



Community Contribution to Shared Insights: Framework

Purpose

The University of St. Thomas, a Catholic University founded by the Basilian Fathers, values dialogue, encounter, and shared insights as a community. The purpose of this framework and process is to establish an effective means of inclusive contribution by various constituents as appropriate to the collective best interests of the University. The University of St. Thomas Board of Directors is the final authoritative body of the organization for decisions, directly or indirectly, on all matters of governance or related decisions.

The Shared Insights Framework

The diagram below provides a visualization of constituents and their contribution to the process of shared insights. Faculty, staff, and students will contribute insights to question(s) through an Advisory Council (“AC”). Those insights will be considered by the Advisory Council and the AC’s Opinion on the question will issue to the University President who may offer the question and the AC’s Opinion to the University community for comment. After the comment period, the University President will inform the Board of Directors’ Chair of the question, the Advisory Council’s Opinion, the nature of comments, and the University President’s action. Finally, the Board of Directors shall have authority on disposition of the question.

Definitions

Question- an issue, question, policy, or other matter subject to the shared insights process.

Faculty Senate - comprised of all University of St. Thomas faculty members.

Faculty Senate Chair - serves as the leader of the Faculty Senate.

Staff Council - comprised of all University of St. Thomas staff, excluding Faculty Senate members.

Staff Council Chair - serves as leader of the Staff Council.

Student Body - all University of St. Thomas students.

Student Body President - serves as leader of the student body.

University President - University of St. Thomas president.

Advisory Council’s Opinion - the report of the Advisory Council that addresses the question.

Comment Period - a seven (7) day period of time during, which the University of St. Thomas community may offer comment on the question.

Board of Directors’ Chair - the person then serving as chair of the University of St. Thomas Board of Directors.

University President’s action - the discretionary judgment of the University President on the question.

Community Contribution to Shared Insights: Process

The Shared Insights Process

1. Faculty Senate- Serves as a committee of the whole and has the ability to create sub-committees as needed. Faculty Senate membership includes any member of the faculty. Faculty Senate will elect officers. The Faculty Senate chair is elected by the entire faculty.
2. Advisory Council- The Council is made up of four (4) members from the Faculty Senate (Senate Chair and three members); two members from the Staff Council (Staff Council chair and one other person); two students (SGA President and one other student); two members from the Executive Cabinet. President and Chief Legal Counsel serve as ex-officio members.
3. Staff Council- Serves as a committee of the whole and has the ability to create sub-committees as needed. The Staff Council shall elect its officers, including the chair.

4. The generation of policy or modification of the question may start in either group; however, the Advisory Council makes the final recommendation to the President. Each group has thirty (30) days to opine on the question once it is recommended to the Advisory Council. Once policy is generated, the Advisory Council must make a recommendation to the President within 120-days of its origination. After the President receives the recommendation of the Advisory Council, the policy will go out for a 14-day public comment period.

The question may arise from the Faculty Senate, Staff Council, Student Government, Advisory Council, University President, or Board of Directors. The question will then be presented to the Advisory Council. The Advisory Council will present the question for consideration concurrently to the constituent groups: Faculty Senate, Staff Council, Student Government, and the University President. Within fourteen (14) days from the concurrent presentation of the question, each constituent group will respond with insights, advice, and opinions as appropriate on the question to the Advisory Council. If a constituent group fails to provide such insights, advice, and opinions within the fourteen (14) days for responding, the absence of response will be noted in the minutes of the Advisory Council. The Advisory Council shall convene to consider the question and insights, advice, and opinions from the responding constituent groups and issue an Advisory Council Opinion to the University President. (The Advisory Council is the only group to make such a report.) The University President may seek University Community comments during the Community Comment period following receipt of the Advisory Council's Opinion. The University President will then act on the question and inform the Board of Directors' Chair of the question, the Advisory Council's Opinion, the nature of comments, and the University president's action.

Expedited Questions

In some cases, questions may require action more quickly than the process allows. In such instances, the University President may advise the Advisory Council of the question and rationale for an expedited process.

Notwithstanding the above, the President with approval of the Board of Directors is empowered to enact emergency modifications of this faculty policy based on the effects of pandemics, contagion, or any force majeure event, including, war, riots, terrorist attacks, famine, earthquakes, floods, strikes, fire, epidemics, government action, tornado or hurricane, and any event or occurrence that is the subject of a declaration of an emergency or a state of disaster by any state, federal, institutional, or local government entity with authority to declare the same.

Force Majeure. "Force Majeure" shall mean fire, earthquake, flood, act of God, contagion, riots or civil commotions, terrorist attacks, famine, strikes, work stoppages, or other labor disturbances, epidemics, tornado or hurricane, government action (including government shutdown), and any event or occurrence that is the subject of a declaration of an emergency or a state of disaster by any state, federal, institutional, or local government entity with authority to declare the same, war or other act of any foreign nation, power of government, or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond the control of either party.

APPROVED: Board of Directors

Date of Original Formation: 04/27/2010

Revision Number: 4

Revision Date: 06/06/2019

Effective Date: 06/06/2019