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CHAPTER 6. FACULTY RIGHTS AND RESPONSIBILITIES

DePaul University generally follows AAUP guidelines, except in instances where a policy is otherwise defined in this Handbook.

6.1 Academic Freedom

DePaul accords academic freedom a prominent position as an integral part of the university’s scholarly and religious heritage. The university attempts to create an environment in which persons engaged in learning and research exercise this freedom and respect it in others as contributing to the God-given dignity of individual persons and enhancing the academic process. University precept and tradition protect this freedom from infringement. Not only the faculty but also students and other members of the university community enjoy this freedom as they participate in the various forms of open inquiry and debate, as for example, classroom presentation and discussion, research and publication, public statements made as a citizen in one’s own name, and other forms of creative expression.

DePaul University is guided by the AAUP 1940 Statement of Principles on Academic Freedom and Tenure (with 1970 Interpretive Comments). However, the university expressly reserves the right to amend, alter, modify, and delete the same with the assent of the Faculty Council.

6.2 Diversity Guidelines

DePaul University has a long-standing commitment to ethnic and cultural diversity of its faculty, staff, and student body. As a university with a strong Catholic and Vincentian heritage, this commitment is particularly integral to our mission. It is also recognized that a multicultural experience is an essential part of DePaul.

Consistent with the Catholic and Vincentian heritage, DePaul University is committed to preserving an environment that respects the personal rights and dignity of each member of the community. Therefore, DePaul University does not tolerate harassment or discrimination, as, for example, set forth in the Anti-Discrimination and Anti-Harassment Policy and Procedures.

6.3 Academic Support

6.3.1 Faculty Development and Research

Since the university’s mission statement places “highest priority on programs of instruction and learning.” To further this objective, university sponsors a variety of professional development programs and awards recognizing outstanding achievement in teaching, scholarship, and/or creative activities, and service. Development opportunities and awards include, among others:

- Paid faculty leaves
- University Excellence in Teaching Award
- Spirit of Inquiry Award
- Competitive instructional grants
- Summer stipends
- Departmental initiative grants
- Competitive research grants
The Office of Faculty Development & Research seeks to fulfill the university’s commitment to academic excellence by developing teacher/scholars at all academic career levels. The Office has responsibility for programs, resources, and guidelines that support development, promotion, and retention of talented and diverse faculty. Through the Office of Faculty Development & Research, the provost provides internal grants to support faculty development initiatives and sponsors awards to recognize outstanding faculty achievements.

The Office of Faculty Development and Research provides university-wide support for faculty development through the Quality of Instruction Council (QIC), the University Research Council (URC), and the Public Service Council (PSC). The Associate Vice President for the Office of Faculty Development and Research chairs the three councils, which are composed of faculty and academic administrators.

The Office also sponsors other opportunities, including new faculty orientation, tenure and paid-leave workshops, and select international faculty language immersion programs. All programs are intentionally competitive in nature to ensure the best use of available funds and to encourage the development of proposal-writing skills. Applications regularly exceed available funding, and applicants are encouraged to submit well-crafted projects that advance their scholarly objectives.

Faculty grants, awards, stipends, and leaves are peer reviewed by one of three academic councils. The Associate Vice President for Faculty Development & Research chairs all three academic councils. Council members are appointed by Faculty Council. The University Research Council (URC) reviews and awards research grants, leaves, and the Spirit of Inquiry Awards. The Quality of Instruction Council (QIC) reviews and awards instructional grants and leaves and the Excellence in Teaching Awards. The Public Service Council (PSC) reviews and awards instructional and research grants related to service learning courses and university-community research projects. The PSC also reviews Excellence in Public Service Awards.

A more complete listing of professional development initiatives and guidelines can be found at the Office of Faculty Development and Research.

6.3.2 Memberships

Although professional membership fees are the responsibility of individual faculty, the university may reimburse individual a full-time faculty member up to $50.00 per membership for up to three professional organizations per year, provided that the faculty member pays the first $25 of each fee. The university does not pay for memberships in private clubs except with the president’s approval.

6.3.3 Travel Expenses

The university provides each academic unit with a travel budget to support faculty participation in meetings of learned societies. Top priority for travel support belongs to the faculty member who presents a paper, serves on a panel, acts as an officer of the society, represents the university (on the authority or request of the chair or dean) in recruiting faculty, or serves in another official capacity. Travel support is provided only from travel funds within the budget of the academic unit and upon approval of the chair or dean, who is responsible for distributing travel funds among the
faculty who travel in an official role. Depending on the amount of money available in the travel
budget and the demands for these funds, the faculty members may receive partial or no support.
Travel compensation may be given for national or regional meetings. For meetings in the
metropolitan Chicago area, support is limited to incidentals such as registration fees. In all
instances, the university reimburses actual expenses for allowable items.
Faculty who attend meetings without taking one of the active roles listed above are usually
expected to cover their own expenses. However, if travel funds remain in the budget, the chair or
dean may approve support for not more than half of the travel expenses. Faculty members are
couraged to plan travel as far in advance as possible and to keep chairs and deans advised to
these plans before budgets are prepared. For specific procedures, forms and guidelines, see the

6.4 Faculty Responsibilities

Membership in the academic profession, in professional societies and associations of higher
education, and in DePaul University entails special responsibilities. The more important of these
responsibilities are summarized here as a code of professional ethics. They are subject to
amendment from time to time through appropriate university action. Failure to comply with these
responsibilities renders a faculty member liable to appropriate sanction within the procedural
safeguards and provision for peer judgment.

6.4.1 Members of the Academic Profession

As a member of the academic profession, the faculty member has these obligations:

1. To seek truth; to improve scholarly competencies for this purpose; to engage in
   productive scholarship, research or other creative activities; and to uphold the scholarly
   standards of one’s academic discipline.
2. To practice intellectual honesty; to acknowledge academic debts to others; and to
   exercise impartiality in passing professional judgments on colleagues.
3. To respect the rights of other persons to hold and express different intellectual positions;
   and to protect the rights, well-being, and privacy of persons involved in scientific inquiry.
4. To be accurate in making public statements in one’s own name and to be mindful that in
   making such statements the public may judge the faculty member’s profession and
   institution from these statements.

6.4.2 Members of DePaul University

As members of DePaul University, the faculty member has these obligations:

1. To respect the religious character of the university and the religious beliefs of persons
   affiliated with the university.
2. To adhere to non-discriminatory norms in [interacting with other university personnel].
3. To preserve confidentiality in personnel and administrative deliberations when
   confidentiality is explicitly required.
4. To avoid unauthorized use of university resources or facilities for personal, commercial,
   or political purposes.
5. To assume a fair share of faculty responsibilities for university governance and to accept and fulfill committee appointments and other responsibilities associated with faculty status.

6. To comply with duly approved regulations and procedures.

7. To attend general university commencements and convocations.

6.4.3 Teacher of Students

As a teacher, a faculty member has these obligations:

1. To present to students subject matter compatible with course descriptions appearing in official university bulletins and catalogues; to avoid significant intrusion of material unrelated to the course; and to meet classes and hold examinations as scheduled.

2. To evaluate students only on the basis of academic performance and to evaluate their work without undue or unexcused delay.

3. To hold office hours, to be available to students enrolled in the faculty member’s courses, and to serve as a faculty advisor to other students according to the policies of the academic unit.

4. To avoid any exploitation of students for personal advantage or any coercion of the judgment or conscience of students.

6.4.4 Academic Administrators

A member of the faculty who holds an administrative position has these obligations:

1. To establish adequate means of communication for matters that materially affect the members of the particular academic unit and to be reasonably available for the faculty and staff of the unit.

2. To provide opportunity for joint planning and effort where appropriate and to set up and apply the structures necessary for joint action.

3. To make personnel decisions impartially; to give responses as soon as circumstances allow; and to give reasons for refusing a request if asked to do so by the person refused unless the disclosure of the reason would breach confidentiality.

4. To remain current with developments in higher education related to the sphere of the particular administrative position.

6.5 Instructional Responsibilities

At times it is important for faculty to convey messages to students through announcements made in class. Instructors’ cooperation in making these announcements is appreciated.

6.5.1 Class Attendance

Instructors are expected to take attendance during the first week of class and again after receipt of an “update” roster (approximately the fifth week of class). This helps academic officers to
identify and correct errors before grade sheets are printed. Individual faculty have the prerogative
to establish course attendance guidelines. These should be stated in the course syllabus.

6.5.2 Class Cancellation

It is imperative that instructors meet classes for each scheduled class. In the event that an
instructor is unable to attend a class because of illness or unplanned absence, he/she must inform
the local academic unit officer at the first opportunity. The local academic unit officer will then
make arrangements to provide continued student learning during the instructor’s absence.

6.5.3 Inability to Meet a Class/Substitute Teaching

A faculty member who is unable to meet a class is responsible for seeing that students are not
thereby deprived of learning opportunities. This responsibility may be met by scheduling the
necessary number of make-up classes at a time convenient to the students, requesting the
assignment of a substitute instructor, or making other appropriate arrangements. In all instances
of absence, the faculty member must inform the local academic unit officer of the facts regarding
the absence, the reasons for it, and the measures taken to provide the students with the requisite
learning experiences. The local academic unit officer may require the faculty member to provide
this information in writing.

If a class is to be cancelled, the instructor shall inform the students beforehand, if at all possible.
When the students have not been informed, the local academic unit officer will attempt to let the
students know that the class has been cancelled, particularly an evening class attended
predominantly by part-time students.

6.5.4 Class Hours

It is essential that students have a minimum of three hours of contact time per week with their
instructor in each four quarter hour course. Faculty members are expected to conduct class for the
full period and to begin and end at scheduled times.

6.5.5 Syllabus Requirements

All faculty are required to prepare written course syllabi for each course they teach at DePaul. At
a minimum, syllabi should contain the following information:

1. A rationale for the course stated in the context of the aims of the local academic unit;
2. A statement on the types of instruction (i.e., lecture; lecture-discussion; lab; etc.);
3. Specific materials required for the course (books, pamphlets, library materials, etc.);
4. Proposed major and minor topics to be covered in the course;
5. Specific required readings, and written and oral assignments (inclusion of tentative dates
   for such assignments is desirable);
6. Specific descriptions of the criteria and methods to be used by the instructor in
   evaluating students’ academic performance, such as the nature of quizzes and
   examinations;
7. Statement on plagiarism; and,
8. Instructor’s office number and office hours for the term in which the course is being offered.

Each faculty member must, by the first class session, make available to each student a copy of the syllabus that satisfies the guidelines outlined above. A copy must be submitted to the college or school.

6.5.6 Course Examinations

In all courses at the midpoint of the quarter, students will be informed of their achievement to date. Normally courses conclude with a final examination. To provide additional flexibility for faculty members, a formal mid-term or final examination is not required if the instructor has other comparable ways of evaluating student achievement.

6.5.7 Time for Submitting Final Grades

As a matter of administrative policy, all final grades are to be submitted within five business days of the last examination in all academic units of the university, except for the College of Law, which follows a different calendar.

6.6 Workload

6.6.1 Faculty Assignments

Formal assignments comprise only part of a faculty member’s academic life. As professionals, faculty members are expected to engage in many activities that are not official duties, particularly those that contribute to the good of the public and the university, their academic discipline, and their own professional development.

6.6.2 Responsibility for Assignments

The local academic unit officer makes faculty assignments, subject to approval by the dean.

6.6.3 Teaching

6.6.3.1 Full-time and Part-time Faculty

The primary function of DePaul University is instruction; hence, teaching constitutes the majority of faculty assignments. The normal teaching load is nine full courses per academic year, usually three per quarter. Exceptions may arise if, for example, the established policy of a given academic unit or a particular faculty contract specifies the contrary. This load may be reduced if particular faculty courses place especially extensive demands on faculty time or if faculty members receive formal assignment in other functions. Only in exceptional instances is a faculty member asked to teach more than a normal load. In such instances, the faculty member receives additional compensation not less than the salary paid to a part-time faculty member for teaching a comparable course.

A teaching assignment may include student advisement, which requires that faculty members keep a sufficient number of regularly scheduled office hours at times that are of mutual
convenience and appropriate for the needs of the students. A teaching assignment also entails services normally associated with faculty status and responsibilities. Supervision of independent study is entirely voluntary and is not calculated as part of the teaching load. Faculty receive no pay for supervising independent study. However, supervision of independent study is considered as an element of faculty performance in evaluations for salary adjustment, contract renewal, and tenure or promotion.

Faculty assignments to off-campus instruction generally are incorporated into the regular teaching load, warranting no additional compensation. Part-time faculty may be assigned to off-campus instruction on the same basis as on-campus assignments.

6.6.3.2 Administrators

Administrators may have teaching assignments; however, they normally are not entitled to additional compensation for teaching. Administrators or staff personnel whose responsibilities do not include teaching, and who almost invariably do not have faculty status, may, in special instances, be assigned to teach a course. This teaching assignment is normally considered an integral part of the person’s responsibilities for which the university provides no additional compensation.

Should another higher education institution invite an administrator to teach a course, he or she would be under the same restrictions applicable to faculty teaching outside the university.

Administrative personnel who have faculty status may receive a teaching assignment during the summer session. As the university considers the assignment to replace some administrative functions during this period, the administrator is not entitled to additional compensation.

6.6.3.3 Graduate Assistants and Fellows

Assignment of full responsibility of teaching a course is limited to persons who have full-time or part-time faculty appointments in the university. In exceptional cases a graduate assistant may be given such an assignment if the graduate assistant is in a doctoral program and has already successfully completed the Master’s degree or its equivalent.

6.6.3.4 Summer Session Assignments

Faculty members with 10-month contracts may accept or decline courses offered to them during the summer.

6.6.4 Activities Outside the University

Faculty members are encouraged to pursue activities outside the university that contribute to DePaul’s mission, including social, civic, and religious activities, and service to one’s professions and professional associations. However, because a full-time faculty appointment implies a full commitment to DePaul University, outside activities must conform to the following limits:

1. They must not interfere with the faculty member’s commitment to the full academic life of the university, including teaching, research, student advisement, governance, and related responsibilities.
2. During the regular academic year, the faculty member must give precedence to university responsibilities.

3. Two additional limits apply to outside activities for which the faculty member receives remuneration:
   - They must be professional activities that contribute to the professional development of the faculty member or provide expertise to the community; and
   - Over the course of a year, they must not exceed the equivalent of one day per work week.

4. The faculty member will arrange privately for whatever support services his or her outside activities may require. Only with prior approval of the dean may a faculty member enlist the services of university personnel or employ university supplies and equipment for outside activities.

5. Each January, faculty members must submit an annual report on their work-related activities with any outside firm, agency, or institution if they (i) serve on a continuing basis as a consultant or in a similar role; (ii) are continuing members or officers of the outside entity, or (iii) normally provide services for the outside entity at least once a week, even if for less than a full day. The report goes to the dean, with a copy to the local academic unit officer in colleges organized into departments.

6. The faculty member is primarily responsible for determining whether outside activities are compatible with the responsibilities of a faculty member. Nevertheless, the dean must ultimately decide whether a faculty member’s outside activities conform to the limits enumerated above. Deans may place specific restrictions on outside activities in order to satisfy policy requirements.

7. Teaching at another higher education institution while under contract at DePaul is permitted only in those specific instances for which the dean has given written approval.

8. Material violation of this policy is considered a violation of the faculty contract and could be cause for abrogation of contract and termination of tenure in accordance with the policies and procedures in Chapter 4.

6.7 Leaves of Absence

Leaves of absence may be granted for advanced study and research, a temporary position elsewhere compatible with one held at DePaul, medical need or disability in accordance with university policy, or personal reasons. The duration of a leave may be a full academic year or one or more terms. Only in exceptional cases will a leave be granted for more than one year.

Non-medical leaves are generally granted without salary. For other types of leave, the salary is reduced by one-third for each quarter of leave; for faculty of the College of Law, salary is reduced by one-half for each semester of leave.

University sponsored paid leaves are available through the Quality of Instruction Council and the University Research Council. These types of leaves have their own unique policies and procedures. For further details, please see the guidelines and applications forms for the Quality of Instruction Council and University Research Council.

A request for a full year of leave should be submitted in writing on or before January 15 of the preceding academic year. A request for leave for an academic term should be submitted in writing no later than the beginning of the term preceding the one for which leave is sought.
The local academic unit officer, the college dean, and the provost must approve a leave. They consider, among other factors, the effect of the faculty member’s absence on the department or college and the possibility of finding a qualified replacement on a temporary basis. In granting leaves, the university accords priority to projects that will contribute to the faculty member’s professional development and to projects for which the faculty member has obtained funding from external sources. The university does not normally grant simultaneous leaves to more than one faculty member of an academic unit.

University policies and procedures on renewal and termination apply to faculty on leave. Information regarding the continuation of employee benefits during a leave is available in the Office of Human Resources and should be confirmed prior to the start of the leave. If a college or department sponsors a separate leave program, a faculty member can obtain details through the college or departmental office.

6.8 Salaries

The university makes decisions regarding salary in accordance with its budget guidelines. Normally, salary decisions result in a merit increase and, when budgets permit, may include increases for such things as equity and market adjustments. The salary recommendation is made by the college dean.

Full-time faculty are paid on a biweekly basis in twenty-six payments per fiscal year. Part-time faculty are paid biweekly during each quarter in which they are teaching (usually five pay periods per quarter). During summer sessions, faculty are paid in two or three equal payments per summer session. The Payroll Department determines payroll dates.

6.9 Academic Policies

In fulfillment of its governance role as defined in section 1.2.1 of the Faculty Handbook: Primary Responsibilities of the Faculty, Faculty Council has its own proper guidelines to govern the creation of academic policies, leading to approval of proposed policies and policy revisions by the President.

After approval of policies and procedures that fall within Faculty Council’s areas of responsibility, the documents should be integrated into the university’s online policy and procedures manual. While the President and the Board of Trustees have authority to reverse faculty decisions that fall within areas of primary faculty responsibility, the university expects that they would do so only in exceptional circumstances and would communicate the reasons to the faculty.

6.10 Establishing a New University Policy

Except with respect to the establishment of academic policies under Faculty Council authority, the Office of the Secretary coordinates the establishment, archiving, revision, approval, and publication of all university policies and procedures.

Details on academic policy and process appear on the University Policies and Procedures web site.