ARTICLE 20

Departments and Department Chairpersons

Section A. Departments.

Subd. 1. The President may, after meeting and conferring, designate or redefine various academic departments and programs consistent with the university’s mission and scope of academic activity. Departments or programs defined as of the date of execution of this Agreement shall continue to exist unless the President, after meeting and conferring with the Association, redefines departments or programs based upon the needs of the university. Redefinition of departments or programs shall occur no more than once each year, and shall be announced by and effective with the posting of seniority rosters on March 1. Such actions shall not be subject to the provisions of the grievance procedure.

Subd. 2. Each faculty member shall be a member of at least one (1) department/ administrative unit. In departments where the Administration has decided not to have a chair, the department faculty may elect and propose annually a person to carry out any procedures required by this Agreement.

Subd. 3. Department faculty shall establish, annually or more frequently as appropriate, through a democratic process and in a manner consistent with university procedures and the provisions of this Agreement, departmental policies, procedures, and teaching and other work schedules. The department shall make every effort to ensure that teaching and other work schedules meet departmental, college and university objectives. The administration may develop guidelines to aid in this effort. The department may establish appropriate committees as needed. The department may make recommendations, forwarded through the department chair, on its own behalf concerning such matters as personnel actions, budgetary matters, teaching assignments, the departmental curriculum, classroom and equivalent duty schedules, etc. Individual faculty members within departments may also make recommendations on these same matters. All departmental recommendations must be reviewed and approved by the department’s faculty, and forwarded to the administration by the chair with a statement verifying that the requirement has been met.

Subd. 4. Departmental faculty and chairs shall base their personnel recommendations on the five criteria contained in Article 22, Section B. In accordance with Article 5, Section Q, recommendations for a personnel action must be signed and dated by the person or persons making them. The department may conduct a vote on any personnel matter and forward it to the appropriate supervisor, but the vote shall not constitute a recommendation.

Subd. 5. All faculty members, other than fixed-term faculty in the first year of such status, who have at least three-fourths (3/4) time FTE appointments in the department during the current academic year, are eligible to vote in matters pertaining to the chair and to make recommendations in personnel matters and curriculum matters. All faculty members who have at least one-half (.5) time appointments in the department during the current term are eligible to vote in all other matters pertaining to the business of the department. The Academic Vice President shall arbitrate disputes which may arise concerning voting eligibility in any department. This decision shall not be subject to the grievance procedure.

Subd. 6. Departmental actions may not add to, subtract from, or modify in any way the terms of the Agreement, and are not effective until filed with the immediate supervisor.

IFO/MnSCU Master Agreement: http://www.ifo.org/ifonegotiationsactionhome.htm