

## **THE UNDERGRADUATE COLLEGE CONSTITUTION**

### **Preamble**

The purpose of this constitution is to establish a shared governance structure to promote collaboration in the Undergraduate College (UGC) by:

- A. **Promoting a Collaborative Community:** Promoting a productive and intellectual community that inspires and facilitates student success in a student-centered environment, faculty representation and voice through shared governance, and administrative collaboration.
- B. **Ensuring Academic Excellence:** Ensuring the monitoring of academic outcomes and support of ongoing and data-informed curriculum development, improvement, and adaptation as a valued practice for faculty.
- C. **Advancing Teaching and Learning:** Advancing a culture where data-driven instruction and student-centered instructional strategies for continuous improvement of student outcomes are at the forefront of innovative teaching and learning practice.
- D. **Enhancing Student Support Services:** Facilitating alignment of academic and non-academic support services as well as using relevant student outcomes to continuously inform and improve interventions and wraparound support services.
- E. **Addressing Faculty Concerns:** Providing a timely forum for review, full discussion, and resolution of problems and concerns pertinent to the welfare and function of faculty and the UGC.

(The UGC Constitution does not supersede the Faculty Association Constitution)

### **Article I – The Undergraduate College**

#### **Section A: Source of Jurisdiction**

The powers of the UGC Faculty are delegated by the President of National Louis University as the Chief Executive Officer of the University under the authority granted by the Board of Trustees. The President delegates responsibilities to the Provost, who delegates to the College Dean. The Dean is the lead executive of the College and is accountable for outcomes. All Faculty recommendations must be approved by the Dean and are forwarded to the Provost and President for further approval, as appropriate. The UGC Constitution is intended to govern at the College level and is superseded by the Faculty Association Constitution. The UGC Faculty, through its governance structure, retains the following powers to:

- a. Investigate all matters within its areas of jurisdiction;
- b. Recommend policies regarding matters within its areas of jurisdiction; and

- c. Implement those policies formulated through and according to the articles and amendments of this constitution.
- d. Advise the Dean of UGC on matters of general interest to UGC faculty and students.

### **Section B: Jurisdiction of UGC Faculty**

1. The Undergraduate College faculty, using shared governance principles, under the leadership of the Dean of the College, as Chief Academic and Administrative Officer of the College, and in collaboration with UGC administration and staff, shall have general administrative and academic oversight over all matters pertaining to:
  - a. Meetings and committees;
  - b. Admission requirements and academic outcomes; curriculum design, development, and adaptation;
  - c. Instruction and classroom best practices;
  - d. Examinations and other relevant measures of student preparedness;
  - e. Grading and completion of the curriculum;
  - f. Institutes and other educational programs sponsored by the UGC;
  - g. Alignment of academic and non-academic support services on behalf of students for career readiness and skill development.
1. In addition, the UGC faculty shall
  - a. Explore the prospects of innovative teaching techniques and thought leadership;
  - b. Monitor academic outcomes with curriculum informed and developed by responsible data;
  - c. Assist in reviewing and recommending changes to, where feasible and as needed, the implementation of the institutional model;
  - d. Ensure an appropriate environment that supports effective teaching and improves intervention, as determined by the UGC
  - e. In conjunction with the UGC Dean's office, administer the academic majors of the Undergraduate College

### **Section C: Regulation of Jurisdiction**

1. The UGC shall establish its jurisdiction by this Constitution. This Constitution shall govern all actions taken in the name of the Undergraduate College.
2. In order to govern the college and carry out the responsibilities of the college, as delegated by the President and Provost, the Dean delegates to the college faculty responsibilities and accountabilities so they can collaboratively work together to advance the college and outcomes for students. The faculty exercise their voice by making

recommendations on all such matters to the Dean of the College, who shall take all approved recommendations through appropriate channels for final approval to ensure no recommendations are in opposition to university policy or practices and that no such recommendations supersede faculty governance processes for the university.

Jurisdiction of policies pertaining to promotion, salaries, sabbaticals, leaves of absence and faculty welfare is specifically reserved to the Faculty Association and its Senate as granted by the President of the University. However, the Dean of the College has the authority and accountability to either forward or deny any requests presented at the college level on any of these matters. The UGC faculty shall submit written recommendations regarding these matters to the Dean. With the Dean's approval, such recommendations may be forwarded on to the Faculty Association, the Senate, the Provost and the President of the University.

## **Article II – Membership in the Undergraduate College**

### **Section A: Academic Personnel**

The voting membership of the UGC shall consist of the following:

- a. Full-time appointment upon hire as a full-time UGC faculty member.
- b. Assignment to teaching load for their administrative position as defined by the UGC, or its equivalent.

### **Section B: Administrative Personnel**

Administrators are included in the UGC faculty according to the following criteria:

- a. The Dean of the UGC and other administrators of academic programs and student support functions reporting directly to the Dean of the UGC shall be *ex officio* (i.e., non-voting) members of the UGC governance.
- b. Full-time academic or academic support administrators with prior faculty rank (as in NLU's other colleges by University policy), who previously earned faculty rank as determined by the Institutional Promotion and Tenure Committee or as appointed by the President, shall be non-voting members of the UGC faculty. Administrators with coterminous faculty appointments shall also be *ex officio* (non-voting) members

### **Section C: Membership Roster and Invited Guests**

- a. The UGC Dean or designee shall distribute annually a membership roster to all members of the UGC governance and the Chair of the Faculty Senate in the fall. Membership for faculty is continuous unless and until a change in status occurs at the University, as determined consistent by the UGC with other institutions.
- b. Officers of the UGC governance may invite other personnel and students to attend and to take part, but not vote, in the deliberation of the meetings.

## **Article III – UGC Officers and Their Duties**

### **Section A: Roles and Responsibilities**

1. The Undergraduate College shall have a Chair and Chair-Elect who serve a staggered two-year term as college officers. The UGC Chair shall be a full-time UGC faculty member.
  - a. UGC Chair(s) and UGC Senators shall gather input on current faculty and administration issues for discussion in UGC faculty meetings.
  - b. UGC Chairs shall collaborate with the UGC Dean to create the UGC faculty meeting agenda, work with the Dean to lead discussions during meetings, and ensure follow-up on action items from meetings.
  - c. UGC Chair(s) shall gather input on recommendations for changes to the UGC Constitution.
  - d. UGC Chair(s) shall certify that all UGC elected representatives meet criteria as prescribed by this Constitution as well as the Faculty Association Constitution.
  - e. UGC Chair(s) shall convene all UGC members at least once per academic term, excluding summer, to capture the voice of faculty and to inform members on NLU developments.
  - f. UGC Chair(s) shall follow up regularly (with the best or appropriate means) to ensure relevant information sharing between administration and faculty (e.g., updated UGC faculty membership list every term).
  - g. UGC officers shall record, distribute, and archive the minutes of each meeting in a timely fashion, ensure a permanent record is kept of action taken at all meetings of the UGC governance, and be custodians of all related records, including written policies of the UGC governance, correspondence, etc.
  - h. The Chair (s) shall assist with the transition to a new academic year and provide advice and counsel during the academic year to new and subsequent Chairs.

### **Section B: UGC Administrative Cabinet and Its Duties**

1. The UGC Dean, UGC executive team, Department Chairs, Program Chairs, Directors, UGC College Chairs, and Senators shall serve as the UGC Administrative Cabinet.
  - a. The Cabinet shall act solely in an advisory role to the Dean on matters of policy and administration, namely, matters of college-wide interest of instruction, student support, personnel, resources, and facility allocation, and, matters initiated by any party, and, surface agenda items raised by faculty, coaches/advisors, or Dean/Associate Deans.
  - b. The UGC Dean shall convene the Cabinet as needed per request by the UGC Dean or two (2) or more Cabinet members.

## **Article IV – Elections**

1. The Chair(s) and all college and Senate committee members shall be elected by ballot and by a simple majority vote before the end of the last regularly scheduled meeting of the UGC each academic year.
2. All elected officers shall take office at the last spring meeting and shall serve for a designated

- term (which may vary by role/committee, per officer/committee stipulations).
3. If an election cannot be completed by the end of the last regularly scheduled meeting, the current UGC Chair(s) shall conduct the remaining elections by electronic means.
  4. If the Chair(s) are not affirmed by regular ballot, a subsequent election shall be held immediately to elect Chairs. Any voting member of the UGC may be eligible for nomination as Chair(s).
  5. If, for any reason, the Chair(s) of UGC shall not be able to serve out the term of office, or, if either Chair shall not be able to serve as Chair for reasons other than non-affirmation by ballot, a new Chair shall be elected within 30 days of official notification to the current Chair.
  6. If for any reason, any committee Chair is not able to serve out the term of office, the committee Chair-Elect shall become Chair. If any committee Chair-Elect is not able to serve as committee Chair for any reason, a new committee Chair-Elect shall be elected within 30 days of official notification to the current committee Chair.
  7. The UGC Chairs shall appoint a temporary replacement for a Senator or any member of a college or Senate committee other than the UGC Faculty Promotion and Recognition Committee who will be on a leave of absence for less than one year. For absences of one year or longer, an election shall be held to replace that individual at the next scheduled College meeting. If a replacement is necessary before the next scheduled meeting, the Chair may appoint someone until such time that a replacement is elected by the college.
  8. Vacancies of one term or longer caused by the absence of an elected member on the UGC Faculty Promotion and Recognition Committee or the Institutional Promotion, Tenure, and Recognition Committee must be filled by an election of an eligible candidate at the next UGC meeting.

## **Article V – Committees**

### **Section A – General Functions and Limitations**

1. In carrying out the functions herein specified, each committee shall have all the powers, authority, and responsibilities held by UGC as outlined in the sources of jurisdiction. Each committee shall elect its own Chair and Chair-Elect during its last meeting of the academic year and shall function for the subsequent academic year. Committees may adopt and follow rules and policies as they find useful, necessary, and per this Constitution, subject only to the following provisions:
  - a. The UGC shall be informed of committee recommendations by the submission of reports to the Dean or his/her designee, who in turn shall distribute copies to the UGC and the dean of the college. After review and approval of all appropriate governance bodies as determined by the dean, approved actions will be published in writing and will then become effective 30 days after publication, subject to review procedures prescribed herein.
  - b. Prior to submission to the Dean, the UGC may, by majority vote at any regular meeting, request a review of any recommended action or policy made by any committee and may, based on such review, call for the action or policy to return to the committee for reconsideration.

- c. A petition signed by one-fourth of the members of the UGC faculty shall call for a review of any action or policy of any committee. A majority vote of the UGC at its regular or special meeting shall decide the final disposition of any review.
- d. The Dean of UGC or designated representatives shall be *ex officio*, i.e., non-voting members of all committees and scheduled meetings.
- e. According to democratic procedures established, the UGC shall select members for any committees unless otherwise indicated in this Constitution.
  - i. The term of office (for one non-consecutive term at a time) shall be for two to three years, depending on whether a member serves as chair of a committee.
  - ii. Full-time faculty members of the standing committees shall be UGC faculty whose appointments are in the UGC.
  - iii. The Chair(s) of the College to the UGC faculty, the Dean's office, the Chair of the Faculty Senate, and the Provost's office shall distribute a list of committee membership, including designated chairs and each representative's term of service, during the fall term.
  - iv. No member of a committee may have more than one vote.
  - v. Members listed as advisory, liaison, *ex officio*, Dean, or Dean's designee are non-voting members whose primary roles are advisory and communication.
  - vi. Each committee shall distribute to the members the agenda in advance of each meeting and shall distribute the approved minutes. At the end of each academic year, each committee shall submit its archives to the appropriate College repository a record of all official, non-confidential proceedings and a brief year-end report that summarizes the year's major initiatives, highlights projected goals, and indicates who shall assume responsibility for calling the first meeting of the following year.
- 2. College Committees shall make policy recommendations to the Dean and the UGC executive team, according to applicable articles and sections of the College Constitution, in upholding the UGC's Core Practices. All committees carrying on the work of the UGC are limited in their powers to recommend actions, policies, or decisions to the UGC. Regular attendance at committee meetings is expected; failure to do so will be grounds for replacement by the UGC Co-Chairs or Dean.

## **Section B – Standing Committees**

- 1. **UGC Curriculum and Instruction Committee**
  - a. Shall review and approve curriculum, ensuring standards and outcomes are met across the curriculum through graduation, consistent with the core practice of curriculum alignment to nationally recognized undergraduate standards.
  - b. Shall set and enforce academic standards for UGC students, acting as an appeal body for due-process hearings and decisions relating to students made at the major, content area, or college level within UGC.
  - c. Shall be a resource for recommendations in collaboration with the UGC Executive Committee, regarding the standards of admission to the UGC.
  - d. Shall support the core practice of instructional team meetings by curating and

disseminating resources to continuously improve content team meetings.

- e. Shall include six full-time UGC faculty members, including at least three from the general education content areas and three from academic Majors. The Registrar and the Dean or the Dean's designee(s) shall be non-voting ex officio members. In addition, for majors requiring vertical alignment for accreditation, a representative from the National College of Education or the College of Professional Studies and Advancement will assist with curriculum review.

## **2. UGC Student Support Committee**

- a. Shall inform co-curricular and wraparound support planning and implementation, providing input on student programming to Student Experience twice annually, consistent with the core practice of planning for holistic student support.
- b. Shall inform career readiness and non-cognitive skills development programming, providing input twice annually to Career Services, consistent with the core practice of planning for holistic student support.
- c. Shall incorporate student voice - through the engagement of the Student Advisory Council or similar body at least once per year - in recommendations regarding co-curricular programming, wraparound supports, and career services for students.
- d. Shall provide input to UGC administration as needed regarding admission exceptions/student admission appeals.
- e. Shall incorporate feedback from Coaches and Advisors yearly in recommendations regarding co-curricular programming, wraparound supports, or career readiness.
- f. Shall consist of four full-time faculty representatives from the UGC (including at least one from general education content areas and one from academic majors). Non-voting members shall include the Dean of UGC or the Dean's designee(s).

## **3. UGC Faculty Promotion and Recognition Committee**

- a. Shall be responsible for reviewing, evaluating, and recommending promotions of full-time UGC faculty. Review applications for promotion from faculty members and submit a full report of its vote to the NLU Institutional Promotion, Tenure, and Recognition Committee (IPTRC) and the UGC Dean.
- b. Shall keep confidential all deliberations and actions of this committee as they pertain to promotions.
- c. Shall review and make recommendations regarding the current National Louis University Promotions Policy annually, including any amendments made to it, regarding specific needs and concerns of UGC faculty.
- d. Shall review and make recommendations for recognition of commendable performance (through NLU faculty awards process and additional college processes as appropriate), consistent with core UGC practices, by faculty in service to or teaching within the UGC.
- e. Shall provide input to the UGC Administrative Cabinet and Provost Office on the NLU standards/criteria/process for faculty evaluation.
- f. Shall include five full-time faculty members. A special election will replace a faculty member who applies for promotion while a member of the committee for the remainder of that faculty member's term.

## **Article VI – Organization and Conduct**

### **Section A: Establishment of Organization**

The faculty shall establish committees as described herein to carry out directed tasks and shall instruct them as to their duties and the length of their assignments. Committees shall meet as needed, and each committee shall conduct its assignment by its own rules of procedure, providing that these are consistent with the Constitution and the Bylaws of the National Louis University Faculty Association. These procedures shall be reviewed annually and made available to the Undergraduate College(UGC).

### **Section B: Meetings**

#### **1. UGC Faculty Meetings:**

Regular meetings of the UGC faculty shall be held monthly, September to June, at the time and place designated by the Leadership team or Dean, unless determined otherwise by a majority vote of the UGC faculty.

- a. The Chair(s) and the Senators of the Undergraduate College (UGC) shall work collaboratively with the Dean to schedule and announce regularly scheduled meetings of the UGC faculty.
  - b. An agenda and relevant notes will be compiled in conjunction with the Dean and shared by the UGC Chair(s) and Senators.
2. Special meetings – Special UGC meetings may be called by the Dean, Administrative Cabinet, or by signed petition of one-third of the UGC members by giving written notice thereof, stating the time, place, and purpose of the meeting. Written notice of special meetings must be distributed to individual members at least seven days before the meeting. No business shall be transacted at the special meeting except that stated in the notice of the meeting.
3. Participation by Proxy – All UGC faculty with instructional appointments at a time and location that make participation impractical shall have the opportunity to present brief written position statements on announced agenda items, to vote by proxy or other absentee ballot arrangement, and to request reconsideration of any actions taken without reasonable opportunity for extended site participation. Their written proxy statement must be presented to the UGC Chair(s) before the start of any meeting where the proxy is in force.

### **Section C: Meeting Conduct, Motions, and Voting**

1. Quorum – One-third of the voting membership of the UGC faculty (excluding those on leave, sabbatical, and emeritus faculty) shall constitute a quorum when a vote is necessary for the transaction of business at any regular or special meeting. This quorum includes those members participating by proxy or any means of extended site communication or representation.
2. Motions – All motions presented for consideration by the College shall be put forward at a UGC meeting at which a quorum is present. When a vote is taken on any matter at a

meeting of the UGC, a quorum is necessary and being present, a majority of the votes shall be sufficient for decision-making purposes.

3. Proxy Voting – A written authorization to act on another's behalf may authorize representation of all matters coming before the governance or be limited to specific items. The Chair(s) shall rule on any questions arising from the interpretation of proxy voting specifications, and such actions will be recorded in the minutes of the meeting. All proxies must be submitted to the Chair(s) no later than the beginning of the meeting.
4. Electronic Voting – When a vote is taken by electronic ballot, it is not considered decisive unless the total number of properly submitted ballots received by the designated UGC Chair(s) as of the deadline date is at least equal to the quorum. The results of a vote taken by electronic means shall be reported to the membership within seven days following the deadline and shared with the faculty.
5. Agenda and Minutes –
  - a. The agenda and minutes from the previous UGC meeting shall be distributed to all members of the UGC at least one week before the scheduled meeting. The agenda shall be prepared in consultation with the Administrative Cabinet. The minutes shall be approved by the UGC at each meeting. The UGC shall carefully record and store all business for ready retrieval.
  - b. The Faculty Chair Elect shall be responsible for producing meeting minutes. All official minutes of UGC meetings and its committees shall be kept by the office of the Dean of the UGC in an appropriate college repository and be available to any member of the UGC via NLU's most current digital retrieval method.
  - c. Rules of Order – The rules of parliamentary procedure in *Robert's Rules of Order* shall be used in deliberations on all questions of procedure not covered in this Constitution.

## **Article VII – Faculty Appointment Procedure**

The following procedure shall apply to the search for candidates for core faculty positions and part-time appointments in the Undergraduate College (UGC) per the hiring policies of the University:

1. Faculty in collaboration with the Dean or Dean's designee, and the Office of Human Resources, will develop job descriptions for hiring core faculty positions, and will provide this information to search committees.
2. The content area or academic major which is hiring shall assist the search committee by formulating a job description. The search committee shall receive and evaluate the credentials of the candidates and present a slate of its preferred candidates to the Dean of the College. The search committee shall conduct interviews, which shall require teaching demonstrations, arrange contact between candidates and the UGC faculty and other interested members of the institution, and make its final recommendation to the Dean of the UGC. Final decisions are subject to the Provost and President's approval.
3. Part-time appointments shall be made by the Dean or the Dean's designee of the UGC according to the recommendation by the recognized head of the content area or academic major that is hiring, along with an account of the search process used.

## **Article VIII – Amendments and Ratification**

This constitution may be amended by a two-thirds vote of the Undergraduate College (UGC) faculty (i.e., governance) at any valid (i.e., scheduled) meeting, once notice of the proposed amendment or amendments has been given at the preceding scheduled meeting or 30 days before the vote. This constitution shall go into effect upon ratification of two-thirds of the UGC within an acceptable frame of reference, sufficient to offer time to propose, discuss, and approve this constitution. All amendments require the Dean, the Provost, and the President approval before adoption and publication.