

## **5.1 The Joint Faculty Assembly**

The Joint Faculty Assembly is the body in which the faculty of the College of Saint Benedict and Saint John's University conduct their collective business.

### **5.1.1 Membership**

The voting members of the Joint Faculty Assembly are those faculty members of the College of Saint Benedict and Saint John's University who are:

- a. full-time ranked faculty (see Section 2.1.1.1),
- b. reduced-load ranked faculty (see Section 2.1.1.2), or
- c. full-time, term-appointment faculty (see Section 2.1.3.2).

The president of the college, the president of the university, the provost, and all other full-time, academic administrative staff are nonvoting, *ex officio* members. Other administrators and staff, other faculty members, and students may attend meetings and participate in discussions but do not enjoy voting rights, are not counted in the quorum, and may not introduce business.

### **5.1.2 Responsibilities**

The duties and responsibilities of the Joint Faculty Assembly are to:

- a. deliberate and act on behalf of the whole faculty on undergraduate curricular matters (including but not limited to admission and graduation requirements, the core curriculum, and additions and deletions of majors, minors, and programs);
- b. deliberate and act on behalf of the whole faculty on faculty welfare (including but not limited to issues of tenure, promotion, sabbaticals, faculty development, compensation, and working conditions);
- c. deliberate and act on behalf of the whole faculty on any other matters which are the concern or responsibility of the joint faculty; and
- d. create its own structure, procedures, and rules.

The Joint Faculty Assembly delegates to its standing committees the responsibilities which are detailed in the committee descriptions in Section 5.3.

### 5.1.3 Rules

The following rules apply to Joint Faculty Assembly meetings:

- a. Regular meetings of the Joint Faculty Assembly are held at least monthly during the academic year.
- b. Special meetings of the Joint Faculty Assembly may be called by the chair or in the chair's absence by the vice-chair. Special meetings may also be called by the petition of at least 10 percent of the voting members.
- c. For official action to occur at an Assembly meeting, e-mail notice of the time, place, and date of the meeting and its agenda must be sent to the members at least 48 hours before the meeting is scheduled to begin. Written notice will also be sent through campus mail to those who have requested it.

Should an emergency occur that, in the view of the chair and vice-chair, necessitates immediate attention by the Joint Faculty Assembly, the requirements for 48-hour notice may be waived. The chair and vice-chair must make every reasonable attempt to notify all members of the Assembly of the time, place, and date of the emergency meeting. A quorum is still required to conduct official business.

- d. Prior to each regular meeting, Assembly members are to receive through e-mail, or through campus mail if they so request, the minutes of the previous meeting. Where questions to be discussed have been studied by committees, copies of reports prepared by those committees are to be distributed in the same fashion.
- e. The agenda for meetings of the Joint Faculty Assembly is set by the Faculty Governance Committee (FGC). The FGC may receive requests for agenda items from the academic officers of the college and university, from the standing committees of the Joint Faculty Assembly, from *ad hoc* committees, and from voting members of the Assembly. An issue is automatically placed on the agenda by signed petition of 10 percent of the voting members of the Joint Faculty Assembly.
- f. New agenda items may also be proposed at any Joint Faculty Assembly meeting by any member. If at least 10 percent of those present and voting support placing the item on the Assembly agenda, it will be added to the agenda for the next Assembly meeting. An item may be added to the agenda of the current meeting by a vote of two-thirds of those present and voting.

- g. One-fourth of the voting members of the Joint Faculty Assembly constitute a quorum for the purpose of conducting official business.
- h. Votes on motions before the Joint Faculty Assembly will normally occur at Assembly meetings. However, mail or electronic voting on a motion may be employed, if the Assembly, by a vote of two-thirds of those present and voting, approves either a separate motion or an incidental motion to employ mail or electronic voting methods. Such mail or electronic voting on a motion will be conducted and supervised by the FGC.
- i. Sturgis' *Standard Code of Parliamentary Procedures* is the parliamentary authority of the Joint Faculty Assembly, subject to any rules and procedures specified in Part V.
- j. Except as otherwise provided in Part II, any action taken by the Joint Faculty Assembly is reported to the provost, who is responsible for both securing any necessary approvals and reporting back to the Assembly.
- k. Separate votes by the faculty of the college and by the faculty of the university at meetings of the Joint Faculty Assembly ordinarily occur only when required by contract. For purposes of such a vote, one-fourth of the voting members of the Joint Faculty Assembly under contract to the college or university, whichever pertains, constitute a quorum.

#### **5.1.4 Assemblies of the College and the University**

The faculties of the college and the university retain the right to form and meet in separate assemblies to conduct business which is peculiar to that faculty.

Unless otherwise provided for by the separate assembly, the chair or vice-chair of the Joint Faculty Assembly, whichever is under contract to the College of Saint Benedict, is *ex officio* chair of any assembly of the faculty of the college and vice-chair of any assembly of the faculty of the university, and the chair or vice-chair of the Joint Faculty Assembly, whichever is under contract to Saint John's University, is *ex officio* chair of any assembly of the faculty of the university and vice-chair of any assembly of the faculty of the college. Moreover, unless otherwise decided by the Saint John's University Faculty Assembly, the chair or vice-chair of the Joint Faculty Assembly, whichever is under contract to Saint John's University, is *ex officio* the assembly's nominee for the position of voting faculty member of the Saint John's University Board of Regents (see Statutes of the University, Article IV, Section 4, and the University Bylaws, Article IV, Section 3). Unless otherwise provided for by the separate assembly,

the secretary and parliamentarian of the Joint Faculty Assembly are *ex officio* secretary and parliamentarian for meetings of the separate assemblies.

The secretary of the Joint Faculty Assembly is selected by the Faculty Governance Committee. If the secretary is not a member of the faculty, then the secretary has no voting privileges. The responsibilities of the secretary are to take minutes at meetings of the Joint Faculty Assembly.

In the absence of the secretary from an assembly meeting, the presiding officer appoints a member of the assembly to serve as secretary for the duration of the meeting.

### **5.1.5 Joint Faculty Senate**

For the period June 1, 2008 to May 31, 2011, the Constitution of the Joint Faculty Senate, as adopted by the Joint Faculty Assembly on December 6, 2007, and subsequently amended by the JFA, is incorporated into Part V of the Faculty Handbook, as Section 5.4.