Welcome Packet for New Members

What Is the P&A Senate?

The P&A Senate represents Academic Professionals and Administrators (P&A) at the University of Minnesota (U of MN) who now number about 5,500. P&A work in more than 140 job categories throughout the University system, including teachers, researchers, program directors, counselors, budget managers, department administrators, and those who reach out to citizens in all 87 Minnesota counties. In 1980, P&A comprised 6 percent of the employee population at the University, and by 2011, P&A made up 29 percent.

Currently, the P&A Senate works primarily in four areas: benefits and compensation, communications, outreach, and professional development and recognition. As the number of P&A staff continues to grow, so does the P&A Senate.

History of the P&A Classification

The P&A classification was established in 1980 because the existing employment classifications did not adequately accommodate several converging trends at the University in the 1970s and early 1980s. More research was being conducted, and the proposal and reporting requirements were becoming increasingly complicated. Legal mandates, particularly affirmative action, required considerably more administration and new federal programs allowed for expanded University outreach opportunities.

Tasks that had been appropriate for civil service staff no longer seemed appropriate. New positions demanded autonomy, flexible hours, and professional or academic preparation. At the same time, University administrators decided it was unwise to expand tenure to accommodate this new work because of the uncertain financial situation. A dramatic increase in tenured positions was not possible, nor was conferring tenure status on career administrators.

This new class was developed with the understanding that P&As would be able to carry out their administrative and professional duties free from intimidation and political interference. The intent was that all matters relating to P&A fringe benefits, pay, and raises were to be covered by the same policies that applied to the faculty. The drafters of the original P&A policy did not intend to create a class of employees who were vulnerable to nonrenewal. They envisioned probationary appointments leading to continuous appointments. However, they also thought the number of P&As would be fairly limited, and they did not expect the burgeoning number of P&A job titles that have developed at the University over the past two decades.
History of P&A Governance

1980-2002 — ASAC
Shortly after 1980, the Academic Staff Advisory Committee (ASAC) was established to advise the president and administration on P&A needs and concerns. ASAC members, selected by the University president, served in this capacity until the late 1990s when the group decided a more active governing organization was needed.

2002-2011 — CAPA
Reflecting a growing emphasis in governance, ASAC renamed itself the Council of Academic Professionals and Administrators (CAPA) in January 2002. CAPA became an elected body of approximately 50 representatives from each of the colleges, administrative units, and campuses. CAPA also recommended P&As to the University Senate and University committees in order to ensure that P&A concerns and perspectives were considered.

2005-Present — P&A Senators to University Senate
In 2005, the University Senate took the groundbreaking step of including representatives from CAPA and civil service. CAPA elected 23 senators from among its ranks to serve in the University Senate. The CAPA chair and vice chair also serve on the Senate Consultative Committee, which provides them with voting seats in the University Senate. The addition of these “CAPA Senators” gave P&A employees a new voice in University affairs, and led to even greater opportunities for advancement and change.

2011-Present — P&A Senate
In the fall of 2009, with CAPA members now serving in the University Senate, CAPA’s leadership team commissioned a subcommittee to consider changing CAPA to a P&A Senate. Many benefits were identified, chief among them the increased transparency of the relationship of the P&A governance body to other governance bodies at the University, resulting in greater opportunities to participate in University affairs and increasing visibility to those from outside the University. CAPA voted to adopt this change in June 2010, with the change becoming effective July 1, 2011 following approval of the Board of Regents. In addition to CAPA becoming the P&A Senate, its Executive Committee became the P&A Consultative Committee (PACC).

P&A Senate Membership

The P&A Senate is composed of the following voting members:
- elected members of the P&A Senate;
- elected members of the P&A Consultative Committee, if not already elected to the P&A Senate;
- P&A Senate members elected to the University Senate whose terms on the P&A Senate have expired;
- the past chair of the P&A Consultative Committee; and
- P&A serving on P&A, Civil Service, Faculty, Student, and University Senate committees who are not already members of the P&A Senate (serve as ex officio non-voting members).
Resources

Helpful Websites:
- University Senate website: [http://www1.umn.edu/usenate/](http://www1.umn.edu/usenate/)
- P&A Senate website: [http://www1.umn.edu/usenate/pasenate/](http://www1.umn.edu/usenate/pasenate/)
  (This page contains links to the P&A Senate Constitution, Bylaws, Rules, and Operating Manual.)
- Faculty Senate website: [http://www1.umn.edu/usenate/fsenate/](http://www1.umn.edu/usenate/fsenate/)
- Civil Service Senate website: [http://www1.umn.edu/usenate/cssenate/](http://www1.umn.edu/usenate/cssenate/)
- Student Senate website: [http://www1.umn.edu/usenate/ssenate/](http://www1.umn.edu/usenate/ssenate/)
- Organization chart: University Senate

Acronyms

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<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tr>
<td>B&amp;C</td>
<td>benefits and compensation</td>
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<tr>
<td>BAC</td>
<td>Benefits Advisory Committee</td>
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<tr>
<td>CAPA</td>
<td>Council of Academic Professionals and Administrators (now P&amp;A Senate)</td>
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<tr>
<td>CSSS</td>
<td>Civil Service Consultative Committee</td>
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<tr>
<td>FCC</td>
<td>Faculty Consultative Committee</td>
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<td>OUA</td>
<td>Outstanding Unit Award</td>
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<tr>
<td>P&amp;A</td>
<td>professionals and administrators</td>
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<tr>
<td>PACC</td>
<td>Professionals and Administrators Consultative Committee</td>
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<tr>
<td>PD&amp;R</td>
<td>professional development and recognition</td>
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<td>SCC</td>
<td>Senate Consultative Committee</td>
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<td>SCC</td>
<td>Student Senate Consultative Committee</td>
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What Is the Role of a P&A Senator/Alternate?

The role of a P&A senator is to represent the academic professionals and administrators in their unit and collaborate with other University entities to ensure a shared governance of the University of Minnesota. Senators work mainly in four areas: benefits and compensation, communications, outreach, and professional development and recognition.

P&A senators and alternates are elected every spring to fill expired or vacant seats. The term is for three years. Elected P&A senators can also be elected to serve on the University Senate, where they will bring P&A concerns and issues to the table.

P&A alternates may vote in place of the senator if the senator cannot be present. See also P&A Senate Constitution, P&A Senate Bylaws, P&A Senate Rules, Operating Manual.

Time Commitment

Senators must attend the P&A meetings (held at least twice a semester for two hours) and committee meetings (held at the discretion of the committee members), and special meetings if necessary. If a senator cannot attend, they should notify the Clerk and send their alternate. Additional time may be required to conduct committee or subcommittee business. See also Article VII, Section 4 of the Bylaws.
Communication

The P&A Senate meets face-to-face and utilizes ITV connections to the coordinate campuses. It is rare for the full Senate to address issues via e-mail.

The PACC meets face-to-face once monthly. Members on coordinate campuses participate via telephone. Significant business is handled via e-mail.

Committee Membership

P&A senators and alternates must serve on at least one of four committees: Benefits and Compensation, Communications, Outreach, or Professional Development and Recognition. See also Article VIII of the P&A Senate Bylaws, Committee Charges Bylaws, Article VIII of the P&A Senate Rules, and Chapter 4 of the P&A Senate Operating Manual.

Communicating with Constituents

P&A senators should notify their constituents when the minutes are posted online via email. They are also encouraged to email any highlights from meetings that are of particular interest to their unit. Another option is to feature P&A Senate news in your unit’s newsletter or intranet. To find out how to find and contact your constituents, see Appendix 1 of the P&A Senate Operating Manual.

When Your Unit Has More than One Senator

Some larger units are represented by more than one senator. The greatest benefit of serving as one of multiple senators is that the P&A Senate duties can be split among senators, and there are more colleagues with whom to brainstorm. Senators who hold different types of P&A appointments can provide alternate perspectives in representing P&As in their area. This is especially helpful when P&As are spread over multiple buildings or locations.

Senators (and alternates, where appropriate) from multiple-senator units may want to meet before the start of each academic year to discuss who will be responsible for which duties. Occasionally, the senators within the unit are serving different terms. It may be helpful for senators in the middle of their term to meet with the new senator(s) to help them get up to speed on the culture and practices of P&As in their unit, as well as the workings of the P&A Senate.

What Are the Subcommittees of the P&A Senate?

The four subcommittees are Benefits and Compensation, Communication, Outreach, and Professional Development and Recognition. Each P&A senator and alternate is required to serve on one and not more than two P&A Senate subcommittees each year. Senators and alternates who do not choose a subcommittee by the end of September will be assigned to a committee by the Chair. Other P&A are also eligible for subcommittee service without serving in the P&A Senate. Service as a University Senate member may be used to fulfill the subcommittee service requirement but does not preclude a University Senate member from serving on one P&A Senate subcommittee.
Subcommittee Descriptions

- **Benefits and Compensation**: Considers issues and advocates to improve policies related to the benefits and compensation of P&A.
- **Communications**: Enhances the image of P&A by publicizing the work of the P&A Senate and the achievements of P&A to all stakeholders.
- **Outreach**: Promotes representation of P&A personnel within University governance and assists P&A Senate members and alternate members with governance activities within the P&A Senate.
- **Professional Development and Recognition**: Encourages P&A to participate in professional development opportunities and recognizes the contributions of P&A and units that demonstrate exemplary practices with regard to P&A.

Committee and Subcommittee Terms of Service

Appointments to committees and subcommittees are made for terms of one year, beginning July 1 and ending June 30. There is no term limit for P&A Senate committee service. No committee member may serve on more than two committees of the University Senate, the P&A Senate, the Faculty Senate, the Civil Service Senate, and the Student Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives. A member of a committee or subcommittee of the P&A Senate should notify the committee chair of an impending absence.

Committee chairs are elected for one-year terms and may be reelected for no more than three consecutive years. An individual may chair only one committee of the University Senate, the P&A Senate, the Faculty Senate, the Civil Service Senate, and the Student Senate at a time. Terms of chairs begin July 1 and terminate June 30. See also the P&A Senate Bylaws and Article VIII of the P&A Senate Rules.

The Role of a Subcommittee Chair/Co-chair

**Time Commitment and Responsibilities**

The duties of the subcommittee chairs are (1) to organize and hold regular meetings of their respective subcommittees; (2) to assure that their subcommittees carry out the duties within their charges; (3) to assume responsibilities delegated by the P&A Senate chair; (4) to alert the P&A Senate to issues related to their respective areas; and (5) to make regular reports concerning their subcommittees’ activities at P&A Consultative Committee and P&A Senate meetings.

In all, being a subcommittee chair is about an 8-10 hour monthly commitment, which includes subcommittee, P&A Senate, and PACC meetings.

Meetings

The chair coordinates the meeting, sends the agenda (and any relevant materials) ahead of time, and will often take and distribute the minutes. Many committee members attend the monthly meetings in person, but conference calls and Google Hangout are also available.

Communication

The Senate Office keeps subcommittee mailing lists up to date with membership. Chairs may elect to submit items for the P&A Newsletter or send meeting highlights to their P&A Senate constituents.
What Are the Roles of the P&A Senate Chair and Vice-Chair/Chair-Elect?

P&A Senate Chair

The duties of the chair are (1) to be the official spokesperson of the P&A Senate; (2) to set the P&A Senate agenda, to be approved by the P&A Consultative Committee; (3) to serve as the chair of the P&A Senate; (4) to serve as the chair of the P&A Consultative Committee; (5) to serve a as a member of the Senate Consultative Committee; (6) to serve on central University advisory committees as needed, or to delegate P&A for advisory committees; and (7) to organize an annual orientation and retreat. The chair is the tie-breaker on any matters receiving equal votes. The chair is also a voting member of the University Senate.

Time Commitment

The P&A Senate Chair attends the following recurring meetings for 9 hours/month:
- P&A Senate: once monthly, 2 hours + 1 hour planning
- PACC: once monthly, 90 minutes + 1 hour planning
- Senate Consultative Committee (SCC): once monthly, 1 hour
- Senate Business & Rules Committee: once monthly, 30 minutes
- Senate Budget Subcommittee: 1-2 times per year, 2 hours
- University Senate: 2-3 times per semester, 2 hours

The chair further attends the following special meetings for 6 hours/semester:
- Senate Committee Chairs: once per semester, 2 hours
- Interviews with senior administrator position candidates: 3 hours/position
- Various other meetings, as issues arise: approx. 1 hour/month

It is strongly recommended the Chair attend the following meetings for 5 hours/month:
- Regents' Committee on Faculty and Staff Affairs: once monthly, 2 hours
- Board of Regents: once monthly, 3 hours

GRAND TOTAL: 14 hours/ month and 7 hours/semester

PACC Responsibilities

- Schedule meetings with help from Senate Office staff
- Prepare agenda, including identifying and inviting speakers
- Run meetings, keeping to agenda and time constraints
- Guide Senate goal-setting, work plan, and reactions/responses to current issues
- Represent PACC on the Senate Consultative Committee and Senate Business and Rules Committee, and Senate Budget Committee
- Write and submit annual report to the Board of Regents

Vice Chair/Chair-Elect

The duties of the chair-elect are (1) to serve as the vice chair of the P&A Senate; (2) to serve as the vice chair of the P&A Consultative Committee; (3) to serve as the liaison to the Civil Service Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee; (4) to assume the duties of the chair in the event of an absence or incapacity of the chair; (5) to attend the Board of
Regents meetings and report back to the P&A Senate on issues of interest to P&A; (6) to attend meetings of the CIC and report back to the P&A Consultative Committee on issues of interest to P&A; and (7) to assume responsibilities delegated by the chair. The vice chair is also a voting member of the University Senate.

**Time Commitment**
The P&A Senate Chair attends the following recurring meetings for 6.5 hours/month:
- P&A Senate: once monthly, 2 hours
- PACC: once monthly, 90 minutes
- Senate Consultative Committee (SCC): once monthly, 1 hour
- Senate Budget Subcommittee: 1-2 times per year, 2 hours
- University Senate: 2-3 times per semester, 2 hours

The Vice Chair further attends the following special meetings for 4 hours/semester:
- Interviews with senior administrator position candidates: 3 hours/position
- Various other meetings, as issues arise: approx. 1 hour/month

**PACC Responsibilities**
- Attend regular meetings
- Assist Chair with preparation of agenda, including identifying and inviting speakers
- Run meetings in Chair’s absence
- Assist in goal-setting, Senate work plan, and reactions to current issues
- Represent PACC on the Senate Consultative Committee