

# **Bylaws of the CEHD Professional and Administrative Council (CPAC)**

## **Purpose**

The CPAC shall have responsibility in all areas of concern regarding Professional & Administrative (P&A) employees. It will serve in an advisory role to the Dean on matters concerning P&A staff that are under the jurisdiction of the College. The committee will make recommendations on any matter of college policy relevant to academic/administrative professional staff. The CPAC will oversee and advise on policies and procedures regarding promotion and will carry out ad hoc tasks as requested by the Dean. The council's actions shall be governed in accordance with University regulations and college policy. The CPAC has the responsibility of maintaining communication with the University of Minnesota CAPA association as well as with all P&A employees in the college.

## **Membership**

The council shall consist of one representative from each unit\* in the college and from administration. P&A employees in the following classifications are represented by CPAC and may vote in CPAC unit representative elections but are not eligible to be CPAC unit representatives or alternates if they are:

- Tenured or tenure-track faculty

- P&A employees appointed for less than 50% time for 9 months

- Academic department Chairs or Heads

- Collegiate Deans or Associate or Assistant Deans appointed for over 25% time

Elections to CPAC shall be held no later than the 15th day of May each year. Selection of members will be determined within each unit. P&A representatives will serve for a period of three years\*\* with no more than one third of the representatives eligible for turnover per year. A representative may serve no more than two consecutive terms. If a representative is unable to attend a CPAC meeting, an alternate should attend in place of the representative. If a representative resigns, an alternate determined within the unit will fulfill the responsibility for that year. A new representative will be determined by the unit during the next election cycle held during the spring of each year.

The Dean may appoint a non-voting liaison from her/his office to meet regularly with the council.

## **Leadership**

The CPAC is led by two co-chairs. The CPAC will elect a new co-chair annually during spring elections. The co-chair will serve for two years; during the second year of service, the co-chair will be considered to be the senior co-chair. When serving as co-chair, one may also simultaneously hold status as the representative from one's unit.

## **Ex-officio Members**

The two CEHD representatives to the University of Minnesota CAPA group serve in an ex-officio capacity on the CPAC. The three CEHD P&A Governing Council representatives also serve in an ex-officio capacity on the CPAC.\*\*\* CAPA and Governing Council representatives will be voted upon by all CEHD P&A employees. At least one Governing Council and one CAPA representative will attend the CPAC meetings and they can rotate attendance amongst themselves at the CPAC meetings. If a Governing Council or CAPA representative resigns, an alternate will fulfill the responsibility for that year. A new representative will be elected during the next election cycle held during the spring of each year. A Governing Council and CAPA representative may serve no more than two consecutive terms and may not simultaneously represent both Governing Council and CAPA.

## **Frequency of Meetings**

The council will determine its own schedule, meeting at least twice per year. Meetings with the Dean or designee shall occur at least twice per year.

*\*Units are defined as departments, schools, college-wide centers, and institutes.*

*\*\* Year is defined as an academic year.*

*\*\*\* A unit representative to CPAC could serve in an official capacity to both CPAC and Governing Council or CAPA only if their unit size requires people to be representatives on more than one committee or if the CPAC representative serves a different interest group at CAPA or Governing Council.*

**Reviewed and approved by the CEHD Professional and Administrative Council (CPAC) November 2007**

**Reviewed and amended by CPAC March 2010 and March 2011**

**Reviewed and approved by the Dean November 2007, April 6, 2010, and July 2011**