

1 **CHAPTER 1. FACULTY GOVERNANCE AND PARTICIPATION IN**
2 **GOVERNANCE**
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CHAPTER 1. FACULTY GOVERNANCE AND PARTICIPATION IN GOVERNANCE

1.1 Principles of 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 academic life. Moreover, the general well-being 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 who are not on special appointment are expected to participate 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 and full-time faculty members on special appointment 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 and tenure, may be restricted to the deliberation of a limited number of faculty.

1.2 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 by 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.

- 1 4. For the university to be well governed, the diverse interests and perspectives of faculty, staff,
2 students, and administration must be considered and incorporated in a timely fashion in the
3 decision making processes of the institution.
- 4 5. By tradition and training, the faculty are expected to make judgments about the academic
5 integrity of the curriculum and the professional requirements of faculty status. Therefore,
6 curriculum, academic programs, and faculty status questions shall be considered primary
7 responsibilities of the faculty. It is understood that in order to carry out these responsibilities, the
8 faculty will work closely with the academic administrators and the officers of the university.
9 They will also seek the advice of students, part-time faculty, and staff. While the President and
10 the Board of Trustees have the authority to reverse the decision of the faculty regarding their
11 primary responsibilities, it is expected that they would do so only in exceptional circumstances
12 and would communicate the reasons to the faculty.
- 13 6. Faculty governance regarding academic programs, curriculum, and faculty status regularly takes
14 place through departments, programs, colleges, and schools. Primary governance of those bodies
15 shall reside within the bodies. Some institutional mechanism is required for university faculty to
16 make decisions on all educational matters and policies regarding faculty status which concern
17 more than one college or school or which are otherwise of general interest.
- 18 7. Needed, too, is a mechanism for the university faculty to make recommendations to the president
19 and the provost regarding matters outside the primary responsibilities of the faculty.

20 The Faculty Council has been established to ensure full and equal participation of faculty in university
21 governance.

22 23 ***1.2.1 Primary Responsibilities of the Faculty***

24
25 The faculty is vested with primary governance responsibility of academic and scholarly activities and
26 faculty personnel matters within the university, including the following:

- 27
28 1. Curriculum matters, including establishment, dissolution, and substantial changes of degree
29 programs; and reorganization of the general university academic structure.
- 30 2. Academic freedom, including rights and responsibilities.
- 31 3. Standards and procedures concerning faculty promotion, tenure, appointments, retention, and
32 performance.
- 33 4. Adjudication of grievance and disputes in all matters involving a faculty member or members.
- 34 5. Standards and procedures concerning instruction.
- 35 6. Regulations regarding attendance, examinations, grading, scholastic standing, honors, and general
36 admission and graduation standards.
- 37 7. Matters pertaining to research, and to scholarly and creative activities.
- 38 8. Academic principles underlying the academic calendar.
- 39 9. In general, any educational interests and policies.

40 41 ***1.2.2 Participatory Responsibilities***

42
43 The faculty will advise or otherwise participate regularly with the administration and other appropriate
44 bodies in university matters including the following:

- 1
- 2 1. Establishment of university priorities.
- 3 2. Formulation of policy with regard to allocation and utilization of the university's human, physical
- 4 and fiscal resources and the principles underlying the development of the budget.
- 5 3. Oversight of administrators, establishment or dissolution of administrative offices, and major
- 6 changes in administrative structure.
- 7 4. Establishment of policies for the regulation of inter-collegiate athletes.
- 8 5. Recommendation of candidates for honorary degrees.
- 9 6. The establishment or elimination of colleges, schools, or local academic unit.
- 10 7. Conducting of commencement exercises and honors convocations.
- 11 8. Other matters inseparably associated with traditional faculty responsibilities.
- 12 9. Any matters of interest to the faculty or pertaining to the university and its purpose.
- 13

14 **1.3 The Faculty Council and Its Delegated Authority**

- 15

16 The authority of the faculty to carry out its responsibilities for university-wide issues is delegated to the
17 Faculty Council, except when a meeting of the Council of the Whole is held at the call of the university
18 president, the provost, the Faculty Council, or on written petition to the Faculty Council by at least fifty
19 full-time members of the faculty.

- 20

21 For the purposes of this Council's representation, the university's regular full-time faculty consists of all
22 tenure-line and term faculty and excludes the president, the provost, the university's vice presidents, the
23 deans of the colleges or schools, and other faculty members whose roles in the judgment of the President
24 of the Faculty Council, are predominantly administrative.

- 25

26 ***1.3.1 Members of the Faculty Council***

- 27

28 All full-time faculty shall have representation on Faculty Council through voting representatives elected
29 at the college level; all adjunct faculty shall have representation on Faculty Council through a voting
30 adjunct faculty member, appointed from and by the current membership of the Adjunct Faculty Advisory
31 Committee (AFAC, formerly, the Workplace Environment Committee [WEC]). The adjunct faculty
32 representative, appointed by the AFAC, may vote on all issues before the Council except for matters
33 related to tenure-line faculty promotion and tenure. The overall size of Faculty Council, the number of
34 seats for members and alternates, and the distribution of those seats by college shall be determined by
35 Faculty Council according to its bylaws.

- 36

37 Members shall be elected by the full-time faculty of the various colleges and schools respectively. The
38 term for a regularly elected member of Faculty Council shall be from July 1st of the calendar year in
39 which he or she is elected until June 30th of the calendar year in which his or her term expires. Each
40 calendar year, unit elections for the regular seats and alternate seats held by members whose terms expire
41 in that year shall take place on or after April 1st and at least two weeks prior to the June Faculty Council
42 meeting so that the results can be reported to the chair of the Committee on Committees for presentation
43 at the June meeting of the Council. Members elected at that time shall begin their terms on July 1st of that
44 year.

1
2 Council members shall hold office for three years with staggered terms so that one-third of the
3 membership is eligible for election each year. The office of a Council member shall become vacant on
4 incapacity, resignation, or the absence of said council member from the meeting of the Council for four
5 consecutive months. The college dean shall call a special election to fill an existing vacancy.

6
7 Alternate members shall hold office for one-year terms. In the event of an anticipated absence of a
8 council member from a Council meeting, the council member shall designate an alternate to participate in
9 his/her stead with full rights of a Council member.

10
11 The Faculty Council Committee on Committees shall review the composition of Faculty Council
12 membership by February 29th of every leap year and make a recommendation to Faculty Council during
13 the subsequent March meeting to maintain or adjust the composition of membership to take effect for the
14 coming academic year.

15
16 ***1.3.2 Officers of the Faculty Council***

17
18 The Council shall elect a president as presiding officer, a vice president, a secretary, and communication
19 officer from among its elected members. These officers may be from any school or college. An
20 additional officer shall be the chair of the Committee on Committees, who shall be elected from among
21 the COC members themselves, subject to the approval of Council.

22
23 The Council president shall represent Council in university business that Council deems appropriate. She
24 or he shall call the monthly meetings of Council, preside over Faculty Council Executive Committee
25 meetings, and otherwise organize the business of Council in consultation with the other officers. The
26 Council president does not vote on Council resolutions except to break a tie vote or to create a tie vote. In
27 the case of secret ballot, the president may vote on all matters on the secret ballot.

28
29 The vice president shall represent Council in university business deemed appropriate or in instances in
30 which the president is unable to attend. The vice president shall be the working liaison between Council
31 and specific standing committees as designated by the president and shall organize the Faculty Council
32 Executive Committee meetings.

33
34 The secretary shall keep the minutes at the Council meetings; schedule, send notice to attend, and
35 distribute materials for meetings; maintain the archival records of Council; and report findings or
36 decisions of Council to the appropriate administrative bodies for action.

37
38 The communication officer shall exercise communication between Faculty Council and Faculty, monitor
39 and update the Faculty Council website, and assist the Council secretary when needed.

40
41 The chair of the Committee on Committees shall organize the appointment of faculty (subject to
42 Council's approval) to all faculty slots on university and Council committees. She or he shall maintain
43 the records of current and previous faculty appointments, oversee the process of Council elections in the

1 various colleges, and perform other organizational duties as designated by the president and the Faculty
2 Council Executive Committee.

3
4 The duties of Faculty Council officers are further specified in Faculty Council's bylaws.

5
6 The president, vice president, secretary, and communication officer of the Council shall be elected at each
7 June meeting. It is not precluded, but it is also not an assumption, that the vice president will necessarily
8 succeed the president. Terms for all officers are one year, subject to re-election. The president and vice
9 president must collectively represent at least two (2) colleges or schools. There shall be no more than two
10 (2) representatives from the same college among the five Faculty Council officers. Should any officer be
11 unable to fulfill her or his term, the Committee on Committees shall determine by next Council meeting a
12 proper process for succession.

13 14 ***1.3.3 Meetings of the Council***

15
16 The Council shall generally meet on the first Wednesday of each month during the academic year
17 (September through June, inclusively), and as needed at the call of the president of the university, the
18 provost, the Faculty Council president, or at the call of the majority of the Council members. Minutes of
19 each meeting shall be posted promptly on the FC website by the Council secretary.

20
21 At least five days before every meeting, the Council secretary shall send to Council members notice of the
22 forthcoming Council meeting, together with documents pertaining to the agenda of the meeting, including
23 the text of any proposed legislation.

24 25 ***1.3.4 Notice to the Faculty of Council Meetings***

26
27 The Council secretary shall post to Council's website and send notice and agenda of each meeting of the
28 Council to all faculty members, together with documents pertaining to the agenda of the meeting,
29 including the text of any proposed legislation.

30 31 ***1.3.5 Conduct of Meetings***

32
33 The presence of 50% or more of the voting eligible members of the Faculty Council shall constitute a
34 quorum of the Council.

35
36 Decisions are to be made by majority vote of the Council members present, provided that the votes in
37 favor of a resolution shall number more than one-third of the voting eligible members.

38
39 All faculty members may attend meetings of the Council, excluding executive sessions. Chairs of
40 committees of the Faculty Council may offer motions and speak on behalf of their committees.

41
42 The Council may, by decision of the president or a majority of the Council members present, permit other
43 persons not on the Council to speak on agenda items.

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

6 7 **1.3.6 Communication of Decisions**

8
9 All decisions and recommendations of the Faculty Council shall be forwarded to the president of the
10 university (or the provost as designee) for approval.

11
12 In the event the president of the university (or the provost as designee) disapproves any Faculty Council
13 decision or recommendation, the president (or provost as designee) shall communicate the reasons to the
14 Faculty Council.

15 16 **1.3.7 Responsibility to the Faculty**

17
18 The Council secretary shall regularly send a summary of Council's actions to the provost and post to
19 Council's website all records of actions and responses from the university president (or provost as
20 designee).

21
22 The Council communication officer shall regularly send communiques to all faculty keeping them
23 informed on the Council's actions and discussions, send updates from the Council's officers, manage and
24 update the Council website that serves as the communication hub for all faculty.

25
26 At the request of a majority of voting members present at a Faculty Council meeting, but no fewer than
27 one-third of Council's total voting membership, any matter must be submitted to the faculty for
28 consideration. The Council shall establish the manner by which the faculty shall vote by mail, electronic
29 ballot or otherwise on any such matter. A vote by the majority of the full-time faculty members of the
30 university shall be binding on the Faculty Council.

31 32 **1.3.8 Conduct of Meetings of the Council of the Whole**

33
34 Twenty-five (25) percent of full-time faculty members shall constitute a quorum of the Council of the
35 Whole. Meetings of the Council of the Whole shall be chaired by the president of the Faculty Council.
36 Decisions of the Council of the Whole shall be made by a majority of the full-time faculty members
37 present, subject to ratification by a vote of the majority of all full-time faculty members in a special mail
38 or electronic ballot.

39 40 **1.4 Committees of the Faculty Council**

41
42 The Faculty Council is empowered to establish committees of the Faculty Council. The Faculty Council
43 appoints the members of the Committee on Committees from among the members of Faculty Council.

1
2 Membership on other Faculty Council committees is not limited to Faculty Council members. The
3 Faculty Council shall prescribe the terms of office for members of all committees. In the case of standing
4 committees, the terms of office shall normally be staggered to permit a reasonable degree of continuity.
5

6 The Faculty Council shall prescribe the duration of any ad hoc committees. Any standing or ad hoc
7 committee which fails to meet or does not otherwise act or file a report for a period of one year shall be
8 discontinued automatically.
9

10 Each committee of the Faculty Council shall select its own chair. With the approval of the Committee on
11 Committees, each committee may appoint subcommittees from its own members or from among other
12 members of the full time and part time faculty and such members of the administration, staff, and students
13 as shall be helpful in its deliberations.
14

15 The standing rules and operating procedures for Faculty Council committees and subcommittees are
16 further specified in Council's bylaws.
17

18 ***1.4.1 General Duties of Committees***

19
20 Committees shall recommend to the Faculty Council new policies and changes in policies in their areas of
21 responsibility.
22

23 They shall receive and consider proposals in their areas of responsibility from the Faculty Council, the
24 administration, Student Government Association, staff, and other relevant sources. Committees shall
25 present their recommendations to the Faculty Council. In their deliberations, committees and
26 subcommittees shall seek advice, information, or materials from other members of the university
27 community.
28

29 They shall review annually sections of the Faculty Handbook pertaining to their areas of concern and
30 make recommendations for revision.
31

32 They shall meet frequently and maintain liaison with appropriate committees and groups established by
33 the academic units, the Student Government Association, the Staff Council, and other university
34 constituencies.
35

36 ***1.4.2 Standing Committees of the Faculty Council***

37
38 Currently the Faculty Council has fifteen (15) standing committees. Committee charges are detailed in
39 Council's bylaws:
40

- 41 • Committee on Academic Policy (CAP)
- 42 • Committee on Committees (COC)
- 43 • Committee on Contingent Faculty (CCF)
- 44 • Committee on Online Learning (COOL)

- 1 • Committee on Curriculum and Programs (CCP)
- 2 • Committee on Learning and Teaching (COLT)
- 3 • Committee on Research Policy (CORP)
- 4 • Committee on the Status of Faculty (SOF)
- 5 • Committee on Equity, Inclusion, and Diversity (CEID)
- 6 • DePaul Health Committee (DHC)
- 7 • Faculty Committee on Appeals (FCA)
- 8 • Faculty Council Budget Committee (FCBC)
- 9 • Faculty Council Executive Committee (FCEC)
- 10 • Faculty Council Handbook Committee (FCHC)
- 11 • Liberal Studies Council (LSC)
- 12 • Physical Environment Committee (PEC)
- 13 • Promotion and Tenure Policy Committee (PTPC)

15 ***1.4.3 University Committees with Faculty Representation***

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

21 To the extent that any boards or committees not under the auspices of the Faculty Council address areas
 22 of primary faculty responsibility and report directly to the university president or other university officers,
 23 those boards or committees shall be subject to the policies of the Faculty Council and to review by the
 24 Faculty Council.

26 Faculty are represented on the following university committees and boards:

- 28 • 403(b) Investment and Plan Administrative Committee
- 29 • Academic Advising Award Committee
- 30 • Academic Affairs Committee - Board of Trustees
- 31 • Academic Integrity Board
- 32 • Academic Integrity Student Consultants
- 33 • Academic Program Review Committee
- 34 • All University Judicial Board
- 35 • Campus Recreation Advisory Committee
- 36 • Campus Violence Prevention Committee
- 37 • Committee on Conflict of Interest in Sponsored Programs
- 38 • Comprehensive Internationalization Committee
- 39 • Continuing and Professional Education
- 40 • Faculty Grievance and Appeals Panel
- 41 • Fair Business Practices Committee
- 42 • Grade Challenge Review Board

- 1 • Institutional Biosafety Committee (IBC)
- 2 • Issues Review Board (for staff grievances)
- 3 • Library Review Board
- 4 • Public Service Council
- 5 • Quality of Instruction Council
- 6 • Strategic Resource Allocation Committee
- 7 • Student Activity Fee Board
- 8 • Student Welfare Taskforce
- 9 • Teaching Learning and Technology Committee
- 10 • Tuition Pricing Committee
- 11 • University Athletic Board
- 12 • University Benefits and Compensation Committee
- 13 • University Board on Faculty Promotion and Tenure
- 14 • University Institutional Animal Care and Use Committee
- 15 • University Institutional Review Board for the Protection of Human Subjects (IRB)
- 16 • University Research Council
- 17 • University-wide Honors Program Committee

18

19 **1.5 Amendment of the Faculty Handbook**

20

21 The Faculty Handbook may be amended by the faculty. Changes to the Faculty Handbook take effect
22 when accepted by the university president.

23

24 The Faculty Handbook may be amended in either of two ways:

25

- 26 1. By the affirmative vote of least sixty percent (60%) of the members of the Faculty Council
27 present at the meeting, provided that those votes represent at least 50% of the total Faculty
28 Council membership; or
- 29 2. By submission of a proposed amendment over the signature of 10% of the regular full-time
30 faculty as a whole for ratification. The Committee on Committees will then task a committee to
31 oversee a referendum within 14 days. The amendment will be approved if a majority of the full-
32 time faculty cast referendum ballots and if at least two-thirds of the faculty members casting
33 ballots vote in favor of the amendment.