

## **FACULTY HANDBOOK**

### **FACULTY GOVERNANCE**

#### **FACULTY PARTICIPATION ON GOVERNANCE**

Within general University norms and specific regulations of the Board of Trustees and the University President, faculty members participate in governance on an institution-wide basis and in the particular academic units with which they are affiliated.

Faculty initiative and participation in governance are a vital part of the academic life. Moreover, the general wellbeing of the University is dependent on the time and talents the faculty contribute in the roles of decision makers and consultants.

Faculty participate in all areas of University governance. They have primary responsibilities over academic and scholarly activities, faculty personnel matters, and education interests and policies. They have participatory or advisory responsibilities in other areas.

Full-time faculty members are expected to participate responsibly in governance as a normal faculty obligation. Consequently, only for sufficiently serious reasons may they refuse appointments or active service on various committees or in their departments. Part-time faculty members may be invited to participate in certain governance processes to the extent that their time and other responsibilities permit.

As a general rule, full-time faculty members are entitled to participate and vote in decisions made in the academic departments, schools, and colleges with which they are affiliated. Some matters before a department, school, or college such as promotion or tenure, may be restricted to the deliberation of a limited number of faculty. In those colleges having a large number of faculty, as well as in institution-wide organizations such

as the Faculty Council, faculty members are entitled to choose representatives with voting rights.

#### **Faculty Council**

The faculty is vested with primary governance responsibility for academic and scholarly activities and faculty personnel matters within the University. In addition, the faculty have participatory or advisory responsibilities for many other University-wide issues.

The authority of the University faculty to carry out its responsibilities is delegated to the Faculty Council. The structure and responsibilities of the Faculty Council are more fully described in "A Governance Structure for Faculty, DePaul University."

#### **Governance Structure**

The faculty of DePaul University shall bear its share of responsibility of shared governance according to the following principles:

1. DePaul University is a community sharing a common interest in the welfare of the institution.
2. DePaul is a University community which has adopted this country's tradition of collegial governance. The University's own philosophy encourages faculty and staff to be concerned with University-wide issues, to prevent barriers from separating different divisions of the University, and otherwise to work for a type of unity that the term "community" implies.
3. As a corporation, the University has a formal structure of governance described principally in its Charter and Bylaws. The latter document assigns certain responsibilities and authority to the Board of Trustees and to particular officers of the University, but it assumes that much of the authority will be shared by a process

of delegation.

4. For the University to be well governed, the diverse interests and perspectives of faculty, staff, students, and administration must be considered and incorporated in a timely fashion in the decision making processes of the institution.

5. By tradition and by training, the faculty are expected to make judgments about the academic integrity of curriculum and the professional requirements of faculty status. Therefore, curriculum, academic programs and faculty status questions shall be considered primary responsibilities of the faculty. It is understood that in order to carry out these responsibilities, the faculty will work closely with the academic administrators and the officers of the University. They will also seek the advice of students, part-time faculty, and staff. While the President and the Board of Trustees have the authority to reverse the decision of the faculty regarding their primary responsibilities, it is expected that they would do so only in exceptional circumstances, and would communicate the reasons to the faculty.

6. Faculty governance regarding academic programs, curriculum, and faculty status regularly takes place through departments, programs, colleges, and schools. Primary governance within these bodies shall continue as in the past to reside within these bodies themselves.

7. Some institutional mechanism is required for the University faculty to make decisions on all educational matters and policies regarding faculty status which concern more than one college or school or which are otherwise of general interest.

8. Needed, too, is a mechanism for the University faculty to make recommendations to the President regarding matters outside the primary responsibilities of the faculty.

The Faculty Council has been established to assure full and equal participation of faculty in

University governances.

### **Primary Responsibilities of the Faculty**

The faculty is vested with primary governance responsibility of academic and scholarly activities and faculty personnel matters within the University including the following:

1. Curriculum matters, including establishment, dissolution, and substantial changes of degree programs; and the reorganization of the general University academic structure;
2. Academic freedom, including rights and responsibilities;
3. Standards and procedures concerning faculty promotion, tenure, appointments, retention and performance;
4. Adjudication of grievance and disputes in all matters involving faculty members;
5. Standards and procedures concerning instruction;
6. Regulations regarding attendance, examinations, grading, scholastic standing, honors, and general admission and graduation standards;
7. Matters pertaining to research, scholarly, and creative activities;
8. Academic principles underlying the academic calendar;
9. In general, any educational interests and policies.

### **Participatory Responsibilities**

The faculty will advise or otherwise participate regularly with the administration and other appropriate bodies in University matters including the following:

1. Establishment of University priorities;
2. Formulation of policy with regard to allocation and utilization of the University's human, physical, and fiscal resources and the principles underlying the development of the budget;
3. Oversight of administrators, establishment or dissolution of administrative offices, and major changes in administrative structure;
4. Establishment of policies for the regulation of intercollegiate athletics;
5. Recommendation of candidates for honorary degrees;
6. Other matters inseparably associated with traditional faculty responsibilities;
7. The establishment or elimination of colleges, schools or departments;
8. Conducting of commencement exercises and honors convocations;
9. Any matter of interest to the faculty or pertaining to the University and its purpose.

### **The Faculty Council and Its Delegated Authority**

The authority of the University faculty to carry out its responsibilities for University-wide issues is delegated to the Faculty Council except that a meeting of the Council of the Whole (University Faculty) shall be held at the call of the President, the Executive Vice President for Academic Affairs, the Faculty Council, or on the written petition to the Faculty Council by at least fifty full-time members of the University Faculty.

For the purposes of this Council's representation, the regular full-time faculty of the University

consists of all full-time instructors, legal writing instructors, assistant professors, associate professors, and professors and excludes the President, the Executive Vice President for Academic Affairs, the Vice Presidents of the University, the Deans of the Colleges or Schools, and other faculty members whose roles in the judgment of the President of the Faculty Council, are predominantly administrative.

### **Members of the Faculty Council**

The Council shall include twenty-one (21) full-time faculty members (five from the College of Commerce, two from the School of Education, two from the Theatre School, two from the College of Law, six from the College of Liberal Arts and Sciences, two from the School of Music, and two from the School for New Learning) elected by the full-time faculty of the various schools and colleges respectively.

Council members shall hold office for three years with staggered terms so that one-third of the membership is eligible for election each year. The office of Council member shall become vacant on incapacity or resignation or the absence of a council member from the meeting of the Council for four consecutive months. The college dean shall call a special election to fill an existing vacancy.

The full-time faculty shall elect eleven (11) faculty members to serve as alternate members of the Council (three from the College of Commerce, one from the School of Education, one from the Theatre School, one from the College of Law, three from the College of Liberal Arts and Sciences, one from the School of Music, and one from the School for New Learning).

Alternate members shall hold office for one year terms. In the event of an anticipated absence of a council member from a Council meeting, the council member shall designate an alternate to participate in his/her stead with full right of a Council member.

The Council shall elect a President as presiding officer and a Secretary from among its members.

### **Meetings of the Council**

The Council shall meet on the first Wednesday of each month during the academic year (September through June, inclusively), and as needed at the call of the President of the University, Executive Vice President for Academic Affairs, the President of the Council or at the call of the majority of the Council members.

Minutes of each meeting shall be sent promptly by the Council Secretary to all full-time faculty members.

At least five days before each meeting, the Council Secretary shall send to Council members copies of the notice of every meeting of the Council, together with documents pertaining to the agenda of the meeting, including the text of any proposed legislation.

### **Notice to the Faculty of Council Meetings**

The Council Secretary shall send notice and agenda of each meeting of the Council for posting to each college, department, or other appropriate academic unit of the University, together with documents pertaining to the agenda of the meeting, including the text of any proposed legislation.

### **Conduct of Meetings**

Eleven members of the Faculty Council shall constitute a quorum of the Council. Decisions are to be made by majority vote of the Council members present, provided that the votes in favor of a resolution shall number at least eight.

All faculty members may attend meetings of the Council, excluding Executive sessions. Chairs of committees of the Faculty Council may offer motions and speak on behalf of their committees.

The Council may by decision of the President or by a majority of the Council members present permit other persons not Faculty Council members to speak on agenda items.

An executive session may be called by the President at his/her discretion which may be overruled by a majority of the Faculty Council members present. Sessions dealing with matters involving the right to privacy of individuals normally shall be executive sessions. Executive sessions may be used for obtaining of information and for deliberation; but final policy decisions shall be made in open Faculty Council meetings.

### **Communication of Decisions**

All decisions and recommendations of the Faculty Council shall be forwarded to the President of the University for the President's approval.

In the event the President of the University disapproves any decision or recommendation of the Faculty Council, the President shall communicate his/her reasons to the Faculty Council.

### **Responsibility to the Faculty**

The Council shall regularly send a summary of its actions to the Executive Vice President for Academic Affairs, each college, department, or to his/her academic unit for posting. At the request of a majority, but no fewer than eight of the Council members present, any matter must be submitted to the faculty for consideration. The Council shall establish the manner by which the faculty shall vote by mail or otherwise on any such matter. A vote by the majority of the full-time faculty members of the University shall be binding on the Faculty Council.

### **Conduct of Meetings of the Council of the Whole**

Seventy five full-time faculty members shall constitute a quorum of the Council of the Whole. Meetings of the Council of the Whole shall be

chaired by the President of the Faculty Council. Decisions of the Council of the Whole shall be made by a majority of the members present subject to ratification by a vote of the majority of the full-time faculty members in a special mail ballot.

### **Committees of the Faculty Council**

The Faculty Council is empowered to establish committees of the Faculty Council. The Faculty Council appoints the members of the Committee on Committees.

Any member of the University, whether or not a member of the Faculty Council, shall be eligible to serve on any committee or subcommittee. The terms of office of members of the committees shall be as prescribed by the Faculty Council. In the case of standing committees, the terms of office shall normally be staggered to permit a reasonable degree of continuity.

In the case of ad hoc committees, the duration of such committees shall be as prescribed by the Faculty Council. Any standing or ad hoc committee which fails to meet, and does not otherwise act or file a report, for a period of one academic year, shall be discontinued automatically.

Each committee of the Faculty Council shall select its own chair. With the approval of the Committee on Committees, each Committee may appoint subcommittees from its own members or from among other members of the full-time and part-time faculty and such members of the administration, staff, and students as shall be helpful in its deliberations.

### **General Duties of Committees**

Committees shall recommend policy and change in policy in their areas of responsibility to the Faculty Council.

They shall receive and consider proposals in their areas of responsibility from the Faculty Council, the administration, Student Association, staff, etc., and present their recommendations to the Faculty Council. In their deliberations the committees and subcommittees shall seek advice, information, or materials from other members of the University community.

They shall review annually sections of the Faculty Handbook pertaining to their areas of concern and make recommendations for revision.

They shall meet frequently and maintain close liaison with appropriate committees and groups established by the academic units, the Student Association, the Staff Council, and other University constituencies.

### **University Committees with Faculty Representation**

University committees dealing with matters in which the faculty have governance responsibility or interest shall have faculty representation. Faculty representatives on such committees shall be responsive to the Faculty Council to the extent appropriate.

University Boards and Committees which report directly to the President or other officers of the University shall be subject to the policies of the Faculty Council and to review by the Faculty Council to the extent that these Boards or Committees deal in areas of primary responsibility of the faculty.

### **Amendment of Faculty Council Governance Structure**

The Faculty Council Governance Structure may be amended in either of two ways:

1. By the affirmative vote of thirteen (13) members of the Faculty Council; or
2. By submission of a proposed amendment

over the signature of fifty full-time faculty members to the full-time faculty as a whole for ratification.

The amendment is approved if at least two-thirds of the faculty members casting ballots vote in favor of the amendment and if a majority of the full-time faculty cast ballots.

## **COMMITTEES OF THE FACULTY COUNCIL**

Currently, the Faculty Council has eight standing committees:

### **Agenda Committee**

Purpose: Serve as a liaison between the Faculty Council and the President of the University, the Executive Vice President for Academic Affairs, and the Dean's Council in order to facilitate communication on a regular basis.

### **Calendar Committee**

Purpose: Design the University's academic calendar and recommend policies regarding the academic calendar.

### **Committee on Academic Policies**

Purpose: Review and recommend academic policies in the areas of academic standards, academic support systems and enrollment management, including admissions and financial aid.

### **Committee on Awards**

Purpose: Nominate to the President recipients of the Via Sapientiae and other University awards as requested by the President.

### **Committee on Committees**

Purpose: Recommend faculty for appointments to Faculty Council committees and to University-wide committees and boards; conduct annual

elections of the Faculty Council.

Faculty are represented on the following University committees and boards:

- ◆ Academic Affairs Committee - Board of Trustees;
- ◆ All-University Computer Users' Committee;
- ◆ All-University Judicial Board;
- ◆ Benefits Committee;
- ◆ Faculty Grievance and Appeals Panel;
- ◆ Quality of Instruction Council;
- ◆ Strategic Resource Allocation Committee;
- ◆ Student Speakers Committee;
- ◆ Tuition Pricing Committee;
- ◆ University Athletic Board;
- ◆ University Benefits Committee;
- ◆ University Board on Faculty Promotion and Tenure;
- ◆ University Promotion and Tenure Policy Committee;
- ◆ University Research Council; and
- ◆ University-Wide Library Committee.

### **Committee on Curriculum and Programs**

Purpose: Initiate and/or approve proposals for major changes in the curriculum of the University, especially new programs and altered degree requirements for established programs.

### **Committee on the Status of the Faculty**

Purpose: Propose and review policies and procedures relating to faculty appointment, promotion, tenure, retirement, separation, and conditions of full-time and part-time employment including salary levels, fringe benefits, leaves, consultations and interdepartmental compensation.

### **Faculty Budget Committee**

Purpose: Serve as liaison between the Faculty Council and the faculty members of the University Budget Committee, provide assistance to

those members, and help specify faculty priorities in the budgeting process.