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1 **CHAPTER 6. FACULTY RIGHTS AND RESPONSIBILITIES**

2
3
4 DePaul University generally follows AAUP guidelines, except in instances where a policy is
5 otherwise defined in this Handbook.

6 **6.1 Academic Freedom**

7
8 DePaul accords academic freedom a prominent position as an integral part of the university’s
9 scholarly and religious heritage. The university attempts to create an environment in which
10 persons engaged in learning and research exercise this freedom and respect it in others as
11 contributing to the God-given dignity of individual persons and enhancing the academic process.
12 University precept and tradition protect this freedom from infringement. Not only the faculty but
13 also students and other members of the university community enjoy this freedom as they
14 participate in the various forms of open inquiry and debate, as for example, classroom
15 presentation and discussion, research and publication, public statements made as a citizen in
16 one’s own name, and other forms of creative expression.

17
18 DePaul University is guided by the AAUP 1940 Statement of Principles on Academic Freedom
19 and Tenure (with 1970 Interpretive Comments). However, the university expressly reserves the
20 right to amend, alter, modify, and delete the same with the assent of the Faculty Council.

21 **6.2 Diversity Guidelines**

22
23 DePaul University has a long-standing commitment to ethnic and cultural diversity of its faculty,
24 staff, and student body. As a university with a strong Catholic and Vincentian heritage, this
25 commitment is particularly integral to our mission. It is also recognized that a multicultural
26 experience is an essential part of DePaul.

27
28 Consistent with the Catholic and Vincentian heritage, DePaul University is committed to
29 preserving an environment that respects the personal rights and dignity of each member of the
30 community. Therefore, DePaul University does not tolerate harassment or discrimination, as, for
31 example, set forth in the Anti-Discrimination and Anti-Harassment Policy and Procedures.

32 **6.3 Academic Support**

33 ***6.3.1 Faculty Development and Research***

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

- 38
- 39 • Paid faculty leaves
- 40 • University Excellence in Teaching Award
- 41 • Spirit of Inquiry Award
- 42 • Competitive instructional grants
- 43 • Summer stipends
- 44 • Departmental initiative grants
- 45 • Competitive research grants

- 1 • Research conference program.

2 The Office of Faculty Development & Research seeks to fulfill the university’s commitment to
 3 academic excellence by developing teacher/scholars at all academic career levels. The Office has
 4 responsibility for programs, resources, and guidelines that support development, promotion, and
 5 retention of talented and diverse faculty. Through the Office of Faculty Development &
 6 Research, the provost provides internal grants to support faculty development initiatives and
 7 sponsors awards to recognize outstanding faculty achievements.

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

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

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

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

28 **6.3.2 Memberships**

29
 30 Although professional membership fees are the responsibility of individual faculty, the university
 31 may reimburse individual a full-time faculty member up to \$50.00 per membership for up to three
 32 professional organizations per year, provided that the faculty member pays the first \$25 of each
 33 fee. The university does not pay for memberships in private clubs except with the president’s
 34 approval.

35 **6.3.3 Travel Expenses**

36
 37 The university provides each academic unit with a travel budget to support faculty participation in
 38 meetings of learned societies. Top priority for travel support belongs to the faculty member who
 39 presents a paper, serves on a panel, acts as an officer of the society, represents the university (on
 40 the authority or request of the chair or dean) in recruiting faculty, or serves in another official
 41 capacity. Travel support is provided only from travel funds within the budget of the academic unit
 42 and upon approval of the chair or dean, who is responsible for distributing travel funds among the

1 faculty who travel in an official role. Depending on the amount of money available in the travel
2 budget and the demands for these funds, the faculty members may receive partial or no support.

3 Travel compensation may be given for national or regional meetings. For meetings in the
4 metropolitan Chicago area, support is limited to incidentals such as registration fees. In all
5 instances, the university reimburses actual expenses for allowable items.

6 Faculty who attend meetings without taking one of the active roles listed above are usually
7 expected to cover their own expenses. However, if travel funds remain in the budget, the chair or
8 dean may approve support for not more than half of the travel expenses. Faculty members are
9 encouraged to plan travel as far in advance as possible and to keep chairs and deans advised to
10 these plans before budgets are prepared. For specific procedures, forms and guidelines, see the
11 Office of Financial Affairs.

12 **6.4 Faculty Responsibilities**

13
14 Membership in the academic profession, in professional societies and associations of higher
15 education, and in DePaul University entails special responsibilities. The more important of these
16 responsibilities are summarized here as a code of professional ethics. They are subject to
17 amendment from time to time through appropriate university action. Failure to comply with these
18 responsibilities renders a faculty member liable to appropriate sanction within the procedural
19 safeguards and provision for peer judgment.

20 ***6.4.1 Members of the Academic Profession***

21
22 As a member of the academic profession, the faculty member has these obligations:

- 23
24 1. To seek truth; to improve scholarly competencies for this purpose; to engage in
25 productive scholarship, research or other creative activities; and to uphold the scholarly
26 standards of one's academic discipline.
- 27
28 2. To practice intellectual honesty; to acknowledge academic debts to others; and to
29 exercise impartiality in passing professional judgments on colleagues.
- 30
31 3. To respect the rights of other persons to hold and express different intellectual positions;
32 and to protect the rights, well-being, and privacy of persons involved in scientific inquiry.
- 33
34 4. To be accurate in making public statements in one's own name and to be mindful that in
35 making such statements the public may judge the faculty member's profession and
36 institution from these statements.

34 ***6.4.2 Members of DePaul University***

35
36 As members of DePaul University, the faculty member has these obligations:

- 37
38 1. To respect the religious character of the university and the religious beliefs of persons
39 affiliated with the university.
- 40
41 2. To adhere to non-discriminatory norms in [interacting with other university personnel].
- 42
43 3. To preserve confidentiality in personnel and administrative deliberations when
44 confidentiality is explicitly required.
- 45
46 4. To avoid unauthorized use of university resources or facilities for personal, commercial,
47 or political purposes.

- 1 5. To assume a fair share of faculty responsibilities for university governance and to accept
- 2 and fulfill committee appointments and other responsibilities associated with faculty
- 3 status.
- 4 6. To comply with duly approved regulations and procedures.
- 5 7. To attend general university commencements and convocations.

6 **6.4.3 Teacher of Students**

7
8 As a teacher, a faculty member has these obligations:

- 9
- 10 1. To present to students subject matter compatible with course descriptions appearing in
- 11 official university bulletins and catalogues; to avoid significant intrusion of material
- 12 unrelated to the course; and to meet classes and hold examinations as scheduled.
- 13 2. To evaluate students only on the basis of academic performance and to evaluate their
- 14 work without undue or unexcused delay.
- 15 3. To hold office hours, to be available to students enrolled in the faculty member's courses,
- 16 and to serve as a faculty advisor to other students according to the policies of the
- 17 academic unit.
- 18 4. To avoid any exploitation of students for personal advantage or any coercion of the
- 19 judgment or conscience of students.

20 **6.4.4 Academic Administrators**

21
22 A member of the faculty who holds an administrative position has these obligations:

- 23
- 24 1. To establish adequate means of communication for matters that materially affect the
- 25 members of the particular academic unit and to be reasonably available for the faculty
- 26 and staff of the unit.
- 27 2. To provide opportunity for joint planning and effort where appropriate and to set up and
- 28 apply the structures necessary for joint action.
- 29 3. To make personnel decisions impartially; to give responses as soon as circumstances
- 30 allow; and to give reasons for refusing a request if asked to do so by the person refused
- 31 unless the disclosure of the reason would breach confidentiality.
- 32 4. To remain current with developments in higher education related to the sphere of the
- 33 particular administrative position.

34 **6.5 Instructional Responsibilities**

35
36 At times it is important for faculty to convey messages to students through announcements made

37 in class. Instructors' cooperation in making these announcements is appreciated.

38 **6.5.1 Class Attendance**

39
40 Instructors are expected to take attendance during the first week of class and again after receipt of

41 an "update" roster (approximately the fifth week of class). This helps academic officers to

1 identify and correct errors before grade sheets are printed. Individual faculty have the prerogative
2 to establish course attendance guidelines. These should be stated in the course syllabus.

3 **6.5.2 Class Cancellation**

4
5 It is imperative that instructors meet classes for each scheduled class. In the event that an
6 instructor is unable to attend a class because of illness or unplanned absence, he/she must inform
7 the local academic unit officer at the first opportunity. The local academic unit officer will then
8 make arrangements to provide continued student learning during the instructor's absence.

9 **6.5.3 Inability to Meet a Class/Substitute Teaching**

10
11 A faculty member who is unable to meet a class is responsible for seeing that students are not
12 thereby deprived of learning opportunities. This responsibility may be met by scheduling the
13 necessary number of make-up classes at a time convenient to the students, requesting the
14 assignment of a substitute instructor, or making other appropriate arrangements. In all instances
15 of absence, the faculty member must inform the local academic unit officer of the facts regarding
16 the absence, the reasons for it, and the measures taken to provide the students with the requisite
17 learning experiences. The local academic unit officer may require the faculty member to provide
18 this information in writing.

19
20 If a class is to be cancelled, the instructor shall inform the students beforehand, if at all possible.
21 When the students have not been informed, the local academic unit officer will attempt to let the
22 students know that the class has been cancelled, particularly an evening class attended
23 predominantly by part-time students.

24 **6.5.4 Class Hours**

25
26 It is essential that students have a minimum of three hours of contact time per week with their
27 instructor in each four quarter hour course. Faculty members are expected to conduct class for the
28 full period and to begin and end at scheduled times.

29 **6.5.5 Syllabus Requirements**

30
31 All faculty are required to prepare written course syllabi for each course they teach at DePaul. At
32 a minimum, syllabi should contain the following information:

- 33
- 34 1. A rationale for the course stated in the context of the aims of the local academic unit;
- 35 2. A statement on the types of instruction (i.e., lecture; lecture-discussion; lab; etc.);
- 36 3. Specific materials required for the course (books, pamphlets, library materials, etc.);
- 37 4. Proposed major and minor topics to be covered in the course;
- 38 5. Specific required readings, and written and oral assignments (inclusion of tentative dates
39 for such assignments is desirable);
- 40 6. Specific descriptions of the criteria and methods to be used by the instructor in
41 evaluating students' academic performance, such as the nature of quizzes and
42 examinations;
- 43 7. Statement on plagiarism; and,

1 8. Instructor's office number and office hours for the term in which the course is being
2 offered.

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

6 **6.5.6 Course Examinations**

7
8 In all courses at the midpoint of the quarter, students will be informed of their achievement to
9 date. Normally courses conclude with a final examination. To provide additional flexibility for
10 faculty members, a formal mid-term or final examination is not required if the instructor has other
11 comparable ways of evaluating student achievement.

12 **6.5.7 Time for Submitting Final Grades**

13
14 As a matter of administrative policy, all final grades are to be submitted within five business days
15 of the last examination in all academic units of the university, except for the College of Law,
16 which follows a different calendar.

17 **6.6 Workload**

18 **6.6.1 Faculty Assignments**

19
20 Formal assignments comprise only part of a faculty member's academic life. As professionals,
21 faculty members are expected to engage in many activities that are not official duties, particularly
22 those that contribute to the good of the public and the university, their academic discipline, and
23 their own professional development.

24 **6.6.2 Responsibility for Assignments**

25
26 The local academic unit officer makes faculty assignments, subject to approval by the dean.

27 **6.6.3 Teaching**

28 **6.6.3.1 Full-time and Part-time Faculty**

29
30 The primary function of DePaul University is instruction; hence, teaching constitutes the majority
31 of faculty assignments. The normal teaching load is nine full courses per academic year, usually
32 three per quarter. Exceptions may arise if, for example, the established policy of a given academic
33 unit or a particular faculty contract specifies the contrary. This load may be reduced if particular
34 faculty courses place especially extensive demands on faculty time or if faculty members receive
35 formal assignment in other functions. Only in exceptional instances is a faculty member asked to
36 teach more than a normal load. In such instances, the faculty member receives additional
37 compensation not less than the salary paid to a part-time faculty member for teaching a
38 comparable course.

39
40 A teaching assignment may include student advisement, which requires that faculty members
41 keep a sufficient number of regularly scheduled office hours at times that are of mutual

1 convenience and appropriate for the needs of the students. A teaching assignment also entails
2 services normally associated with faculty status and responsibilities. Supervision of independent
3 study is entirely voluntary and is not calculated as part of the teaching load. Faculty receive no
4 pay for supervising independent study. However, supervision of independent study is considered
5 as an element of faculty performance in evaluations for salary adjustment, contract renewal, and
6 tenure or promotion.

7
8 Faculty assignments to off-campus instruction generally are incorporated into the regular teaching
9 load, warranting no additional compensation. Part-time faculty may be assigned to off-campus
10 instruction on the same basis as on-campus assignments.

11 **6.6.3.2 Administrators**

12
13 Administrators may have teaching assignments; however, they normally are not entitled to
14 additional compensation for teaching. Administrators or staff personnel whose responsibilities do
15 not include teaching, and who almost invariably do not have faculty status, may, in special
16 instances, be assigned to teach a course. This teaching assignment is normally considered an
17 integral part of the person's responsibilities for which the university provides no additional
18 compensation.

19
20 Should another higher education institution invite an administrator to teach a course, he or she
21 would be under the same restrictions applicable to faculty teaching outside the university.

22
23 Administrative personnel who have faculty status may receive a teaching assignment during the
24 summer session. As the university considers the assignment to replace some administrative
25 functions during this period, the administrator is not entitled to additional compensation.

26 **6.6.3.3 Graduate Assistants and Fellows**

27
28 Assignment of full responsibility of teaching a course is limited to persons who have full-time or
29 part-time faculty appointments in the university. In exceptional cases a graduate assistant may be
30 given such an assignment if the graduate assistant is in a doctoral program and has already
31 successfully completed the Master's degree or its equivalent.

32 **6.6.3.4 Summer Session Assignments**

33
34 Faculty members with 10-month contracts may accept or decline courses offered to them during
35 the summer.

36 **6.6.4 Activities Outside the University**

37
38 Faculty members are encouraged to pursue activities outside the university that contribute to
39 DePaul's mission, including social, civic, and religious activities, and service to one's professions
40 and professional associations. However, because a full-time faculty appointment implies a full
41 commitment to DePaul University, outside activities must conform to the following limits:

- 42
43 1. They must not interfere with the faculty member's commitment to the full academic life
44 of the university, including teaching, research, student advisement, governance, and
45 related responsibilities.

- 1 2. During the regular academic year, the faculty member must give precedence to university
2 responsibilities.
- 3 3. Two additional limits apply to outside activities for which the faculty member receives
4 remuneration:
 - 5 • They must be professional activities that contribute to the professional development
6 of the faculty member or provide expertise to the community; and
 - 7 • Over the course of a year, they must not exceed the equivalent of one day per work
8 week.
- 9 4. The faculty member will arrange privately for whatever support services his or her
10 outside activities may require. Only with prior approval of the dean may a faculty
11 member enlist the services of university personnel or employ university supplies and
12 equipment for outside activities.
- 13 5. Each January, faculty members must submit an annual report on their work-related
14 activities with any outside firm, agency, or institution if they (i) serve on a continuing
15 basis as a consultant or in a similar role; (ii) are continuing members or officers of the
16 outside entity, or (iii) normally provide services for the outside entity at least once a
17 week, even if for less than a full day. The report goes to the dean, with a copy to the
18 local academic unit officer in colleges organized into departments.
- 19 6. The faculty member is primarily responsible for determining whether outside activities
20 are compatible with the responsibilities of a faculty member. Nevertheless, the dean must
21 ultimately decide whether a faculty member's outside activities conform to the limits
22 enumerated above. Deans may place specific restrictions on outside activities in order to
23 satisfy policy requirements.
- 24 7. Teaching at another higher education institution while under contract at DePaul is
25 permitted only in those specific instances for which the dean has given written approval.
- 26 8. Material violation of this policy is considered a violation of the faculty contract and could
27 be cause for abrogation of contract and termination of tenure in accordance with the
28 policies and procedures in Chapter 4.

29 **6.7 Leaves of Absence**

30
31 Leaves of absence may be granted for advanced study and research, a temporary position
32 elsewhere compatible with one held at DePaul, medical need or disability in accordance with
33 university policy, or personal reasons. The duration of a leave may be a full academic year or one
34 or more terms. Only in exceptional cases will a leave be granted for more than one year.

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

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

42 A request for a full year of leave should be submitted in writing on or before January 15 of the
43 preceding academic year. A request for leave for an academic term should be submitted in writing
44 no later than the beginning of the term preceding the one for which leave is sought.

1 The local academic unit officer, the college dean, and the provost must approve a leave. They
2 consider, among other factors, the effect of the faculty member's absence on the department or
3 college and the possibility of finding a qualified replacement on a temporary basis. In granting
4 leaves, the university accords priority to projects that will contribute to the faculty member's
5 professional development and to projects for which the faculty member has obtained funding
6 from external sources. The university does not normally grant simultaneous leaves to more than
7 one faculty member of an academic unit.

8
9 University policies and procedures on renewal and termination apply to faculty on leave.

10 Information regarding the continuation of employee benefits during a leave is available in the
11 Office of Human Resources and should be confirmed prior to the start of the leave.

12 If a college or department sponsors a separate leave program, a faculty member can obtain details
13 through the college or departmental office.

14 **6.8 Salaries**

15
16 The university makes decisions regarding salary in accordance with its budget guidelines.
17 Normally, salary decisions result in a merit increase and, when budgets permit, may include
18 increases for such things as equity and market adjustments. The salary recommendation is made
19 by the college dean.

20
21 Full-time faculty are paid on a biweekly basis in twenty-six payments per fiscal year. Part-time
22 faculty are paid biweekly during each quarter in which they are teaching (usually five pay periods
23 per quarter). During summer sessions, faculty are paid in two or three equal payments per
24 summer session. The Payroll Department determines payroll dates.

25 **6.9 Academic Policies**

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

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

36 **6.10 Establishing a New University Policy**

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

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