)**

## **ARTICLE 1: NAME**

1.1 The name of this body is the McNichols Faculty Assembly (referred to hereinafter as the MFA or the Assembly) of the University of Detroit Mercy.

## **ARTICLE 2: AUTHORITY**

2.1 The powers and duties of the McNichols Faculty Assembly derive from the shared governance proposal adopted by all university constituencies on January 24, 2007, implementing the “Joint Policy Statement on Faculty Rights and Responsibilities Framework” (See Appendix A) adopted by the Board of Trustees of the University of Detroit Mercy in May of 2000.

2.2 The MFA shall serve as the representative body of the McNichols faculty in shared governance. The MFA shall exercise its collective authority through its own deliberations and those of its committees. Except as otherwise indicated herein, it is through the MFA that the McNichols faculty body shall exercise its collective authority for academic matters in which it has primary responsibility, which shall include such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (everything except hiring and firing decisions), promotion and tenure process, and academic/program standards.

2.3 MFA determinations in areas in which the faculty has primary responsibility shall be communicated to the Vice President for Academic Affairs and Provost (AVP) (or, in certain instances to another Vice President) for consideration. When a decision other than the one recommended by the MFA is made by the AVP in areas of faculty primary responsibility, under normal circumstances, the AVP shall make herself/himself available to the MFA or its Executive Committee to discuss any disagreements prior to implementation of the decision.

2.4 The MFA shall also share “responsibility for supporting those procedures for admission of students and other aspects of university life that relate to the educational process”. The MFA shall exercise its authority in these areas through its own deliberations and those of its committees.

2.5 The MFA shall have the authority to review proposals associated with the units that are represented in the MFA for new degree programs, new majors, new minors or new certificates (or for revisions to degree programs, majors, minors or certificates that are so substantial that the AVP and MFA conclude jointly such review is required) with the MFA recommendation to the AVP to be made according to a stringent timeline.

2.6 While the Tenure and Promotion Committee shall not report to the MFA, the MFA shall have the authority to explore and make recommendations on broader academic issues regarding tenure, such as common baseline criteria, establishment of standards regarding multidisciplinary research and teaching, investigation of tenure and promotion systems at other universities, etc.

2.7 The MFA shall make recommendations to the AVP and the President regarding academic issues of concern to the McNichols faculty as a whole, including issues related to the protection of academic freedom as well as major reorganizations that cut across multiple schools or colleges on the McNichols campus. The MFA shall also participate in an evaluation system to be established by the university administration for review of non-academic programs.

2.8 Nothing in these constitution and bylaws shall be construed or implemented in a manner that curtails or seeks to curtail the academic freedom or the right to collectively bargain of faculty members at the university.

2.9 The MFA shall have the authority to elect representatives to university-wide teams and task forces that may be formed under shared governance. The MFA shall have the authority to elect representatives, when requested by the UDM administration, to other entities in which McNichols faculty representation is appropriate.

### **ARTICLE 3: LIAISON**

3.1 The MFA shall establish and maintain regular communications with its constituents and other university bodies, such as the university administration, University of Detroit Mercy Professor's Union (UDMPU) and other staff and employee unions and the student senate.

3.2 Where appropriate, the MFA shall serve as the official liaison of the McNichols faculty to these bodies.

### **ARTICLE 4: MFA MEMBERSHIP**

#### Section 1: Members Representing University Units

4.1.1 The following units of the University, having full-time faculty shall be entitled to elect representatives to the McNichols Faculty Assembly: School of Architecture, College of Business Administration, College of Engineering and Science, College of Health Professions and McAuley School of Nursing, College of Liberal Arts and Education, and libraries that report to the Dean of University Libraries.

4.1.2 The number of representatives from each unit shall be apportioned according to the unit size. Each unit will have at least two representatives. In addition, those units with more than 20 full-time faculty will receive one additional representative for every additional 10 such faculty or part thereof. The unit size for the purpose of apportionment shall be based upon the number of full-time members of the faculty within the unit.

4.1.3 For the purposes of these Constitution and Bylaws, full-time faculty shall include librarians who report to the Dean of University Libraries, faculty on phased retirement and faculty on leave as outlined in the collective bargaining agreement between the UDMPU and the UDM administration.

## Section 2: Adjunct Faculty Members

4.2.1 There shall be two (2) adjunct faculty representatives to the MFA. These representatives shall be elected at large by the McNichols Campus adjunct faculty community.

## **ARTICLE 5: TERMS OF MEMBERSHIP**

### Section 1: Eligibility

5.1.1 All full-time faculty members, except those noted in Item 4.3.1 above, in the following units shall be eligible to vote in elections and/or serve as MFA representatives from university units: School of Architecture, College of Business Administration, College of Engineering and Science, College of Health Professions and McAuley School of Nursing, College of Liberal Arts and Education, and Libraries that report to the Dean of University Libraries.

5.1.2 All current McNichols adjunct faculty members shall be eligible to vote for adjunct positions in all MFA elections. Only those adjunct faculty members who have served as adjuncts for four or more terms over the last five years shall be eligible to serve as adjunct faculty representatives to the MFA.

### Section 2: Elections

5.2.1 Representatives to the MFA from various units of the McNichols faculty body shall be elected by a vote of members from within their respective units only. The terms of representatives from each unit shall be two years and staggered such that, in any given year, half the representatives from that unit shall be elected to the MFA.

5.2.2 Elections of representatives to the MFA shall be completed by the end of February of each year. Newly elected representatives shall take office beginning with the first regularly scheduled meeting of the MFA in March of that year, at which point the terms of the outgoing MFA representatives shall expire.

5.2.3 No school, college or unit shall permit other than full-time faculty to vote in elections of representatives to the McNichols Faculty Assembly, except as indicated in Article 5.1.2 of the Constitution.

5.2.4 The MFA elections committee shall determine the rules for the election of members to the McNichols Faculty Assembly, including rules governing the eligibility of voters.

### Section 3: Restrictions

5.3.1 No voting member of the MFA may serve on more than three of the shared governance bodies (which includes teams, committees, task forces and the MFA) simultaneously.

5.3.2 For these purposes, the Executive Committee of the MFA shall count as a committee.

5.3.3 MFA representatives to all teams, committees and task forces shall serve no more than three consecutive years on any given team, committee or task force.

### Section 4: Vacancies

5.4.1 Whenever a unit-elected position, as outlined in Article 4, Section 1 of the Constitution, becomes vacant for any reason, the vacated position shall be filled through a unit election process to be determined by the MFA elections committee. The person-so-elected shall remain a member until the end of the original membership term.

### Section 5: Recall

5.5.1. Elected representatives to the MFA may be voted out of office in accordance with the following procedures:

- a. A petition, signed by at least one-fourth of the voting members of that unit, naming the representatives and stating the reasons for requesting a recall, shall be filed with the MFA elections committee.
- b. The MFA elections committee shall design a process for conducting the recall elections and present the process to the MFA for approval prior to its implementation. No part of the process shall be in violation of these constitution and bylaws.
- c. The MFA elections committee shall be responsible for conducting the recall process, which shall include the calling of a special meeting of the voting members of that unit; introducing and debating the recall motion; and establishing a time at which the vote shall be taken.
- d. A 2/3<sup>rd</sup>s majority of those voting in that unit shall be necessary to remove a representative from office.

5.5.2 A vacancy created in this way shall be filled as soon as possible in a manner consistent with these constitution and bylaws.

## **ARTICLE 6: OFFICERS OF THE ASSEMBLY**

### Section 1: Designation

6.1.1 Each year, the Assembly shall elect from among its members a President, a Vice President, a Secretary-Treasurer, Communications Officer and a Parliamentarian.

6.1.2 These elected officers shall constitute the Executive Committee of the MFA.

### Section 2: Election of Officers

6.2.1 All officers shall be elected by the Assembly from among its own members at the first regularly scheduled March meeting of each year. The terms of the outgoing officers shall expire upon the election of the new officers.

6.2.2 Elections shall be conducted by secret ballot.

6.2.3 The MFA elections committee shall determine the rules for the election of officers.

6.2.4 Assuming a quorum, a majority of the members present and voting shall be required for election.

6.2.5 A vacancy in an officer's position, for any reason, shall be filled at the earliest opportunity at a regularly scheduled MFA meeting. The officer shall be elected by the Assembly from among its own members.

6.2.6 The availability of Executive Officers to conduct regular MFA business during the summer period of May 16<sup>th</sup> to August 15<sup>th</sup> each year shall be an important but non-binding criterion in the election of such officers from the pool of candidates.

### Section 3: Duties of Officers

6.3.1 The President shall be the official representative of the MFA at all functions. The President shall preside at all meetings of the MFA and the executive committee, and may serve in other capacities as prescribed by the MFA Constitution and Bylaws. The MFA President and one other elected MFA member shall represent the Assembly at meetings of the UDM Board of Trustees, when invited.

6.3.2 The Vice-President shall perform the duties of the President of the Assembly during those periods in which the President is temporarily unable to serve. The Vice-President shall serve as a non-voting member of the elections committee and the constitution and bylaws committee.

6.3.3 The Secretary-Treasurer shall keep the official proceedings of the Assembly and the executive committee, and shall be responsible for maintaining a budget for the Assembly.

6.3.4 The Communications officer shall be responsible for sending all notices required by the bylaws and rules of the Assembly. He/she shall perform other appropriate tasks to ensure the smooth flow of communications within the MFA.

6.3.5 The Parliamentarian shall be responsible for maintaining order during Assembly meetings and shall be called upon to rule on questions of order and process during these meetings.

6.3.6 The President, Vice President, Secretary-Treasurer, Communications Officer and Parliamentarian shall in no way be restricted in their privilege of debate or vote in the Assembly by virtue of their offices.

#### Section 4: Recall of Officers

6.4.1 The elected officer may be voted out of office in accordance with the following procedures:

- a. A petition, signed by at least ten members of the Assembly, naming the officer and stating the reasons for requesting a recall, shall be filed with the elections committee in time to be included on the announced agenda of a regularly scheduled meeting of the Assembly.
- b. Copies of the petition shall be distributed to the Assembly membership along with the agenda materials for the next MFA meeting.
- c. When the recall motion is introduced at the MFA meeting, it shall be debated and then laid over until the next regular meeting at which time the vote shall be taken.
- d. A 2/3<sup>rd</sup>s majority vote of the Assembly membership shall be necessary to remove an officer from office.

6.4.2 A vacancy among the officers created in this way shall be filled as soon as possible in a manner consistent with these constitution and bylaws.

#### **ARTICLE 7: COMMITTEES**

## Section 1: Organization

7.1.1 The Assembly shall organize itself into the following three categories of committees: McNichols committees, MFA Procedural committees, and MFA Ad Hoc committees. The enumeration of these categories is as follows:

- a. **McNichols Committees:** McNichols faculty committees shall address important crosscutting undergraduate and graduate academic concerns. As a general matter, these committees will report to the broader MFA regarding their deliberations. The list of these committees shall be as follows: Core Curriculum Committee, Undergraduate Standards Committee, Undergraduate Retention Committee, Graduate Standards and Retention Committee, Undergraduate Program Review Committee, Graduate Program Review Committee, and Adjunct Committee. The duties and responsibilities of each McNichols Committee shall be as outlined in Appendix B to this constitution.
- b. **MFA Procedural Committees:** MFA standing committees shall address issues of concern to the internal functioning and deliberations of the Assembly. Standing committees shall serve two purposes: to establish and maintain the operations of the Assembly in order to enhance the effectiveness of the MFA; to advise the Assembly on matters of academic and administrative concern regarding the university. These committees shall report directly to the broader MFA regarding their deliberations. The list of these committees shall be as follows: Executive Committee, and Elections Committee.
- c. **MFA Ad Hoc Committees:** MFA ad hoc committees shall be created by a majority vote of the MFA to address ongoing short-term issues and concerns raised by deliberations of the Assembly. These committees shall report directly to the broader MFA regarding their deliberations.

7.1.2 All committees may make cooperative arrangements among themselves to deal with issues that relate to the responsibilities of more than one committee.

7.1.3 The decisions of all committees shall be subject to review for ratification and endorsement of the broader MFA. A decision made by a committee and forwarded to the MFA, shall be deemed automatically approved by the MFA unless it is sent back to the committee, or otherwise acted upon, within 60 calendar days of its initial appearance on the agenda of a regularly scheduled MFA meeting, by a 2/3 vote of the members of the MFA.

7.1.4 The MFA shall have the authority to create new committees or dissolve those committees when necessary, or to replace the membership of existing committees, when necessary. Any such actions shall be done in a manner consistent with other Articles in these Constitution and Bylaws. When appropriate, such actions shall be discussed with the Vice President of Academic Affairs and Provost (AVP) in accordance with the shared governance agreement prior to their implementation.

## Section 2: General Duties and Functions

7.2.1 Each committee shall make careful and detailed studies of matters referred to it. It shall call the Assembly's attention to subjects within its province which require study and action and shall make reports and recommendations, which it shall submit to the Executive Committee for inclusion on the agenda of an Assembly meeting in accordance with these constitution and bylaws.

7.2.2 Each committee shall submit an assessment of its activities to the President of the Assembly by the conclusion of each academic year.

7.2.3 Each committee shall maintain regular ongoing communication, with the Executive Committee of the MFA, and where appropriate, with the University Administration. When necessary, each committee shall also communicate via liaison with other faculty, staff and student bodies, including the faculty and staff unions and the student senate.

7.2.4 No committee that reports to the MFA shall enter into any agreements with other bodies at the University or implement policies without the endorsement of the broader Assembly. This

shall not limit the ability of the Undergraduate Retention Committee to report simultaneously to the AVP and the MFA.

### Section 3: Committee Service and Assembly Members

7.3.1 Every member shall serve on at least one committee of the Assembly.

7.3.2 No Assembly member shall serve on more than three of the shared governance bodies (which includes teams, committees, task forces and the MFA) simultaneously.

7.3.3 Committee members shall serve from the day they are appointed until the new committee is appointed for the new academic year. This shall hold even for those members whose terms on the Assembly may have expired.

### Section 4: Choice of Committee Members

7.4.1 The personnel of all committees, except the Executive and Elections Committee, shall be constituted annually according to the following procedure:

- a. After the election results are reported to the Assembly in March, the President will canvass the membership of the new Assembly regarding its preferences in committee assignments.
- b. The executive committee shall then make provisional committee assignments, using this and all other relevant information, by the first regularly scheduled meeting in April.
- c. In instances where the number of candidates for a committee is greater than the number of available slots, the elections committee shall conduct the appropriate elections during a regularly scheduled meeting of the MFA and report the results to the executive committee.
- d. The executive committee shall present the list of committees and members to the MFA for ratification at the earliest opportunity.

7.4.2 The Executive Committee shall bear the final responsibility for organizing the Assembly into committees. In choosing committees, the Executive Committee shall make these decisions by the first regularly scheduled April meeting of the MFA. So that the work of the Assembly may commence as promptly as possible in the new academic year, the Executive Committee shall complete the organization of the Assembly into committees rapidly and inform the membership of its assignments without delay. All committees shall elect their own chairs and forward the name(s) to the Executive Committee at the earliest opportunity.

7.4.3 The governing criterion for committee assignments shall be the effective functioning of the Assembly. It shall take into account individual experience and preferences, and it shall adhere to the various provisions elsewhere in these constitution and bylaws concerning the constitution of committees.

#### Section 5: Committee Meetings

7.5.1 Except in emergencies, all committee meetings shall be properly called. For all committees, a quorum for a properly called or an emergency meeting shall be a majority of voting members of the committee.

7.5.2 The chairs of committees are responsible for calling meetings and preparing and distributing agendas, minutes, and supporting materials.

7.5.3 One-third of the voting members of a standing committee may call a special meeting of the committee by request to the chair of the committee and forward such a request to the Executive Committee.

#### Section 6: Replacement of Committee Members

7.6.1 Replacement of Absent Members: If any member of a committee is to be absent for one academic term or longer, the Assembly shall be responsible for ensuring the replacement of that position by a temporary committee member to serve during such absence. Any such replacement

shall be made according to the rules for membership of each particular committee outlined in Article 7.7 of the Constitution.

7.6.2 Recall of Committee Members: All standing MFA McNichols and procedural committees shall be responsible to the Assembly, and if at any time a committee loses the confidence of the Assembly, its members may be voted out of office according to the following procedures:

- a. A petition, signed by at least ten members of the McNichols Faculty Assembly, stating the reasons for requesting a recall, shall be filed with the Executive Committee in time to be included on the announced agenda of the next regularly scheduled meeting of the McNichols Faculty Assembly.
- b. Copies of the petition shall be distributed to the Assembly membership with the agenda materials.
- c. When the recall motion is introduced, it shall be debated and then laid over until the next regular meeting at which time the vote shall be taken.
- d. A 2/3<sup>rds</sup> majority of the Assembly membership shall be necessary to recall any standing committee.
- e. The Assembly shall be responsible for ensuring the formation of a new committee to serve until the next regular election, according to the rules for membership and election of each particular committee outlined in Articles 7.7 and 7.8.2 of the Constitution.
- f. Non-faculty members of a committee shall be subject to recall and reappointment only by the body that appointed them.

## Section 7: McNichols Committees

7.7.1 Core Curriculum Committee – The number and composition of faculty members on the Core Curriculum Committee shall be determined by the MFA at the appropriate time. Members of the committee shall be elected by the McNichols faculty in a manner that shall be determined at the appropriate time. The committee shall also include non-voting administrative representatives appointed by the Academic Vice-President. The committee shall report to the MFA and, through the MFA, to the AVP. The duties and responsibilities of the Core Curriculum Committee shall be as outlined in Appendix B to this constitution.

7.7.2 Undergraduate Standards Committee - The Undergraduate Standards Committee shall include one faculty member selected by the MFA from among its members, four elected representatives of the McNichols faculty and two administrative non-voting representatives designated by the AVP. The committee shall report to the MFA. MFA determinations shall be communicated to the AVP and, with regard to any change to minimum admissions standards, to the Vice President for Enrollment and Student Affairs as well. The duties and responsibilities of the Undergraduate Standards Committee shall be as outlined in Appendix B to this constitution.

7.7.3 Undergraduate Retention Committee - The Undergraduate Retention Committee shall include one faculty member selected by the MFA from among its members, four elected representatives of the McNichols faculty, one librarian representative, three administrative and one staff representatives designated by the AVP, and two students. The committee shall simultaneously report to the MFA and to the AVP. The duties and responsibilities of the Undergraduate Retention Committee shall be as outlined in Appendix B to this constitution.

7.7.4 Graduate Standards and Retention Committee - The Graduate Standards and Retention committee shall include one faculty member selected by the MFA from among its members, four elected representatives of the McNichols faculty, two administrative non-voting representatives designated by the AVP. All five of the MFA and McNichols faculty representatives must be from departments with graduate programs. The committee shall report to the MFA and, through the MFA, to the AVP. The duties and responsibilities of the Graduate Standards and Retention Committee shall be as outlined in Appendix B to this constitution.

7.7.5 Undergraduate Program Review Committee – The Undergraduate Program Review Committee will be established with the following membership: one librarian, one faculty member elected by each of the five colleges/schools with undergraduate degrees, and one faculty member selected by the MFA from among its members. The committee shall report to the MFA and, through the MFA, to the AVP. Program review reports issued by the committee shall be deemed automatically approved by the MFA unless it is sent back to the committee within 60 calendar days of its issuance by a 2/3 vote of the members of the MFA. Approved program

review reports issued by the committee shall be shared with the MFA, the Dean of the program under review and the AVP. The duties and responsibilities of the Undergraduate Program Review Committee shall be as outlined in Appendix B to this constitution.

7.7.6 Graduate Program Review Committee – The Graduate Program Review Committee shall be established with the following membership: one librarian, one faculty member elected by each of the five colleges/schools with graduate degrees, and one faculty member selected from among its members by the MFA. The committee shall report to the MFA and, through the MFA, to the AVP. The remainder of the process shall be the same as for undergraduate program review. The duties and responsibilities of the Undergraduate Program Review Committee shall be as outlined in Appendix B to this constitution.

7.7.7 Adjunct Committee – The Adjunct committee, shall be comprised of one adjunct member of the MFA selected by the MFA and four adjunct faculty elected by the McNichols adjunct faculty. Only adjunct faculty members who have taught at least four academic terms over the past five years will be eligible to be elected to either this committee or the MFA as a whole. The committee shall report to the MFA.

## Section 8: Procedural Committees

7.8.1 Executive Committee - The Executive Committee shall have the following duties and responsibilities:

- a. It shall prepare the agenda for all meetings of the Assembly. It shall meet to prepare the agenda at least one week before each regular meeting.
- b. It shall appoint members to the standing committees of the Assembly, in accordance with the procedures set forth in these Constitution & Bylaws.
- c. It shall receive communications addressed to the Assembly. It may at its discretion bring such matters before the Assembly or refer these to the appropriate Assembly standing

committee, to a special or ad hoc committee established in accordance with these constitution and bylaws, or to administrative officers when this appears appropriate.

- d. It may make recommendations to the Assembly on matters of academic policy.
- e. It shall maintain regular liaison with the Academic Vice-President (AVP) of the University, who shall serve as the primary liaison on behalf of the University Administration. However, the Executive Committee may confer with other University officers, either upon their initiative or its own. After consultation with the Assembly, the Executive Committee may initiate advisory recommendations on University policy to the President, Academic Vice-President or other University officer
- f. Insofar as possible it shall keep the Assembly informed of matters before the Board of Trustees.
- g. Upon request from the President of the University or his/her designee, it shall tender nominations for University teams, task forces or other special assignments.
- h. The Executive Committee shall publish the minutes of each of its meetings and circulate them in an appropriate fashion to the membership of the Assembly.
- i. The Executive Committee shall be authorized to represent and act on behalf of the MFA in between meetings and on other appropriate occasions. It shall report back to the MFA on the nature and content of such meetings at the earliest opportunity. All decisions of the Executive Committee shall be subject to review and endorsement or repeal of the MFA.

7.8.2 Elections Committee – The elections committee of the MFA shall be comprised of three elected representatives who are not members of the MFA executive committee. The Vice-President of the MFA shall serve as a non-voting member of the committee. Elections to the elections committee shall be conducted at the first regularly scheduled April meeting of the McNichols Faculty Assembly. The elections committee shall be responsible for conducting all

elections related to MFA committees and MFA representatives to other bodies on campus. For any such election, the elections committee shall design a process for conducting the elections and present the process to the MFA for approval prior to its implementation. No part of the process shall be in violation of these constitution and bylaws.

#### Section 9: MFA Ad Hoc Committees

7.9.1 Special or ad hoc committees for particular purposes may be created by a majority vote of the Assembly. After fulfilling the purpose for which it was created, such a committee shall be discharged by a majority vote of the MFA.

7.9.2 Whenever such a committee is formed, the Assembly shall consider whether to invite other bodies on campus to appoint liaisons to the committee. The personnel of such committees need not be chosen exclusively from the membership of the McNichols Faculty Assembly.

### **ARTICLE 8: AMENDMENTS TO THE CONSTITUTION**

8.1 A proposed amendment to this Constitution may be introduced by any member of the Assembly. Presentation of the amendment must be in writing.

8.2 The Executive Committee shall assemble an ad hoc Constitution & Bylaws committee, if necessary, to study the impact of the proposed amendment and to suggest appropriate measures to the MFA.

8.3 The proposed amendment will be adopted upon approval by a two-thirds majority of the total voting membership of the Assembly. Debate on the amendment shall be conducted at the next regularly scheduled Assembly meeting following the meeting at which the amendment is introduced. A vote on the amendment shall be held at the next regularly scheduled MFA meeting following this meeting. There shall be at least four weeks between the introduction of an amendment and the vote.

8.4 Upon approval of a constitutional amendment, the MFA Executive Committee shall notify the Academic Vice President, in writing, of the language of the amendment. If the AVP decides not to accept the amendment, the AVP would be required first to make herself/himself available to explain the reason for the contrary decision to the MFA and its appropriate committee, providing an opportunity for discussion so that the MFA or such committee could raise additional issues that the AVP may not have considered. Should the MFA determine that the final decision by the AVP is clearly inconsistent with a power or responsibility clearly delegated to the MFA under the Shared Governance Proposal, the MFA may appeal such a decision to the Shared Governance Task Force.

8.5 The amendment process listed in Articles 8.1-8.4 shall not apply to amendments made solely for purposes of (1) correcting typographical errors; (2) ensuring consistent use of acronyms and terminology; and, (3) accurately reflecting any revised titles of university personnel that appear within this document. Such amendments shall be made to the Constitution, as necessary, by the MFA Executive Committee, with notice given to the MFA and the AVP.

**BYLAWS OF THE MCNICHOLS FACULTY ASSEMBLY  
UNIVERSITY OF DETROIT MERCY**

**(FINAL VERSION APPROVED BY THE SGTF, MFA AND AVP IN NOVEMBER 2009))**

**ARTICLE 1: INTRODUCTION**

1.1 The term “Bylaws of the University of Detroit Mercy (UDM) McNichols Faculty Assembly,” herein referred to as “Bylaws,” shall refer to the most current compilation of procedural decisions, guidelines and clarifying statements required by the McNichols Faculty Assembly, herein referred to as the “MFA,” to provide for its internal organization and to implement the Constitution of the MFA, herein referred to as “Constitution.”

1.2 The Bylaws shall be clearly stated and indexed, shall be in conformity with the Constitution and shall be free from contradiction with themselves or the Constitution. A current set of Bylaws shall be maintained by the Secretary-Treasurer of the MFA. These shall be made available to interested UDM faculty, administration, staff and students.

**ARTICLE 2: AMENDMENTS TO THE BYLAWS**

2.1 Any changes to the Bylaws by enactment, revision or repeal shall be referred to as “Amendments to the Bylaws.”

- a. An amendment to the Bylaws may be proposed by: (a) The Executive Committee of the MFA, (b) Written request of one member of the MFA, or (c) Written request of ten MFA constituents.
- b. An Amendment to the Bylaws proposed by petition as in provisions (b) and (c) above shall be submitted to the President of the MFA and shall be placed on the agenda of the next regular meeting of the MFA for ratification, unless the proposal is ruled by the Executive Committee to be in contradiction with any part of the Constitution.
- c. Should the Executive Committee determine that a proposed Amendment to the Bylaws is not in compliance with the provisions of the Constitution, the proposed amendment shall

be returned to its originator, together with a written statement as to why the proposed amendment was determined to be in violation of the Constitution.

- d. Amendments to the Bylaws shall require a two-third vote of approval by members of the MFA at a regular or special meeting where quorum is available.
- e. Upon approval of an amendment to the bylaws, the MFA Executive Committee shall notify the Academic Vice President, in writing, of the language of the amendment. If the AVP decides not to accept the amendment, the AVP would be required first to make herself/himself available to explain the reason for the contrary decision to the MFA and its appropriate committee, providing an opportunity for discussion so that the MFA or such committee could raise additional issues that the AVP may not have considered. Should the MFA determine that the final decision by the AVP is clearly inconsistent with a power or responsibility clearly delegated to the MFA under the Shared Governance Proposal, the MFA may appeal such a decision to the Shared Governance Task Force.

2.2 The amendment process listed in Article 2.1a-e shall not apply to amendments made solely for purposes of (1) correcting typographical errors; (2) ensuring consistent use of acronyms and terminology; and, (3) accurately reflecting any revised titles of university personnel that appear within this document. Such amendments shall be made to the Bylaws, as necessary, by the MFA Executive Committee, with notice given to the MFA and the AVP.

### **ARTICLE 3: APPEAL OF ACTIONS BY THE MFA**

3.1 Any resolution or action taken by the MFA shall be subject to review upon written request by any McNichols Faculty Assembly constituent.

- a. The request shall be made within two weeks of the date of official publication of the minutes which record adoption of the resolution or action.
- b. Any such request shall be reported to the MFA at its next scheduled meeting.
- c. Any such request shall be reviewed in a timely manner by the Executive Committee of the MFA, which shall then submit an appropriate recommendation to the Assembly.

### **ARTICLE 4: MEETINGS**

4.1 MFA Meetings - Regular and special meetings of the MFA shall be called by the President and announced to the membership by the Communications Officer.

- a. Regular meetings shall be held on the first and third Thursdays of each month from September-May as publicized by the Communications Officer.
- b. Special meetings can be called at any time by the Executive Committee of the MFA.  
[check language for agenda]
- c. The general order of business at MFA meetings shall be at the discretion of the Executive Committee unless otherwise specified in these Bylaws.
- d. All meetings of the MFA shall be open to all members of the UDM community.
- e. At any regular or special meeting, the presiding officer may grant full floor privileges, but not voting power, to a non-member for the duration of a discussion of a specific agenda item. If an MFA member objects to floor privileges being granted to a meeting non-member, a motion can be made on the floor to grant privileges.
- f. The MFA shall establish and maintain reasonable procedures whereby members and non-members may be heard by the assembly.

4.2 Meeting Minutes - Accurate summaries of all proceedings of the MFA shall be taken by the Secretary-Treasurer. These summaries, which shall be referred to as the “Minutes of the Meetings,” shall be kept on file and made available to any interested member of the UDM community via the Shared Governance website..

4.3 Parliamentary Procedure - The rules contained in the most recent edition of Roberts’ Rules of Order shall govern the parliamentary procedures of the MFA and its McNichols/Procedural/Ad hoc Committees, except where otherwise indicated in this Constitution and its Bylaws. The MFA Parliamentarian shall have the duty to advise the President regarding the rules of order at regular and special meetings.

4.4 Quorum - A quorum of a majority of the membership of the MFA shall be present to take official action on any matter brought before the MFA at a meeting.

4.5 Voting - Unless otherwise specified in these Bylaws, action of the MFA shall be by a majority of those voting at a meeting at which quorum is present. The method of voting shall be at the discretion of the presiding officer, but a vote by secret ballot shall be ordered if requested by three or more MFA members. Voting by proxy is not permitted.

4.6 Meeting Agenda - The Executive Committee of the MFA shall set the agenda for regular and special meetings, and these shall be distributed at the meeting.

- a. Each agenda shall be comprised of six parts: (1) approval of the agenda, (2) approval of past meetings' minutes, (3) old and new business, (4) Procedural/McNichols/Ad hoc Committee and University Team reports, (5) open floor, (6) adjournment.
- b. At the outset of each regular MFA meeting, the presiding officer shall ask for approval of the agenda. Motions to add or subtract from the agenda may be made at this time by simple majority vote. Approval of the agenda means that no additional items may be raised or discussed at the meeting in question.
- c. The agenda for a special MFA meeting shall clearly state the action under review, the changes requested by petition and the specific purpose for which the meeting is called.
- d. Future agenda items can be proposed by MFA members during the "open floor" portion of a regular meeting agenda. Such proposals shall take the form of motions, and if supported, shall be placed on the next regular meeting agenda.
- e. The Executive Committee may choose to set agenda time under "old and new business" for the administration of UDM to bring matters of concern to the MFA.
- f. Upon the request of the AVP, the Executive Committee shall provide time for the AVP to make a presentation at a meeting of the MFA.

## **ARTICLE 5: ELECTIONS**

5.1 MFA Representatives - The MFA shall be an assembly where there are two full-time faculty representatives from each McNichols college/school/library and one additional representative for every ten (10) additional full-time faculty or part thereof.

- a. Each of the six units (School of Architecture, College of Business Administration, College of Engineering and Science, College of Health Professions and McAuley School

of Nursing, College of Liberal Arts and Education, and Libraries reporting to the Dean of University Libraries) shall have at least two representatives; in addition, those units with more than 20 full-time faculty shall receive one additional representative for every additional 10 such faculty or part thereof. In addition, there shall be two additional Adjunct Faculty representatives who shall be elected by McNichols adjunct faculty.

- b. The first round of elections of representatives to the MFA shall occur in February 2007. All MFA representatives currently on one-year terms shall be up for re-election at this time. Newly elected representatives shall take office in March 2007. All MFA representatives currently on two-year terms shall serve until the elections of February 2008. The first round of possible committee reassignments shall occur in March 2007.
- c. The total number and allocation among the units of MFA members shall be annually reviewed prior to the elections to ensure adherence to the partitioning formula above. Colleges/schools/library/adjuncts shall have authority, under the supervision of the MFA Elections Committee, to elect members from their own college/school/library/adjuncts.
- d. All full-time faculty and librarians reporting to the Dean of University Libraries may be elected to the MFA, while adjunct faculty must have been employed at UDM for at least four (4) academic terms over the last five (5) years
- e. The term length for all MFA members shall be two (2) years.
- f. The MFA Elections Committee shall have the right and responsibility to run reasonable elections for these positions.

5.2 MFA Executive Committee - The Executive Committee of the MFA shall consist of an elected President, Vice President, Secretary-Treasurer, Parliamentarian and Communications Officer. The MFA shall take nominees and vote by majority to fill these positions every year.

- a. The MFA Elections Committee shall have the right and responsibility to run reasonable elections for these positions. The President of the MFA shall be the chair of the Executive Committee and have the power to call and preside over meetings.
- b. In the absence of the President, the Vice President shall fill this role.
- c. The Secretary-Treasurer is in charge of taking minutes and maintaining the archives of the MFA. The Parliamentarian shall advise the President regarding the rules of order at all meetings of the MFA.

- d. The Communications Officer shall be in charge of making announcements and distributing agendas and meeting minutes to the MFA/UDM community and forwarding documents to the University Archives.

5.3 Appointments to Committees, Teams and Task Forces - The Elections Committee shall preside over the nomination and election of MFA members for representation on McNichols/MFA Procedural/MFA Ad hoc committees, university teams and Task Forces.

## **ARTICLE 6: SUMMER STRUCTURE OF THE MFA**

7.1 Vacancies in unit-elected positions: If a unit-elected position is expected to become vacant during the summer period of May 16<sup>th</sup> to August 15<sup>th</sup> each year, it shall be filled in accordance with the following procedures:

- a. A committee formed of the MFA representatives of that unit shall convene to identify a list of candidates to fill these vacant positions from among the eligible members of that unit.
- b. The committee shall vote to approve a final list of representatives to fill the vacant positions.
- c. The committee shall forward this list to the Executive Committee of the MFA prior to the first regularly scheduled meeting of the MFA in April of that year.

7.2 Vacancies in Adjunct positions: If an adjunct position is expected to become vacant during the summer period of May 16<sup>th</sup> to August 15<sup>th</sup> each year, it shall be filled in accordance with the following procedures:

- a. The Adjunct Committee identified in Article 7.7.7 of the Constitution shall identify a list of candidates to fill any vacant position from among eligible members of the adjunct faculty.
- b. The committee shall vote to approve a final list of representatives to fill the vacant positions.
- c. The committee shall forward this list to the Executive Committee of the MFA prior to the first regularly scheduled meeting of the MFA in April of that year.

7.3 Duties of the Executive Committee: Elected officers of the MFA shall be responsible for the conduct of business and the proper functioning of the MFA and its Executive Committee during the summer period. The Executive Committee shall have the same responsibilities as outlined in Article 7, Section 8, Item 7.8.1 of the Constitution. In order to fulfill these responsibilities in a timely manner, the Executive Committee shall adopt the following procedures:

- a. The President and Vice-President shall adopt a mutually agreeable timetable to ensure the presence of one or both officers during the summer period in order to fulfill any responsibilities assigned to either position.

- b. The Secretary-Treasurer and Communications Officer shall adopt a mutually agreeable timetable to ensure the presence of one or both officers during the summer period in order to fulfill any responsibilities assigned to either position.
- c. Executive Committee members present at any time shall continue to fulfill the responsibilities outlined in Article 7, Section 8, Item 7.8.1 of the Constitution.

7.4 Summer Meetings: The MFA shall meet regularly during the summer period subject to the following:

- a. There shall be a minimum of one (1) regularly scheduled meeting of the MFA during the summer period from May 16<sup>th</sup> to August 15<sup>th</sup> each year.
- b. Meetings shall be held on the third (3<sup>rd</sup>) Thursday of the month.
- c. MFA representatives shall be provided one week's notice of such meeting with an agenda via email or other appropriate means.

## APPENDIX A

### JOINT POLICY STATEMENT ON A FACULTY RIGHTS AND RESPONSIBILITIES FRAMEWORK

#### PRINCIPLES

1. Faculty\* will participate in a shared governance model.
2. The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (everything except hiring and firing decisions), promotion and tenure process, and academic/program standards, and with shared responsibility for supporting those procedures for admission of students and other aspects of university life that relate to the educational process.
3. Budgetary policies and decisions directly affecting those areas for which the faculty has substantive responsibility shall be made within the defined shared governance process. Budgetary policies and decisions to be made in concert with the faculty should include but not be limited to curriculum, subject matter and methods of instruction, research, faculty status, promotion and tenure process, academic/program standards, and those aspects of admission of students and student life that relate to the educational process.
4. The faculty sets the degree requirements, determines when the requirements have been met, and otherwise qualifies students and recommends them for award of degrees.
5. Duly elected faculty should participate on University standing committees and any Ad Hoc\*\* University committee or task force.

\*Faculty includes faculty and librarians as defined in the Collective Bargaining Agreement.

\*\*To avoid long delays in election of faculty, it will be proposed that a cadre (at least 20) of duly elected faculty be available for University Ad Hoc committees or task forces. This document provides the framework within which such duly elected faculty will serve on any University Ad Hoc committee or task force.

Joint Task Force on Faculty Rights and Responsibilities, May 2000

## **APPENDIX B**

### **I: ADJUNCT COMMITTEE**

#### **COMMITTEE MEMBERSHIP**

- Seven–member Committee: four adjunct faculty elected by the McNichols adjunct faculty and one adjunct faculty member of the MFA selected by the MFA.
- Adjunct faculty must have taught at least four academic terms over the past five years to be eligible to be elected to this Committee.

#### **CHARGE**

##### **1. Initial Organizational Structure and Tasks**

- Determine Committee’s organizational structure (officers/leadership e.g., chairperson, secretary, and/or other positions).
- Draft operational policies and procedures (e.g., frequency of meetings, who calls meetings), notification time of meetings (e.g., ten days), time period for distribution of agenda (e.g., five days), timeline for preparation and approval of meeting minutes.
- Establish procedures for keeping records of approved resolutions, determinations, advice, membership records and other actions
- Draft general assessment process and goals for first year (to be updated annually)
- Include clear time limits for action on various issues as per paragraph 4 under “Further Details” of Shared Governance Task Force proposal as approved by the university community. See also language under section on MFA indicating “During the pilot period, stringent timelines will be established both for committee and MFA processes and actions.”
- Deliberate and act on pending issues identified by the Academic Vice President and Provost
- Provide the Shared Governance Task Force with draft operational policies and procedures by December 1, 2005.

##### **2. Ongoing Responsibilities**

- Provide ongoing reports to and consultation with the MFA

- Keep the university community informed of committee activities through providing summary minutes of meetings and reports posted to the shared governance website. The secretary of the committee is responsible for these postings and for informing Campus Connections of new postings.

## **II: GRADUATE STANDARDS & RETENTION COMMITTEE**

### **COMMITTEE MEMBERSHIP**

- Seven-member Committee: two administrative non-voting representatives designated by the AVP, one faculty member selected by the MFA from among its members, and four elected representatives of the McNichols faculty. All five of the MFA and McNichols faculty representatives must be from departments with graduate programs.

### **CHARGE**

#### **1. Initial Organizational Structure and Tasks**

- Determine Committee's organizational structure (officers/leadership e.g., chairperson, secretary, and/or other positions).
- Draft operational policies and procedures (e.g., frequency of meetings, who calls meetings), notification time of meetings (e.g., ten days), time period for distribution of agenda (e.g., five days), timeline for preparation and approval of meeting minutes.
- Establish procedures for keeping records of approved resolutions, determinations, advice, membership records and other actions
- Draft general assessment process and goals for first year (to be updated annually)
- Include clear time limits for action on various issues as per paragraph 4 under "Further Details" of Shared Governance Task Force proposal as approved by the university community. See also language under section on MFA indicating "During the pilot period, stringent timelines will be established both for committee and MFA processes and actions."
- Deliberate and act on pending issues identified by the Academic Vice President and Provost
- Provide the Shared Governance Task Force with draft operational policies and procedures by December 1, 2005.

## **2. Ongoing Responsibilities**

- Make determinations regarding minimum cross-cutting admissions-related standards, graduate grading policy, minimum graduation requirements, and standards that apply for the transfer of credits.
- With the Undergraduate Standards Committee make determinations regarding standards that apply for study abroad.
- Develop a set of guidelines/checklist of standards that need to be met for non-accredited graduate certificate programs.
- Provide recommendations regarding common recruitment efforts.
- Make recommendations to appropriate administrators regarding student life issues, ways to improve student-faculty interaction, and ways to more effectively welcome students to the McNichols campus.
- Consider whether to propose for consideration a restructuring of academic advising procedures.
- Keep the university community informed of committee activities through providing summary minutes of meetings and reports posted to the shared governance website. The secretary of the committee is responsible for these postings and for informing Campus Connections of new postings.

## **III: GRADUATE PROGRAM REVIEW COMMITTEE**

### **COMMITTEE MEMBERSHIP**

- Seven-member Committee: one librarian, one faculty member elected by each of the five colleges/schools with graduate degrees, and one faculty member selected from among its members by the MFA.

### **CHARGE**

#### **1. Initial Organizational Structure and Tasks**

- Determine Committee's organizational structure (officers/leadership e.g., chairperson, secretary, and/or other positions).
- Draft operational policies and procedures (e.g., frequency of meetings, who calls meetings), notification time of meetings (e.g., ten days), time period for distribution of agenda (e.g., five days), timeline for preparation and approval of meeting minutes.

- Establish procedures for keeping records of approved resolutions, determinations, advice, membership records and other actions
- Draft general assessment process and goals for first year (to be updated annually).
- Include clear time limits for action on various issues as per paragraph 4 under “Further Details” of Shared Governance Task Force proposal as approved by the university community. See also language under section on MFA indicating “During the pilot period, stringent timelines will be established both for committee and MFA processes and actions.”
- With the AVP, develop the initial cycle of programs for review.
- With the AVP, in consultation with the relevant Dean, decide if an outside accreditation process meets the necessary standard of stringency.
- Establish committee criteria to be used in reviewing programs as well as internal processes for review.
- Establish procedures for consultation with relevant administrators to insure mutual sharing of relevant information, data, and concerns.
- Deliberate and act on pending issues identified by the Academic Vice President and Provost.
- Provide the Shared Governance Task Force with draft operational policies and procedures by December 1, 2005.

## **2. Ongoing Responsibilities**

- Review all graduate academic programs on a regular five to seven year cycle; review accredited programs to coincide with the external accreditation cycle already in place. (Note: cycles may be modified based on out-of-cycle review process set forth in Shared Governance Task Force proposal.)
- Keep the university community informed of committee activities through providing summary minutes of meetings and reports posted to the shared governance website. The secretary of the committee is responsible for these postings and for informing Campus Connections of new postings.

## **IV: UNDERGRADUATE PROGRAM REVIEW COMMITTEE**

### **COMMITTEE MEMBERSHIP**

- Seven-member Committee: one librarian, one faculty member elected by each of the five colleges/schools with undergraduate degrees, and one faculty member selected by the MFA from among its members.

### **CHARGE**

#### **1. Initial Organizational Structure and Tasks**

- Determine Committee's organizational structure (officers/leadership e.g., chairperson, secretary, and/or other positions)
- Draft operational policies and procedures (e.g., frequency of meetings, who calls meetings), notification time of meetings (e.g., ten days), time period for distribution of agenda (e.g., five days), timeline for preparation and approval of meeting minutes
- Establish procedures for keeping records of approved resolutions, determinations, advice, membership records and other actions
- Draft general assessment process and goals for first year (to be updated annually)
- Include clear time limits for action on various issues as per paragraph 4 under "Further Details" of Shared Governance Task Force proposal as approved by the university community. See also language under section on MFA indicating "During the pilot period, stringent timelines will be established both for committee and MFA processes and actions."
- With the AVP, develop the initial cycle of programs for review.
- With the AVP, in consultation with the relevant Dean, decide if an outside accreditation process meets the necessary standard of stringency.
- Establish committee criteria to be used in reviewing programs as well as internal processes for review.
- Establish procedures for consultation with relevant administrators to insure mutual sharing of relevant information, data, and concerns.
- Deliberate and act on pending issues identified by the Academic Vice President and Provost
- Provide the Shared Governance Task Force with draft operational policies and procedures by December 1, 2005.

## **2. Ongoing Responsibilities**

- Review all undergraduate academic programs on a five to seven year cycle; review accredited programs to coincide with the external accreditation cycle already in place. (Note: cycles may be modified based on out-of-cycle review process set forth in Shared Governance Task Force proposal.)
- Keep the university community informed of committee activities through providing summary minutes of meetings and reports posted to the shared governance website. The secretary of the committee is responsible for these postings and for informing Campus Connections of new postings.

## **V: UNDERGRADUATE STANDARDS COMMITTEE**

### **COMMITTEE MEMBERSHIP**

- Seven-member Committee: two administrative non-voting representatives designated by the AVP, one faculty member selected by the MFA from among its members, and four elected representatives of the McNichols faculty.

### **CHARGE**

#### **1. Initial Organizational Structure and Tasks**

- Determine Committee's organizational structure (officers/leadership e.g., chairperson, secretary, and/or other positions).
- Draft operational policies and procedures (e.g., frequency of meetings, who calls meetings), notification time of meetings (e.g., ten days), time period for distribution of agenda (e.g., five days), timeline for preparation and approval of meeting minutes.
- Establish procedures for keeping records of approved resolutions, determinations, advice, membership records and other actions
- Draft general assessment process and goals for first year (to be updated annually)
- Include clear time limits for action on various issues as per paragraph 4 under "Further Details" of Shared Governance Task Force proposal as approved by the university community. See also language under section on MFA indicating "During the pilot period, stringent timelines will be established both for committee and MFA processes and actions."
- Deliberate and act on pending issues identified by the Academic Vice President and Provost

- Provide the Shared Governance Task Force with draft operational policies and procedures by December 1, 2005.

## **2. Ongoing Responsibilities**

- Make determinations regarding minimum cross-cutting admissions-related standards, undergraduate grading policy, minimum graduation requirements, and standards that apply for the transfer of credits.
- With the Graduate Standards Committee make determinations regarding standards that apply for study abroad.
- Develop a set of guidelines/checklist of standards that need to be met by non-accredited undergraduate certificate programs.
- Keep the university community informed of committee activities through providing summary minutes of meetings and reports posted to the shared governance website. The secretary of the committee is responsible for these postings and for informing Campus Connections of new postings.

## **VI: UNDERGRADUATE RETENTION COMMITTEE**

### **COMMITTEE MEMBERSHIP**

- Twelve-member Committee: three administrative representatives designated by the AVP, one staff representative designated by the AVP, one faculty member selected by the MFA from among its members, four elected representatives of the McNichols faculty, one librarian, and two students.

### **CHARGE**

#### **1. Initial Organizational Structure and Tasks**

- Determine Committee's organizational structure (officers/leadership e.g., chairperson, secretary, and/or other positions).
- Draft operational policies and procedures (e.g., frequency of meetings, who calls meetings), notification time of meetings (e.g., ten days), time period for distribution of agenda (e.g., five days), timeline for preparation and approval of meeting minutes.
- Establish procedures for keeping records of approved resolutions, determinations, advice, membership records and other actions.
- Draft general assessment process and goals for first year (to be updated annually).

- Include clear time limits for action on various issues as per paragraph 4 under “Further Details” of Shared Governance Task Force proposal as approved by the university community. See also language under section on MFA indicating “During the pilot period, stringent timelines will be established both for committee and MFA processes and actions.”
- Deliberate and act on pending issues identified by the Academic Vice President and Provost.
- Provide the Shared Governance Task Force with draft operational policies and procedures by December 1, 2005.

## **2. Ongoing Responsibilities**

- Make recommendations to appropriate administrators regarding student life issues, ways to improve student-faculty interaction, and ways to more effectively welcome students to the McNichols campus.
- Consider whether to propose for consideration a restructuring of academic advising procedures.
- Keep the university community informed of committee activities through providing summary minutes of meetings and reports posted to the shared governance website. The secretary of the committee is responsible for these postings and for informing Campus Connections of new postings.

## **VII: Core Curriculum Task Force/Committee**

### **COMMITTEE MEMBERSHIP**

- Thirteen-member Task Force: One faculty representative from education, library, business, architecture, engineering, health professions/nursing, dental hygiene, math, and science; four faculty representatives from liberal arts; and two non-voting administrative representative designated by the AVP.

### **CHARGE**

#### **1. Initial Organizational Structure and Tasks**

- Determine Task Force’s organizational structure (officers/leadership e.g., chairperson, secretary, and/or other positions)

- Draft operational policies and procedures (e.g., frequency of meetings, who calls meetings), notification time of meetings (e.g., ten days), time period for distribution of agenda (e.g., five days), timeline for preparation and approval of meeting minutes
- Establish procedures for keeping records of approved resolutions, determinations, advice, membership records and other actions
- Operate according to clear time limits for action on various issues as per paragraph 4 under “Further Details” of Shared Governance Task Force proposal as approved by the university community. See also language under section on MFA indicating “During the pilot period, stringent timelines will be established both for committee and MFA processes and actions.”
- Establish procedures for consultation with relevant administrators to insure mutual sharing of relevant information, data, and concerns
- Deliberate and act on pending issues identified by the Academic Vice President and Provost
- Provide draft policies and procedures to Shared Governance Task Force by December 1, 2005. (Please note that given the temporary status of the Core Curriculum Task Force, it is expected that draft policies and procedures will be succinct.)

## **2. Ongoing Responsibilities**

- Explore best practices in terms of the structuring of core curricula at other comparable institutions
- Develop, in conjunction with the AVP, a core undergraduate curriculum for the University of Detroit Mercy
- Report on the Task Force’s deliberations to the McNichols Faculty Assembly and, by majority vote of the Task Force, make a specific recommendation on a new core curriculum.
- Keep the university community informed of task force activities through providing summary minutes of meetings and reports posted to the shared governance website. The secretary of the task force is responsible for these postings and for informing Campus Connections of new postings.