University of Minnesota
Civil Service
Seniority Units

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Office of Human Resources
Employee Relations
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Definitions
COLLEGIATE UNITS
**Biological Sciences, College of**

The College of Biological Sciences is a single seniority unit, with the following clarifications.

Two departments are shared by the College of Biological Sciences (CBS) and the Medical School:
- Department of Biochemistry, Molecular Biology and Biophysics
- Department of Genetics, Cell Biology and Development

Civil Service employees in these shared departments, who are associated with a College of Biological Sciences entity number (TCBS), belong to and accrue unit seniority in the CBS seniority unit. Such employees have layoff and bumping rights within the CBS seniority unit.

Civil Service employees in the shared departments, who are associated with a Medical School entity number (TMED), belong to and accrue unit seniority in the designated Medical School seniority unit. Such employees have layoff and bumping right within their respective Medical School seniority unit (see the Medical School seniority unit description for further information).
Carlson School of Management

The Carlson School of Management is a single seniority unit.
Continuing Education College of

The College of Continuing Education is a single seniority unit.
Design, College of

The College of Design is a single seniority unit.
Education and Human Development, College of

Each department within the College of Education and Human Development is its own seniority unit.

Applied Research and Educational Improvement, Center for
College of Education and Human Development, Administration
Curriculum and Instruction, Department of
Early Education and Development, Center for
Educational Psychology, Department of
Family Social Science, Department of
Institute of Child Development
Institute on Community Integration
Kinesiology, School of
Organizational Leadership, Policy, and Development, Department of
Postsecondary Teaching and Learning, Department of
Social Work, School of
Student Services
University of Minnesota Child Care Center
Food, Agricultural and Natural Resource Sciences, College of

Each department within the College of Food, Agricultural, and Natural Resource Sciences is its own seniority unit.

College of Food, Agricultural and Natural Resource Sciences Administration
   Alumni Relations
   Budget and Finance
   Communications
   Development
   Human Resources
   Information Technology and Data Management
   International Ag Programs (includes Minnesota Agricultural Student Trainee – MAST)
   Minnesota Agricultural Experiment Station Administration
   Student Services Office

Agricultural Education
Agronomy and Plant Genetics
Animal Science
Applied Economics
Bell Museum of Natural History
Bioproducts and Biosystems Engineering
Cloquet Forestry Center
Entomology
Fisheries, Wildlife, and Conservation Biology
Food Science and Nutrition
Forest Resources
Horticultural Science
Minnesota Landscape Arboretum
Plant Pathology
Soil, Water, and Climate
Water Resources Center
North Central Research and Outreach Center, Grand Rapids
Northwest Research and Outreach Center, Crookston
Rosemount Research and Outreach Center
Southern Research and Outreach Center, Waseca
Southwest Research and Outreach Center, Lamberton
West Central Research and Outreach Center, Morris
Hubert H Humphrey Institute of Public Affairs

The Hubert H. Humphrey Institute of Public Affairs is a single seniority unit.
College of Science and Engineering

Each department within the College of Science and Engineering is its own seniority unit, exceptions noted below.

Note: Centers not listed are in the seniority unit of their respective departments.

Aerospace Engineering and Mechanics
Astronomy
Biomedical Engineering
Technological Leadership Institute
Charles Babbage Institute
Characterization Facility
Chemical Engineering and Materials Science
Chemistry
Civil Engineering
Computer Science and Engineering
Electrical and Computer Engineering
Geology and Geophysics
History of Science and Technology
CSE Dean's Office
CSE Student Affairs
Industrial Partnership for Research in Interfacial & Materials Engineering (IPRIME)
Institute for Mathematics & Its Applications
Materials Research Science & Engineering Center
Mathematics, School of
Mechanical Engineering
Nanofabrication/Nanostructure Center
Minnesota Geological Survey
Physics
St Anthony Falls Laboratory
Theoretical Physics Institute
University Industry Television for Education (UNITE)
Law School

*The Law School is a single seniority unit.*
Liberal Arts, College of

Each department within the College of Liberal Arts is its own seniority unit.

African American and African Studies
American Indian Studies
American Studies
Anthropology
Art
Art History
Austrian Studies, Center for
Asian Languages and Literatures
Chicano Studies
CLA Admin
   Dean’s Office
   Development and Alumni Relations
   Faculty
   Fiscal Administration
   Human Resources
   Media & Public Relations
   OIT
   Planning
   Research and Graduate Programs
   Student Services
   Undergraduate Programs
Classical and Near Eastern Studies
Communication Studies
Cultural Studies and Comparative Literature
Economics
English
French and Italian
Gender, Women, and Sexuality Studies
Geography
German, Scandinavian, and Dutch
Global Studies, Institute for
History
Institute of Linguistics
Immigration History Research Center
Jewish Studies, Center for
Journalism and Mass Communication
Language Center
Medieval Studies, Center for
Music
Philosophy
Philosophy of Science, MN Center for
Political Science
Psychology
Sociology
Spanish and Portuguese Studies
Speech-Language-Hearing Sciences
Statistics
Theatre Arts and Dance
Writing Studies
Extension

*Minnesota Extension Service has 2 seniority units for non-bargaining unit Civil Service employees.*

**Seniority Unit 1**

**Campus Based Administration**
- Dean’s Office
- Human Resources
- Finance and Planning
- Communications
- Government Relations
- Operations
- Resource Development/Extension Store
- I.T.
- Ag Experiment Station Administration

**Extension Admin Centers/Campus Based**
- Community Vitality
- Youth Development
- Family Development
- Nutrition, Food, and Health
- EFANS

**Seniority Unit 2**

**Field Based Offices**
- Work locations within a 50 mile radius of each other.

**Note:** In the event of a layoff, the employee's bumping rights would be as follows:
To the least senior (based on unit seniority) or probationary employee who is performing essentially the same duties with the same unit and classification within a 50 mile radius of the position being eliminated if no such position exists then to the position within a 50 mile radius defined as per section 12.3.2.2 of the cs rules same class and unit duties aren't essentially the same bumping employee is qualified for the position the employee to be bumped is less senior based on unit seniority than the bumping employee.
Academic Health Center

Dentistry, School of
The School of Dentistry is a single seniority unit.

Duluth School of Medicine
The Duluth School of Medicine is a single seniority unit.

Medical School
Each department within the Medical School is its own seniority unit.

MMF – Minnesota Medical Foundation
MMF is a single seniority unit.

Nursing, School of
The School of Nursing is a single seniority unit.

Pharmacy, College of
The College of Pharmacy is a single seniority unit.

Public Health, School of
The School of Public Health is a single seniority unit.

Senior Vice President, Academic Health Center
The following areas are within the Senior Vice President, Academic Health Center seniority unit:

  AHC Senior Vice President’s Administrative Office (excluding Education and Research)
  AHC AIS
  AHC Communications and Public Relations
  AHC Facilities
  AHC Human Resources

Shared Units, Academic Health Center
The following areas are within the Shared Units, Academic Health Center seniority unit:

  AHC Special Programs
  AHC Office of Education
  Bioethics
Bioinformatics
Bionet
Cancer Center
CTSI – Clinical and Translational Science Institute
Community University Health Care Center
Comparative Medicine
Drug Design Center
Genomics
Infectious Disease Research and Policy
IHI – Institute for Health Informatics
Research Animal Resources
Spirituality and Healing

Veterinary Medicine, College of
Each of these departments within the College of Veterinary Medicine is its own seniority unit:

Veterinary and Biomedical Sciences (VBS)
Veterinary Clinical Sciences (VCS)
Veterinary Population Medicine (VPM)
The Raptor Center (TRC)
Veterinary Diagnostic Laboratory (VDL)
Veterinary Medical Center (VMC)
Academic and Student Affairs (ASA)
CVM Administrative Units (Admin)
**Academic Affairs and Provost, Senior Vice President for**  
*The following areas are within the Sr. VP for Academic Affairs & Provost seniority unit:*

- Senior VP and Provost’s Office  
- Institute on the Environment  
- Office of the Vice Provost for Distributed Education and Instructional Technology  
- Office of the Vice Provost for Faculty and Academic Affairs

**Academic Support Resources**  
*Academic Support Resources is a single seniority unit and includes the following areas:*

- Admissions  
- Classroom Management  
- One Stop Student Services  
- Office of Student Finance

**Alumni Relations**  
*Alumni Relations and University Relations are one seniority unit.*

**Athletics**  
*Athletics is a single seniority unit.*

**Audits**  
*Audits is a single seniority unit.*

**Auxiliary Services**  
*Auxiliary Services departments are considered a single seniority unit.*

- Addressing and Mailing Services  
- Bindery Services  
- Bookstores  
- Campus Mail  
- Concerts and Lectures  
- Equipment Services, Office of  
- Fleet Services  
- Housing and Residential Life  
- Parking and Transportation Services  
- Printing Services  
- U Card Office  
- U Stores  
- University Dining Services

**Board of Regents**  
*The Board of Regents is a single seniority unit.*
Boynton Health Service

Boynton Health service is a single seniority unit.

Budget and Finance

Budget and Finance is a single seniority unit.

Campus Security

The following areas are within the Campus Security seniority unit:

- Environmental Health & Safety
- Building Code Division
- Emergency Management
- Police Department
- Central Security

Controller, Office of the

The Office of the Controller is a single seniority unit.

Development, Office of

Development is a single seniority unit.

Equity and Diversity, Vice Provost for

The following areas are within the seniority unit of the Vice Provost for Equity and Diversity:

- Office of the Vice Provost for Equity and Diversity
- Disability Services
- Equal Opportunity and Affirmative Action
- Gay, Lesbian, Bisexual, Transgender, Ally Programs Office
- Multicultural Center for Academic Excellence
- Office for Diversity in Graduate Education
- Women’s Center

Facilities Management

Facilities Management is a single seniority unit.

General Counsel, Office of the

Office of the General Counsel is a single seniority unit.
Global Programs and Strategy Alliance
The following programs are within the Global Programs and Strategy Alliance seniority unit.

- Center for Advanced Research on Language Acquisition
- China Center
- Confucius Institute
- Learning Abroad Center
- International Student and Scholar Services

Graduate Education, Office of the Vice Provost and Dean for
The Office of the Vice Provost and Dean for Graduate Education is a single seniority unit.

Human Resources, Office of
The Office of Human Resources is a single seniority unit.

Information Technology, Office of
The Office of Information Technology is a single seniority unit.

Investments and Banking, Office of
The Office of Investments and Banking and the Bursar’s office are one seniority unit:

President, Office of the
The Office of the President is a single seniority unit.

Real Estate
Real Estate is a single seniority unit.

Recreational Sports and Student Unions and Activities
The Offices of Recreational Sports and Student Unions and Activities are a single seniority unit.

Scholarly and Cultural Affairs
The following areas are within the Vice President for Scholarly and Cultural Affairs seniority unit.

- Concerts and Lectures
- Institute for Advanced Study
- University Ticketing
- Weisman Art Museum
**Student Affairs**

The following areas are within the Vice Provost for Student Affairs seniority unit:

- Vice Provost for Student Affairs’ Office
- Aurora Center
- Central Career Services
- Parent Program
- St. Paul Campus Career Center
- Student Conduct and Academic Integrity
- Student Conflict Resolution Center
- Student Engagement
- Student Legal Services
- Student Parent Help Center
- University Counseling and Consulting Services

**System Academic Administration**

The following areas are within the Sr. VP for System Academic Administration seniority unit:

- Sr. VP System Academic Administration Office
- Business and Community Economic Development
- Center for Transportation Studies (CTS)
- Center for Urban and Regional Affairs (CURA)
- College Readiness Consortium
- Conflict Resolution
- Interdisciplinary Center for the Study of Global Change
- Planning and Analysis
- Institutional Research
- Measurement Services
- Space Management
- Public Engagement
- UMore Park Academic Initiatives
- Urban Research and Outreach/Engagement Center (UROC)

**Undergraduate Education, Vice Provost for**

The following areas are within the seniority unit of the Vice Provost for Undergraduate Education

- Vice Provost and Dean’s Office
- Admissions
- McNamara Academic Center for Student Athletes
- Orientation and First Year Programs
- ROTC
- SMART Learning Commons
- University Honors Program
- UROP

**University Libraries**

University Libraries is a single seniority unit.
University Relations
University Relations and Alumni Relations are one seniority unit.

University Senate
University Senate is a single seniority unit.

University Services, Vice President
The following areas are within the VP, University Services seniority unit:

- Office of the VP, University Services
- University Services – Human Resources
- University Services – Finance
- University Services – Information Services
Research

OVPR - IT
OVPR - IT is a single seniority unit.

Hormel Institute
The Hormel Institute is a single seniority unit.

Office for Technology Commercialization – Venture Center
The OTC – Venture Center is a single seniority unit.

Human Research Protection Programs
HRPP is a single seniority unit.

Sponsored Project Administration
Sponsored Project Administration is a single seniority unit.

Office of Animal Welfare
OAW is a single seniority unit.

University Press
The University Press is a single seniority unit.

The Minnesota Population Center
The MPC is a single seniority unit.

The Minnesota Supercomputer Institute
The MSI is a single seniority unit.

OVPR - Central
OVPR - Central is a single seniority unit.
COORDINATE CAMPUSSES
Crookston

*Crookston Campus is a single seniority unit.*
Duluth

The information provided below indicates the four Civil Service Seniority units for the UMD campus. If a layoff occurs, bumping rights as described in Civil Service Rule 12 will be based on Unit Seniority.

VICE CHANCELLOR FOR ACADEMIC ADMINISTRATION (VCAA)

Academic Administration

Academic Administration, Vice Chancellor
International Education
Sea Grant Program

Business and Economics, Labovitz School of

Business and Economics Administration
Accounting
Economic Development, Center for
Business and Economics Research
Economics
Economic Education, Center for
Finance and Management Information Sciences
Management Studies
Marketing
Business Administration Program, Master of

Continuing Education

Education and Human Service Professions

Instructional Development
Education Administration
Education Student Affairs, College of
Communication Sciences and Disorders
Health, Physical Education and Recreation
Education
Psychology
Social Work, Department of
American Indian Learning Resource Center
Children’s Place

Fine Arts, School of

Fine Arts, Administration
Art and Design
Music
Music Organizations
Theatre
Theatre Productions
Marshall Performing Arts
Tweed Museum of Art
Glensheen
Weber Music Hall
Fine Arts Academy
Fine Arts Museum Shops

Information Services

ITSS

Library

Library and Learning Resource Services

Liberal Arts, College of

Liberal Arts, Administration
American Indian Studies
Communication
English
Foreign Language and Literature
Geography
History
Alworth Institute
Master of Advocacy and Political Leadership
Philosophy
Political Science
Sociology-Anthropology
Upward Bound/Vision Quest
Women’s Studies
Writing Studies

Science and Engineering, Swenson College of

Science and Engineering Administration
Large Lakes Observatory
Aerospace Studies
Biology
Chemical Engineering
Chemistry and Biochemistry
Electrical and Computer Engineering
Computer Science
Geological Sciences
Mechanical and Industrial Engineering
Mathematics and Statistics
Civil Engineering
Physics
Duluth School of Medicine

Medicine Admin, School of
Biomedical Anatomy
Behavioral Sciences
Biochemistry and Molecular Biology
Family Medicine
Family Practice Center
Medical Microbiology and Immunology
Pathology and Laboratory Medicine
Pharmacology
Medical and Molecular Physiology
American Indian and Minority Health, Center of
Animal Services

Pharmacy, University of Minnesota Duluth, School of

Natural Resources Research Institute (NRRI)

VICE CHANCELLOR FOR ACADEMIC SUPPORT AND STUDENT LIFE (VCASSL)

Academic Support and Student Life

Academic Support Program, Vice Chancellor
Career Services
Supportive Services
Admissions
Disability Resources
Financial Aid/Registrar
Cultural Diversity
First Year Experience
Health Services
Knowledge Management Center
Kirby Student Center
RSOP
Student Community Standards

VICE CHANCELLOR FOR FINANCE AND OPERATIONS (VCFO)

Finance & Operations

Finance and Operations, Vice Chancellor
Accounting Records and Services
Campus Police
Human Resources
Office of Equal Opportunity

Auxiliary Services

Bookstore
Food Services
Housing
Burntside Hall
Griggs Hall
Lake Superior Hall
Parking Services
Printing and Graphic Arts

Facilities Management

Maintenance and Operation Supervisor Services
Repairs Maintenance
Custodial
Mechanic Repair Operator
Electrical Repair Maintenance
Campus Maintenance
Heat

CHANCELLOR’S OFFICE (Includes Vice Chancellor for University Relations) (VCUR)

Chancellor's Office

Chancellor, Office of the
Vice Chancellor for University Relations, Office of
Development, Office of
University Relations
KUMD
Intercollegiate Athletics
  Athletics
  Women’s Athletics
Morris

*Morris Campus is a single seniority unit.

*Note: The College of Continuing Education - Morris Campus has seniority to the College of Continuing Education in the Twin Cities, not at the Morris Campus.
Rochester

The University of Minnesota, Rochester campus is a single seniority unit.
**Definitions**  
(Civil Service Rules, April 1999)

**Administrative Unit** – Any administrative, department, collegiate, campus, or central unit.

**Classification Seniority** – Classification seniority shall mean length of service (total paid straight-time hours) in a particular classification; an employee accumulates and retains classification seniority in each of the classes in which the employee has worked. Classification seniority for continuing appointments shall be acquired only after the completion of the probationary period in each classification, but shall begin at the date of entry into each classification. Classification seniority for temporary appointments shall be acquired only after the completion of more than one calendar year of service in a 50 percent time or more appointment within the same classification, within the same administrative unit but shall begin at the date of entry into the classification.

**Seniority Credit** - Credit given in personnel processes to the length of service of an employee in a particular kind of work in a specific seniority unit, determined and granted in the manner established by these Rules.

**Seniority Unit** - The unit in which employees earn seniority. This can be a department, a group of departments, an administrative unit, a college, or an entire campus. Seniority units are determined at the collegiate or vice presidential level, with the approval of the Vice President.

**Unit Seniority** - Unit seniority shall mean cumulative length of service (total paid straight-time work hours) in all classifications held within a unit by an employee; an employee retains unit seniority in each of the units in which the employee has worked. For an employee who is hired into a continuing appointment, seniority shall be acquired only after the completion of the probationary period, but shall begin at the date of entry into the class in the unit. For an employee who is hired into a temporary appointment, unit seniority shall be acquired only after the completion of three calendar years of service in a 50 percent time or more appointment, within the same position, including reclassifications of that position, within the same administrative unit (see Rule 6, Section 6). Unit seniority shall begin on the first day after the three-year anniversary and is not retroactive to the date of entry into the class.