

P&A Senate Operating Manual

Amended July 9, 2015

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I. P&A SENATE MEMBERS

A. Responsibilities of P&A Senators

In order to ensure that the governance system operates effectively to represent P&A concerns and perspectives, individuals serving as P&A Senators should:

1. Attend all P&A Senate meetings or arrange for an alternate to attend.
2. Review docket materials before P&A Senate meetings and be prepared to discuss and vote on issues presented.
3. Share draft policies and policy amendments with colleagues for discussion before P&A Senate action.
4. Distribute to colleagues in their college information on significant matters before the P&A Senate and solicit P&A views on such issues.
5. Bring to the P&A Senate, or one of its committees/subcommittees, issues of concern to their colleagues.
6. Communicate regularly with governance bodies in their academic units.
7. Serve on one of the P&A Senate Subcommittees.
8. Remember that, while they are elected as delegates from the P&A Senate, “[e]ach member of the University Senate shall represent the University as a whole.”

B. P&A Senate Members and Alternate members in Restructured Units

1. P&A Senate members and alternate members in units that merge:
 - a. If any P&A Senate constituent unit merges with another University unit, the current P&A Senate members from the constituent units shall serve out their terms. Within three years of the merger, the number of P&A Senate members from that unit will return to one through attrition, unless the new unit wishes to have more than one permanent P&A Senate representative seat. In that event, the unit must petition the PACC for additional seats following the process outlined in the Bylaws. The same process shall be followed for P&A Senate alternate members in units that merge.
2. P&A Senate members and alternate members in units that split:
 - a. If any P&A Senate constituent unit splits, the current P&A Senate members and alternate members from the constituent units shall serve out their terms. If the original unit had multiple P&A Senate members/alternate members, the units will select a method for redistributing the current representatives and alternates.
 - b. If any new unit(s) has no representative or no alternate, an open election must be held within three months of the restructuring date.

C. Vacancies and Leaves

1. P&A Senate representative seats that are permanently vacated between annual elections shall be filled for the remainder of that year by appointment, interim election, succession by an alternate representative or other mechanism determined by the relevant voting unit for the remainder of the term. At the end of the vacated term, an election will be held for a representative to serve a full term of three years, beginning July 1 after the election.
2. P&A Senate members who will be on leave or absent from the University shall arrange with their unit to have an alternate replace them at each meeting for which they will be absent.
3. If a P&A Senate representative becomes P&A Senate Chair during their elected term as a representative, they shall have an alternate replace them at each meeting for which they will serve as Chair. If the Chair has time remaining in his/her term after the Chair term ends, he/she is entitled to return to the unit representative seat and finish out the remaining term.

II: P&A SENATE EMAIL LISTS USAGE

The P&A Senate e-mail lists are for P&A Senate business use only. It is accessible by any P&A Senate member, alternate, or senator. The list is to be used to communicate with the P&A Senate membership about P&A Senate issues, announcements relevant to P&As, or questions that P&A Senate members may want to ask of other P&A Senate members.

III: CHANGES TO THE OPERATING MANUAL

Changes in P&A Senate Operating Manual may be proposed to the PACC by any P&A Senate member for action by the P&A Senate and require a majority vote of the P&A Senate.

IV: SUBCOMMITTEE CHARGES

A. BENEFITS AND COMPENSATION SUBCOMMITTEE

The Benefits and Compensation Subcommittee considers issues and advocates to improve policies related to the benefits and compensation of P&A.

Membership

The Benefits and Compensation Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

Duties and Responsibilities

- a. To be informed about benefits and compensation issues for P&A and make recommendations to the P&A Consultative Committee.
- b. To advocate to maintain or achieve levels of salary and benefits that are competitive with comparable markets.
- c. To review and affirm health benefits principles.
- d. To recommend P&A for University committees related to benefits and compensation.
- e. To serve as liaison between those P&A committee members on benefits and compensation committees and the P&A Senate.
- f. To generate and prioritize a list of annual goals and submit an annual report.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.

B. COMMUNICATIONS SUBCOMMITTEE

The Communications Subcommittee enhances the image of P&A by publicizing the work of the P&A Senate and the achievements of P&A to all stakeholders.

Membership

The Communications Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

Duties and Responsibilities

- a. To provide direction for P&A Senate communication activities.
- b. To work with P&A Consultative Committee to represent P&A and the P&A Senate to the media on and off-campus.
- c. To promote P&A and the P&A Senate by facilitating and disseminating newsworthy issues and special events.
- d. To build a strategic identity for the P&A Senate and P&A.
- e. To conduct a bi-annual audit for P&A Senate communication tools.
- f. To generate and prioritize a list of annual goals and submit an annual report.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.
- h. To update the New Employee Orientation (NEO) PowerPoint presentation.
- i. To coordinate with the outreach committee on communications with P&A serving on non-P&A Senate University committees.

C. OUTREACH SUBCOMMITTEE

The Outreach Subcommittee 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.

Membership

The Outreach Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

Duties and Responsibilities

- a. To provide oversight and advise unit level elections of P&A Senate members.
- b. To promote and support development of unit level P&A groups.
- c. To serve as nomination subcommittee for annual election of P&A Senate officers and University Senators representing the P&A Senate.
- d. To promote and build P&A representation within University governance, with focus on un-represented and under-represented units.
- e. To promote and facilitate communication with P&As serving on other University of Minnesota committees regarding issue of importance to the P&A Senate and P&A staff.
- f. To generate and prioritize a list of annual goals and submit an annual written report to the P&A Consultative Committee.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.
- h. To periodically review the P&A Senate Constitution, Bylaws, Rules, Operating Manual, and Welcome Packet and propose changes as needed.

D. PROFESSIONAL DEVELOPMENT AND RECOGNITION SUBCOMMITTEE

The Professional Development and Recognition Subcommittee 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.

Membership

The Professional Development and Recognition Subcommittee shall be composed of at least 5 P&A members, including P&A Senate members, P&A Senate alternate members, and P&A at large.

Duties and Responsibilities

- a. To promote and encourage professional development opportunities for P&A campus-wide.
- b. To recognize the contributions of units that demonstrate exemplary support of P&A through the Outstanding Unit Award.
- c. To recognize contributions of P&A through award nominations and campus-wide announcements.
- d. To promote sharing of best practices regarding P&A professional development.
- e. To advocate for P&A inclusion in existing University award programs and development of new award programs specifically for P&A.
- f. To generate and prioritize a list of annual goals and submit an annual report.
- g. To recommend to the P&A Consultative Committee such actions or policies as it deems appropriate.

APPENDIX I
INSTRUCTIONS FOR CONTACTING CONSTITUENTS

Due to the changes in reports, please contact Becky Hippert (hippe003@umn.edu) to receive a list of your constituents

APPENDIX II - COUNT OF P&As BY UNIT
As of March 2015

P&A Senate Unit with P/A counts		“Area Class or Resource Responsibility Center (RRC)”
Academic Affairs	282	<ul style="list-style-type: none"> • Academic Affairs, Sr. VP (82) • Graduate School (15) • Undergraduate Education (185)
Academic Health Center	251	<ul style="list-style-type: none"> • Academic Health Center-Shared (181) • Health Sciences Administration (70)
Athletics	172	<ul style="list-style-type: none"> • Intercollegiate Athletics
Biological Sciences	93	<ul style="list-style-type: none"> • Biological Sciences, College of
Continuing Education	76	<ul style="list-style-type: none"> • Continuing Education, College of
Dentistry	38	<ul style="list-style-type: none"> • Dentistry, School of
Design	56	<ul style="list-style-type: none"> • Design, College of
Education and Human Development	338	<ul style="list-style-type: none"> • Education & Human Development, College of
Equity and Diversity	70	<ul style="list-style-type: none"> ▪ Equity and Diversity, Office of
Food, Agricultural, and Nat. Resource Sciences	258	<ul style="list-style-type: none"> • Agricultural Experiment Station (1) • Food, Agric, and Nat Res Sci, College of (257)
Global Programs and Strategy Alliance	79	<ul style="list-style-type: none"> ▪ Global Programs/Strategy Alliance, Office of
Human Resources	53	<ul style="list-style-type: none"> • Human Resources, Office of
Information Technology	143	<ul style="list-style-type: none"> ▪ Information Technology, Office of
Law School	62	<ul style="list-style-type: none"> • Law School
Liberal Arts	412	<ul style="list-style-type: none"> • Liberal Arts, College of
Libraries	133	<ul style="list-style-type: none"> • Libraries, University
Management	147	<ul style="list-style-type: none"> • Mgmt, Curtis L Carlson School of
Medical School	369	<ul style="list-style-type: none"> • Medical School – Duluth Campus (15) • Medical School – Twin Cities Campus (354)
Nursing	33	<ul style="list-style-type: none"> • Nursing, School of
Other System-wide Offices	84	<ul style="list-style-type: none"> • University Finance (36) • Controller's Office (38) • Enterprise System Upgrade Program (10)
Pharmacy	75	<ul style="list-style-type: none"> • Pharmacy, College of
President	215	<ul style="list-style-type: none"> • Audits (3) • President, Office of the (17) • General Counsel (23) • Regents, Board of (4) • University Relations, Office of (168)
Public Affairs	44	<ul style="list-style-type: none"> • Humphrey School of Public Affairs
Public Health	163	<ul style="list-style-type: none"> • Public Health, School of
Research	199	<ul style="list-style-type: none"> • Research, Office of the VP for
Science and Engineering	331	<ul style="list-style-type: none"> • Science and Engineering, College of
Student Affairs	178	<ul style="list-style-type: none"> • Boynton Health Service (74) • Student Affairs, Office of (104)
University of Minnesota Extension	256	<ul style="list-style-type: none"> • U of MN Extension
University Services	174	<ul style="list-style-type: none"> • Auxiliary Services (69) • Capital Planning/Project Mgmt (21) • Facilities Management (39) • Public Safety (3) • University Health and Safety (18) • University Services, VP (24)
Veterinary Medicine	152	<ul style="list-style-type: none"> • Veterinary Medicine, College of
University of Minnesota, Crookston	92	<ul style="list-style-type: none"> • All units beginning with UMC [5]
University of Minnesota, Duluth	231	<ul style="list-style-type: none"> • All units beginning with UMD [15]
University of Minnesota, Morris	123	<ul style="list-style-type: none"> • All units beginning with UMM [9]
University of Minnesota, Rochester	53	<ul style="list-style-type: none"> • All Units beginning with UMR [1]

APPENDIX III: GUIDE TO CONDUCTING UNIT ELECTIONS

P&A Senate Members and Alternate Elections

Suggested Process

1. Elections should be held in the time period between April 1 and June 15. P&A's in the unit with 9 month appointments should be invited to participate by e-mail or other remote process.
2. Identify an individual or team to coordinate the election process – someone who does not intend to run in the election.
3. Determine a set of candidates through a nomination process, including self-nominations or nominations by others
 - a) To run, a candidate must be a P&A in the unit who is NOT any of the following:
 - 1) a tenure-track faculty member;
 - 2) appointed for less than 50% time for 9 months;
 - 3) an academic department Chair or Head;
 - 4) a collegiate Dean, Associate Dean or Assistant Dean appointed for more than 25% time.
 - b) Send a letter to initiate nominations (see sample). This letter introduces P&A Senate, describing the role of the representative and asks interested individuals to contact the person organizing the elections, or another specific contact person, by a certain date.
 - c) Verify the interest of the nominated individuals and ask them to submit a paragraph describing themselves and something about why they are interested in representing their academic or administrative unit on the P&A Senate.
4. Send out a ballot (Simply Voting is a system-wide software) to **all** P&A staff in the unit, as determined by the Instructions for Contacting Constituents (Appendix I), containing the candidates' names and descriptions. Do this even if the number of candidates equals the number of positions to be filled, and include a line for write-in votes. Ask people to submit their votes by a specific date to the official contact person.
5. Count the votes to determine who won the election, and who came in second. If you are also electing a P&A Senate alternate, who can fill in for the P&A Senate member when needed, it is most common, and saves time, to declare the top vote-getter the representative, and the person with the second-highest total, the alternate. In case of a tie, the person conducting the election should choose the P&A Senate member by lot.
6. Send the results, including the names and e-mail addresses of the representative and alternate to the P&A Senate staff person Becky Hippert hippe003@umn.edu. Also send a follow-up letter to all unit P&A members, thanking everyone for running and congratulating the new representative (and new alternate, if one is elected).

The selection process varies among units at the University but here is one example –

In March, outgoing senators and alternates who did not plan to run again met and decided on the procedure. One member sent out an email message to P&A members asking for nominations for the P&A Senate member position using the template provided. Later, another member created the on-line ballot with the nominees' names and space for write-.

Even if there is only one candidate, an election should be held. It makes the process more credible. It also makes the candidate, as well as the P&A Senate, more visible to constituents so they are more likely to contact the person concerns and ideas in the future. The act of voting also ensures that P&A members are, hopefully, more invested in the organization representing them.

At the end of the voting period, a member emailed the unit to inform every one of the results of the vote.

Sample Letter to Initiate Nominations for Election Process –

Dear [unit name] P&A Members:

I am writing to inform you of an opportunity to serve on the P&A Senate, a University-wide governance body representing Professional and Academic (P&A) staff. The P&A Senate advises and consults with the President of the University and central administration on the development and implementation of policies and procedures having an impact on the more than 5,400 P&A employees at the University.

For the past [number] years, [name] and [name] filled these roles as senator and alternate. As their terms expire, it is now time to hold another election to fill these seats for three year terms-

With nearly 50 elected P&A members and alternate members from all University units, the P&A Senate is a powerful partner in promoting the University's mission of teaching, research and service, and a strong voice for issues of concern to its P&A constituents. You may review some of the P&A Senate's accomplishments on the [P&A Senate website](#).

The P&A Senate members and alternate members are elected for a three-year term and commit to 1) attending monthly P&A Senate meetings October-May, with an Orientation meeting scheduled for [date and time], and 2) serving on one of four P&A Senate subcommittees by attending its monthly meetings and doing committee work as assigned.

The P&A Senate is an important and active governance group whose recent accomplishments make it an exciting opportunity for someone interested in representing [unit] at the University level. To be eligible to run, you must be a P&A employee in [unit] with an appointment of at least 50% time. A P&A employee could not also hold a faculty position (tenured or tenure-track) or a collegiate dean appointment (including assistant or associate dean) for more than 25% time.

If you are interested in nominating yourself, or know somebody you believe might be interested, please complete the attached form and send it to [email address] by [date]. Ballots will be distributed for an election among P&A members in our unit a few days later. **All** P&As in your unit with an appointment of 50% or greater can vote in the election.

Thank you for your interest in this important position in University governance. Please don't hesitate to call or e-mail me with questions.

Sincerely,

[Contact person, including phone # and e-mail – someone who is not intending to run as a candidate]

Sample Ballot 1

Electronic Ballot - 2013 CFANS P&A Senate Election

Vote for 1 P&A staff to represent CFANS on the P&A Senate

The recipient of the most votes will be the P&A Senator. The runner-up will be the P&A Senate Alternate.

You may select **one** of the following options.

Click on the **view details** link next to each option to view its photo and/or supporting statement.

To write-in your vote, select **Write-in** and then type out your choice.

Linda Eells [\[view details\]](#)

Alexander Kahler [\[view details\]](#)

Steve Roos [\[view details\]](#)

Kristine Igo [\[view details\]](#)

Write-in:

Abstain

Submit Ballot

Continue

Cancel

Sample Ballot 2

Electronic Ballot - 2013 Academic Affairs P&A Senate Election

Following a solicitation to all P&A in the college, one application was received for the senator position and one application was received for the alternate position. These individuals will be elected for a three-year term (2013-16) to represent Academic Affairs in the P&A Senate along with continuing senator Mary Jetter and continuing alternate Jane O'Brien.

Senator

Following is the one applicant for the senator seat.

You may select **one** of the following options.

Click on the **view details** link next to each option to view its photo and/or supporting statement.

To write-in your vote, select **Write-in** and then type out your choice.

Matthew Walters [\[view details\]](#)

Write-in:

Abstain

Alternate

Following is the one applicant for the alternate seat.

You may select **one** of the following options.

Click on the **view details** link next to each option to view its photo and/or supporting statement.

To write-in your vote, select **Write-in** and then type out your choice.

Sandra Ecklein [\[view details\]](#)

Write-in:

Abstain

Submit Ballot